

PROVINCIAL ADMINISTRATION: LIMPOPO

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. 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.

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor). All General enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.
- CLOSING DATE** : 13 October 2017
- 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. A Copy of your Curriculum Vitae, identity document, driver's license and qualifications must be attached. The specific reference number for the post must be quoted. "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Short-listed candidates for the below posts will be subjected to a Security clearance, and verification of qualifications. **NB:** Faxed or e-mailed applications will not be considered. This advert will also available on the following website:www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment of the advertised posts. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.
- MANAGEMENT ECHELON**
- POST 40/78** : **CHIEF DIRECTOR: TRADITIONAL AFFAIRS. REF NO: CoGHSTA 02/17**
Branch: COGTA
- SALARY** : R 1 127 334.00 (All inclusive salary package) Salary Level: 14
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at senior managerial level and a valid driver 's license (with exception of disabled applicants).Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Procurement legislations, Logistics Management, PFMA, etc. Skills in: Negotiation Skills; Presentation skills; People management skills; Financial Management; Time management; Communication both formal, and informal; Report writing skills; *Co-ordination skills; *Interpersonal skills; Leadership skills; Analytical skills; Problem solving skills; Strategic planning.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the branch; Manage Anthropological Services and House of Traditional Leaders; Ensure good standard and compliance to prescripts at the circumcision schools; manage the utilization of financial, human and physical resources in accordance with relevant directives and legislation.
- ENQUIRIES** : Mr. Monkoe Mphodi (015) 294 2223

<u>POST 40/79</u>	:	<u>CHIEF DIRECTOR: REGULATORY & COMPLIANCE. REF NO: CoGHSTA 03/17</u> Branch: Corporate Services
<u>SALARY</u>	:	R 1 127 334.00 (All inclusive salary package) Salary Level: 14
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at senior managerial level and a valid driver 's license (with exception of disabled applicants).Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA. Knowledge on the relevant policies/prescripts and procedures etc. Skills in: Negotiation skills; Language skills and ability to communicate well with people at different levels and from different backgrounds; People management skills; Good telephone etiquette; Time management; Communication, both formal, and informal; Good people skills; Sound organizational skills; High level of reliability.
<u>DUTIES</u>	:	Oversee legal management services; Ensure sound labour relations climate; Manage resources (financial, human and physical).
<u>ENQUIRIES</u>	:	Ms Mokhomole Makgano (015) 294 2286
<u>POST 40/80</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CoGHSTA 04/17</u> Branch: Chief Financial Office (CFO)
<u>SALARY</u>	:	R 1 127 334.00 (All inclusive salary package) Salary Level: 14
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at senior managerial level and a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg,Public Service Act, Procurement legislations, Logistics Management, PFMA, etc. Skills in: Negotiation Skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Ensure provision of Demand services; Ensure provision of Acquisition services; *Ensure the management of Bids; Ensure the provision of Advisory and contract management services; Ensure the compilation of terms of reference/specifications for goods and services required; Ensure the provision of Logistics services; Ensure management of assets; Ensure management of fleet services; *Ensure the management of facilities and office services; Manage resources (financial, Human & Physical).
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi (015) 294 2223
<u>POST 40/81</u>	:	<u>CHIEF ENGINEER. REF NO: CoGHSTA 09/17</u> Branch: ISHS
<u>SALARY</u>	:	R 935 172.00 – R 1 297 626.00 (All inclusive salary package) Salary Level: OSD
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Geotechnical/Civil/Structural Engineering as recognized by SAQA. Minimum of six years post qualification Engineering Technologist experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with ECSA as a Professional Engineer. Key Competencies: Knowledge of: Sound and in depth knowledge of Geotechnical Engineering, application of the legislative framework governing the public service eg, Housing Consumer Protection Measures Act, Human Settlement Housing Code, PFMA, NEMA, Water Act etc. Skills: Negotiation skills; Presentation skills; People management skills; Research; Report writing; Time management; Communication, both formal, and informal; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Team building; Computer-Aided engineering applications; Problem solving and analysis; Managerial skills; Financial managerial skills; Strategic Management and direction; Change Management.
<u>DUTIES</u>	:	Manage and Co-ordinate the Geotechnical reports and variations; Research and development; *Office administration and budget planning; Human capital development.

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

POST 40/82 : **DIRECTOR: HUMAN RESOURCE CAPACITY DEVELOPMENT. REOF NO: CoGHSTA 05/17**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R 948 174.00 (All-inclusive salary package) Salary Level: 13
Polokwane
An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants).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 Relations, PFMA, etc. Knowledge of the relevant policies/prescripts and procedures, etc, Call centre management, Batho Pele principles application, Project management and Customer care. Skills: Strategic capability and leadership; Programme and Project management; People management and empowerment; Financial management; Change Management; Service delivery innovation; Problem solving and analysis; Client Orientation and Customer Focus; Workshop facilitation; Policy development; Confident Communicator; Change agent; Research oriented person.

DUTIES : Manage the Training & Development of employees; Manage Internship and Learnership programmes; Manage and monitor the implementation of the Skills Development Legislation; Manage resources (Financial, human and physical).

ENQUIRIES : Ms. Mokhomole Makgano (015) 294 2286

POST 40/83 : **DIRECTOR: HOD SUPPORT. REF NO: CoGHSTA 06/17**
Branch: HOD support

SALARY CENTRE REQUIREMENTS : R 948 174.00 (All-inclusive salary package) Salary Level: 13
Polokwane
An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants).Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of legislative framework governing the Public Service Multilateral economic agreements; statistical analysis; Research; Growth and development strategies. Skills: Policy Formulation; Research; Computer Literacy; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Services Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication.

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

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 40/84 : **DIRECTOR: MUNICIPAL INSTITUTIONAL CAPACITY BUILDING. REF NO: CoGHSTA 07/17**
Branch: CoGTA

SALARY CENTRE REQUIREMENT : R 948 174.00 (All-inclusive salary package) Salary Level: 13
Polokwane
An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants). Key-Competencies: Knowledge of: Understanding of the Public Service environment; Municipal Structures Act; Municipal Systems Act; MFMA; PFMA; Integrated development planning; Performance monitoring evaluation; General management ; Strategic planning; Service delivery; Governance issues; Relevant legislations; Financial management. Skills: Negotiation skills; Presentation skills; Strategic management; General management; Ability to communicate effectively at all levels; Innovation; Creative and analytical thinking; Financial management;

<u>DUTIES</u>	:	Communication both formal and informal; Good people skills; Sound organizational skills; High level reliability.
	:	Develop and implement Municipal Capacity Development Framework; Facilitate and implement Municipal Capacity Development Programmes in municipalities; Establish and maintain key partnership with external stakeholders; Support municipalities to improve Human Resource capacity; Support municipalities with the review of staff establishment; Oversee the management of finances, human resource and PMS in the directorate.
<u>ENQUIRIES</u>	:	Ms Mokhomole Makgano (015) 294 2286
<u>POST 40/85</u>	:	<u>DIRECTOR: MUNICIPAL INFRASTRUCTURE DEVELOPMENT PLANNING. REF NO: CoGHSTA 08/17</u> Branch: CoGTA
<u>SALARY</u>	:	R 948 174.00 (All-inclusive salary package) Salary Level: 13
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years experience at middle/senior managerial level and a valid driver 's license (with exception of disabled applicants). Key Competencies: Knowledge of: Strategic Planning; Infrastructure Planning; Financial Management; Programme and project management; MTEF; Municipal infrastructure related policies and legislation; Public service legislation; Local government legislation; <i>Skills</i> : Strategic Capability and Leadership; Programme and Project Management; People management and empowerment; Problem solving and analysis; Service delivery Innovation (SDI); Client Orientation and Customer focus; Research; Policy formulation; Financial Management; Adaptability during changes to meet the goals; Computer utilization; Conflict management; Presentation; Communication; Time management; Change management; Knowledge management.
<u>DUTIES</u>	:	Coordinate mapping of infrastructure delivery; Coordinate Municipal Infrastructure Investment Planning; Monitor and evaluate basic services and infrastructure backlog; Coordinate energy, water, sanitation, roads and other municipal services sector planning; Establish information on infrastructure backlog; Manage Resources (Financial, Human and Physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano (015) 294 2286
<u>POST 40/86</u>	:	<u>CHIEF TOWN & REGIONAL PLANNER. REF NO: CoGHSTA 10/17</u> Branch: CoGTA
<u>SALARY</u>	:	R 935 172.00 – R 1 297 626.00 (All inclusive salary package) Salary Level: OSD
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Town & Regional Planning as recognized by SAQA. Minimum of six years post qualification Town & Regional Planning experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with SACPLAN. Key Competencies: Knowledge of: Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service eg, SPLUMA, MYHDP,SDF, MSA, NSDP, PGDS, PFMA, Housing Act, National Housing Code, Ordinance, Human Settlement Planning & Design etc. .Skills: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Technical design analysis; People management skills; Program and project management; Dispute/conflict resolution skills; Team building; Problem solving and analysis; Managerial skills; Financial managerial skills; Change Management.
<u>DUTIES</u>	:	Coordinate and Facilitate Township Establishment process; Manage Land Assembly and Related Services; Co-ordinate IDP Human Settlement Sector Plan; Manage and coordinate development areas; Geographical Information System; Financial management; *Governance; People management.
<u>ENQUIRIES</u>	:	Ms Mokhomole Makgano (015) 294 2286

POST 40/87 : **CHIEF ARCHITECT. REF NO: CoGHSTA 11/17**
Branch: ISHS

SALARY : R 805 806.00 – R 1 505 937.00 (All inclusive salary package) Salary Level OSD

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Architecture as recognized by SAQA. Minimum of six years post qualification Architecture experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with SACAP as Architecture. Key Competencies: Knowledge of: Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service e.g., National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Research; Analytical skills; Communication, both formal, and informal; Computer-aided Architectural Applications; Technical design and analysis knowledge; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Team Building; Problem solving and analysis; Managerial skills; Financial managerial skills.

DUTIES : Manage and coordinate the development of house plans and specifications; Maintain architectural operational effectiveness; Financial Management; Governance; *People management.

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

OTHER POSTS

POST 40/88 : **DEPUTY DIRECTOR: LED. CoGHSTA 12/17**
Branch: COGTA

SALARY : R 779 295.00 (All inclusive salary package) Salary Level: 12

CENTRE : Capricorn District

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Economics or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, National/LED framework,(MSDP, PGDS, Provincial LED framework, Municipal LED strategies, Provincial Spatial Rationale, PFMA/MFMA, Constitution; White paper on Local Govt, Systems Act & Structures Act, Land use Management Bill. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Project Management skill; Leadership skill; Financial Management skill; People Management skill; Analytic skills; Investment Analysis; Research skills.

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

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 40/89 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT & DESIGN. REF NO: CoGHSTA 13/17**
Branch: Corporate Services

SALARY : R 657 558.00 (All inclusive salary package) Salary Level: 11

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Organization and Work study/ Management Services / Production/ Operations Management or equivalent as recognized by SAQA. Certificate in Job Evaluation will be an added advantage. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants) .Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, Public Service Regulation, Public Service Act, PFMA, Core, Job Evaluation, Org Plus, Basic Condition of Employment Act. Skills: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management;

<u>DUTIES</u>	:	Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer Literacy.
	:	Manage the development and reviewal of the organisational structure of the department to ensure that it is aligned to departmental mandates; Manage the development and reviewal of job description/profiles; Manage job evaluation process to ensure that there are appropriate salary levels for jobs in the department; Provide technical support services to municipalities regarding developing and reviewal of their organisational structures, job description/profile and conducting job evaluation.
<u>ENQUIRIES</u>	:	Mr Monkoe Mphodi (015) 294 2223
<u>POST 40/90</u>	:	<u>DEPUTY DIRECTOR: PUBLIC RELATIONS & EVENTS. REF NO: CoGHSTA 14/17</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 657 558.00 (All inclusive salary package) Salary Level: 11 Polokwane
	:	An undergraduate qualification (NQF level 6) in Public Relations/Marketing or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Understanding of the public service environment; Understanding of the relevant communication and information legislation; Knowledge management; Public Relations; Media Relations; Establishment of Community of Practices(CoP 's); Project Management; Financial Management; Planning and Organizing; Applicable legislations; Service Delivery Improvement; Procurement Policies; Strategic Resources mobilization; Other relevant legislation (PFMA, MFMA) etc. 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.
<u>DUTIES</u>	:	Design and develop publications for the Department; Maintain and update the Departmental websites; Set up corporate image standards and monitor compliance; Set up events management systems to co-ordinate, manage and host successful events; Manage Public and Media Relations services; Set up and maintain protocol standards in line with the Provincial and National Departments.
<u>ENQUIRIES</u>	:	Mr Monkoe Mphodi (015) 294 2223
<u>POST 40/91</u>	:	<u>DEPUTY DIRECTOR: CONTRACTS AND CLAIMS. REF NO: CoGHSTA 15/17</u> Branch: ISHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 657 558.00 (All inclusive salary package) Salary Level: 11 Polokwane
	:	An undergraduate qualification (NQF level 6) in Public Admin and Management as recognized by SAQA .Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA. Skills: Negotiation skills; Presentation skills; People management skills; Conflict resolution; Decision making; Time management; Communication, both formal, and informal; Project Management skill; Strategic Planning.
<u>DUTIES</u>	:	Manage the appointment process of housing contractors and Engineers; manage the development and implementation of housing contracts; manage the registration of contracts on housing subsidy systems and filing of contracts; manage the processing of housing claims for payments purposes.
<u>ENQUIRIES</u>	:	Ms Mokhomole Makgano (015) 294 2286

<u>POST 40/92</u>	:	<u>CONSTRUCTION PROJECT MANAGER (2 posts). REF NO: CoGHSTA 16/17</u> Branch: ISHS
<u>SALARY</u>	:	R 637 874.00. – R 977 883.00 (All inclusive salary package) Salary Level: (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Waterberg District An undergraduate qualification (NQF level 6) in Built Environment Profession (Civil Engineering, Construction Management, Building Science, Quantity Surveying, Architect, Project Management) as recognized by SAQA. Minimum 3 years relevant experience and a valid driver's License (with exception of disabled applicants). Compulsory registration with a professional body as legislated. Key Competencies: Technical Competency, e.g Knowledge of Construction Science; Construction Processes; Design process; Financial and Cost Factors Project Management, e.g Facilitate a development of a clear brief; *Co-ordinate and monitor project Initiation program; Understanding of construction contracts; Sound and in depth knowledge of relevant prescripts, Application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, Housing Act, Housing Code, Housing Consumer Protection Act, Project and Construction Management Profession Act, etc. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication skills; Report writing skills; Information management.
<u>DUTIES</u>	:	Manage and monitor Rural housing, Emergency housing, EPHP, Farm Workers Housing, Informal Settlement Upgrading, Social Housing, FLISP, Project Linked, Rectification program, Community Residential Units, Engineering Services, Incremental Intervention and Social Amenities; Provide progress reports (financial and non-financial); Render and provide technical advice to management, municipalities and other stakeholders on housing and infrastructure development; Manage and monitor quality on site; Manage project budget and do cash flow Projection; Manage consultants.
<u>ENQUIRIES</u>	:	Ms Matlopela Terry (015) 294 2224
<u>POST 40/93</u>	:	<u>ASSISTANT DIRECTOR: RESPONSE AND RECOVERY. CoGHSTA 17/17</u> Branch: CoGTA
<u>SALARY</u>	:	R 417 552.00 p.a. Salary Level: 10
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An undergraduate qualification (NQF level 6) in Disaster Management or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Batho Pele principles; Public Service Act; Disaster Management Act; PFMA; MFMA; Disaster Management Framework and other related acts; computer literacy; Dynamics of culture and languages of the target community. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Numeracy skill; Report writing skill.
<u>DUTIES</u>	:	Coordinate the implementation of a uniform approach to the dissemination of early warning; Coordinate assessment, classification and declarations of disasters in an integrated and in a developmental manner; Coordinate the implementation of emergency relief; reconstruction and rehabilitation of disaster grant funding in an integrated and in a developmental manner; Coordinate the establishment of standardized and regulated relief measures; Coordinate Disaster Reviews.
<u>ENQUIRIES</u>	:	Ms Matlopela Terry (015) 294 2224
<u>POST 40/94</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC PARTICIPATION. REF NO: CoGHSTA 18/17</u> Branch: CoGTA
<u>SALARY</u>	:	R 417 552.00 p.a. Salary Level: 10
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An undergraduate qualification (NQF level 6) in Development studies/ Public Admin and Management/Project Management/Political Science or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies:

		Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, PFMA, Core; Municipal Structures Act and Systems Act. Skills: Influential; Presentation/Facilitation skills; Report Writing; Time Management; Communication; Creative/innovative; Analytical Thinking skills; Computer Literacy.
<u>DUTIES</u>	:	Coordinate the establishment and monitoring of ward Committees; Coordinate the assessment of functionality of ward committees in all municipalities; Facilitate provincial, districts and local public participation forums; Coordinate queries and complaints of communities on service delivery.
<u>ENQUIRIES</u>	:	Ms Matlope Terry (015) 294 2224
<u>POST 40/95</u>	:	<u>ASSISTANT DIRECTOR: ELECTIONS & INTERGOVERNMENTAL RELATIONS. REF NO: CoGHSTA 19/17</u> Branch: CoGTA
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 417 552.00 p.a. Salary Level: 10 Polokwane An undergraduate qualification (NQF level 6) in Public Admin and Management/Political Science or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing local government, e.g. Constitution 1996, Municipal Structures Act 1998, Municipal Demarcation Act, 1998, Municipal Systems Act, 2000, Intergovernmental Framework Act,. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal;
<u>DUTIES</u>	:	Facilitate the co-ordination of provincial and district IGR Structures; Facilitate the devolution, assignment and adjustment of powers and functions municipalities; Coordinate the grading of municipalities; Support and promote municipal international relations; Monitor adherence to good corporate governance practices; Coordinate support to municipal demarcation board in the assessment of powers and functions in municipalities; Support the IEC on election processes; Support municipal demarcation board on determination of municipal boundaries and ward delimitation.
<u>ENQUIRIES</u>	:	Ms Matlope Terry (015) 294 2224
<u>POST 40/96</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT SUPPORT CENTRE. REF NO: CoGHSTA 20/17</u> Branch: CoGTA
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 417 552.00 p.a. Salary Level: 10 Mopani An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the following legislative framework: Traditional & Leadership Governance Framework Act, Limpopo Traditional Leadership & Institutional Act, Limpopo House of Traditional Leaders Act, Circumcision School Act, Communal Land Rights Act, Municipal Systems Act, Municipal Structures Act. Sound competency in the following: Strategic Leadership and management, Computer literacy, Customary Law. Skills: People management skills; Planning & organizing skill; Time management; Negotiation skill; Charing and initiation skill; Problem solving skill; Good communication skill; Infomation utilization skill; Investigation skill; Facilitation skill; Coordination skill; Leadership skill; Report writing skill; Conflict management skill.
<u>DUTIES</u>	:	Manage provision of support to the Traditional Councils; to manage financial and auxiliary services; manage administration of anthropological services; manage the provision of secretariat services to the Local House of Traditional Leaders.
<u>ENQUIRIES</u>	:	Ms Monyela Hlokammoni (015) 294 2073

<u>POST 40/97</u>	:	<u>CONTROL SURVEY TECHNICIAN. REF NO: CoGHSTA 21/17.</u> Branch: COGTA
<u>SALARY</u>	:	R 396 375.00 – R 715 323.00 (All inclusive salary package). Salary Level: OSD
<u>CENTRE REQUIREMENTS</u>	:	Waterberg District An undergraduate qualification (NQF level 6) in Survey/Cartography as recognized by SAQA. Minimum of 5 years post qualification Survey experience. Valid driver's license (with exception of disabled applicants). Compulsory registration with PLATO. Key Competencies: Knowledge of: Sound and in depth knowledge of Town planning, application of the legislative framework governing the public service eg, National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc..Skills: Negotiation skills; Presentation skills; People management skills; Research; Time management; Communication, both formal, and informal; Creativity; Self-management; Analytical skills; Programme and project management; Facilitation skills; Dispute/conflict resolution skills; Computer-aided; Architectural; Team building ; Problem solving and analysis; Managerial skills; Financial managerial skills.
<u>DUTIES</u>	:	Provide technical survey services and support; Perform administrative and related functions; *Research and development.
<u>ENQUIRIES</u>	:	Ms Mokhomole Makgano (015) 294 2286
<u>POST 40/98</u>	:	<u>ASSISTANT DIRECTOR: MISCONDUCT & DISPUTES. REF NO: CoGHSTA 22/17</u> Branch: Corporate Services
<u>SALARY</u>	:	R 334 545.00 p.a. Salary Level: 09
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An undergraduate qualification (NQF level 6) in Labour Relations/Labour Law or equivalent as recognized by SAQA. Minimum 3 years relevant experience. 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 Relations, PFMA, etc. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Training management and employees on disciplinary code of conduct; Investigate misconduct and conduct disciplinary hearings; Represent the department in dispute referred to GPSSBC; PSCBC and Labour Court; Represent the department in the Provincial chamber of GPSSCBC; Co-ordinate and facilitate the labour management forum; Capacitate Municipalities on disciplinary matters.
<u>ENQUIRIES</u>	:	Ms Monyela Hlokammoni (015) 294 2073
<u>POST 40/99</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES. REF NO: CoGHSTA 23/17</u> Branch: Corporate Services
<u>SALARY</u>	:	R 334 545.00 p.a. Salary Level: 09
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An undergraduate qualification (NQF level 6) in Gender Mainstreaming or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver's license (with exception of disabled applicants). 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, Core, PFMA, etc. Skills: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.
<u>DUTIES</u>	:	Co-ordinate the implementation of Disability programmes in the Department and Municipalities; Co-ordinate the implementation of Youth programmes in the Department and Municipalities; Co-ordinate the implementation of Elderly programmes in the Department and Municipalities; Co-ordinate the implementation of Rights of children programmes in the Department and Municipalities; Co-ordinate the

implementation of Gender programmes in the Department and Municipalities.

ENQUIRIES : Ms Monyela Hlokammoni (015) 294 2073

POST 40/100 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT. REF NO: CoGHSTA 24/17**
Branch: Chief Financial Office (CFO)

SALARY CENTRE REQUIREMENTS : R 334 545.00 p.a. Salary Level: 09
Polokwane
An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years relevant experience. Valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Knowledge of a variety of work ranges and procedures such as: Transport Management, Transport Circulars, Public Finance Management Act, Public Service Act 1994, Public Service Regulations 2001 as amended. Skills: Communication skills; Negotiating skills; Facilitation skills; Report writing; Co-operation skills; Liaison skills; Networking; Project Management; Computer literacy; Risk Management; Report Writing; People Management; Financial Management; Creative Problem solving; Client orientation and Customer care.

DUTIES : Ensure the procurement of new vehicles: i.e. both government own vehicles and subsidized vehicles; Manage registration and licensing of state vehicles; Ensure the repairs and maintenance of Departmental fleet and disposal of worn out and obsolete vehicles; Monitor fuel payment claims of all schemes, MMS, SMS, A, B and monthly running allowance; Provide and develop transport manuals and policies; * Render secretariat services to the Departmental Transport Committee.

ENQUIRIES : Ms Monyela Hlokammoni (015) 294 2073

POST 40/101 : **ASSISTANT DIRECTOR: HR PLANNING & EMPLOYMENT EQUITY (2 POSTS). REF NO: CoGHSTA 25/17**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R 334 545.00 p.a. Salary Level: 09
Polokwane
An undergraduate qualification (NQF level 6) in Human Resource Management or equivalent as recognized by SAQA. Minimum 3 years relevant experience. 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 Relations, PFMA, Core, Employment Equity Act, Basic Conditions of Employment Act etc. Skills: Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer Literacy.

DUTIES : 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; Provide technical support services to municipalities regarding development and reviewal of their HRP, EEP and Career Management & Staff Retention Strategy.

ENQUIRIES : Ms Monyela Hlokammoni (015) 294 2073

POST 40/102 : **ASSISTANT DIRECTOR: EMPLOYEE ASSISTANCE & WELLNESS PROGRAMMES. REF NO: CoGHSTA 26/17**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R 334 545.00 p.a. Salary Level: 09
Polokwane
An undergraduate qualification (NQF level 6) in Social Work or Health & Safety Management or equivalent as recognized by SAQA. Minimum 3 years relevant experience. Valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of EAP matters such as employee assessment and referral procedures; Deep knowledge of a variety of work ranges and procedures such as: OHS Act and Regulations, SHERQ, Conducting accident/incident investigations, Planning and organizing, Compilation of personal protective specification, Management, Computer, Reporting and administration procedures, Development and

		implementation of EAP policy, Knowledge of both departmental and employee needs. Skills: Counselling; Computer literacy; Negotiation and communication skills; Analytical thinking and presentation skills; Planning and organizational skills; Ability to interpret the OHS Act and Regulations; Analytical and innovative thinking; Report writing; Workshop presentation and facilitation.
<u>DUTIES</u>	:	Coordinate, supervise Occupational Health and Safety and EAP programme in the Department; * Coordinate the implementation of the OHS,HIV and AIDS and EAP programme and ensure the compliance with Legislation; Offer counselling to psychologically traumatized and HIV/AIDS infected employees; * Compile regulatory reports on injuries on duty and EAP for Department of Labour and HOD and also advocate with the Compensation Commissioner and Specialists on outcomes of employees cases; * Review and monitor the process of referral during treatment and after completion of treatment to assess the effectiveness of service providers.
<u>ENQUIRIES</u>	:	Ms Matlopela Terry (015) 294 2224
<u>POST 40/103</u>	:	<u>SENIOR ADMIN OFFICER: LOGISTICS. REF NO: CoGHSTA 27/17</u> Branch: Chief Financial Office (CFO)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 281 418.00 p.a. Salary Level: 08 Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 2 years relevant experience. 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 Relations, PFMA, etc. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Facilitate the departmental stock account; Manage departmental stores; *Monitor vendor performance; Monitor departmental expenditure on goods; Monitor the complaint with PPPFA and Departmental Procurement Policy; Monitor the implementation of procurement procures.
<u>ENQUIRIES</u>	:	Mr Mathonsi Siza (015) 294 2094
<u>POST 40/104</u>	:	<u>DATA PROCESSOR. REF NO: CoGHSTA 28/17</u> BRANCH: CoGTA
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 226 611.00 p.a. Salary Level: 07 Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 1 year relevant experience. Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the following legislative framework: Disaster Management Act, Disaster Management Framework, Public Service Act, Occupational Health and Safety ACTetc. Skills: Communication, Report writing, Computer Literacy.
<u>DUTIES</u>	:	Ensure that a program operates on a clean, correct and useful data; Record management and backup information; Analysis of all captured data; Monitor all databases and resolve all performance issues.
<u>ENQUIRIES</u>	:	Mr Mathonsi Siza (015) 294 2094
<u>POST 40/105</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: CDP (2 posts). CoGHSTA 29/17</u> Branch: COGTA
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 183 558 .00 p.a. Salary Level: 6 Lephalale Municipality Ward 11 & Letaba Municipality Ward 4. Grade 12 certificate and a National Certificate in Community Development. Minimum 1 year experience in community work and a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills; Numeracy skills.
<u>DUTIES</u>	:	Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these to the relevant government structures; Promote networks and enhance the activities of existing local community workers

aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanism to access the services; Conduct ward profiling.

ENQUIRIES : Mr Mathonsi Siza (015) 294 2094

POST 40/106 : **RECEPTIONIST. REF NO: CoGHSTA 30/17**
Branch: Corporate Services

SALARY : R 183 558.00 p.a. Salary Level: 06
CENTRE : Polokwane
REQUIREMENTS : Grade 12 certificate. Minimum 1 year experience. Key Competencies: Knowledge of: Sound and in depth knowledge in managing quests. Knowledge in giving information and answer question, Knowledge of organizing reading material in the waiting area. Public Service Regulation, Public Service Act, PFMA, Core. Skills: Report Writing; Time management; Good Communication Skills; Creative/innovative; Analytical Thinking skills; Language Skills; Good Organizational skills; Good People skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion; Computer Literacy; Good telephone etiquette; Sound Organizing Skills; Demonstrated ability to deal with phone and email enquiries; Able to keep and organized reception area.

DUTIES : Render telephone services; Receive visitors to the office; Maintain access control register.

ENQUIRIES : Mr Mathonsi Siza (015) 294 2094

POST 40/107 : **FINANCE CLERK: TRADITIONAL AFFAIRS. REF NO: CoGHSTA 31/17**
Branch: CoGTA

SALARY : R 152 862.00 p.a. Salary Level: 05
CENTRE : Bakenberg T/C
REQUIREMENTS : Grade 12 certificate. Valid driver's license (with exception of disabled applicants). No experience. Key Competencies: Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills. Presentation skills. People Management skills Time management. Communication, both formal, and informal.

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

ENQUIRIES : Ms Mphati Mokgadi (015) 294 2071

POST 40/108 : **SWITCHBOARD OPERATOR. REF NO: CoGHSTA 32/17**
Branch: Chief Financial Office (CFO)

SALARY : R 127 851.00 p.a. Salary Level: 04
CENTRE : Polokwane
REQUIREMENTS : Grade 12 certificate. Minimum 1 year experience. Key Competencies: Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service 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 : Render switchboard services; Maintain switchboard systems.

ENQUIRIES : Ms Mphati Mokgadi (015) 294 2071

POST 40/109 : **TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS (2 POSTS). REF NO: CoGHSTA 33/17**
Branch: CoGTA

SALARY : R 107 886.00 p.a. Salary Level: 03
CENTRE : Makgoba T/C & Tswako Lekentle T/C
REQUIREMENTS : Grade 12 certificate. No experience. Key Competencies: Knowledge of: the garden environment

<u>DUTIES</u>	:	Prevent nature vandalization; Ensure effective access control to traditional council offices, Maintain order during court proceedings; Perform messenger duties
<u>ENQUIRIES</u>	:	Ms Mphati Mokgadi (015) 294 2071
<u>POST 40/110</u>	:	<u>CLEANERS (2 POSTS). REF NO: CoGHSTA 34/17</u> Branch: Chief Financial Office/ CoGTA
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 90 234. 00 p.a. Salary Level: 02 SCM (1) & NKURI T/C.
	:	Grade 10. No experience. Key Competencies: Knowledge of: operating cleaning equipments and Occupational Health and safety Act. Skills: Cleaning Skills, time management, organizing, good human relations; Communication skills.
<u>DUTIES</u>	:	Provision of cleaning services, keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Ms Ledwaba Paulina (015) 294 2068
<u>POST 40/111</u>	:	<u>GROUNDSMAN TRADITIONAL AFFAIRS (2 POSTS) REF NO. CoGHSTA 35/17</u> Branch: CoGTA
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 90 234.00 p.a. Salary Level: 02 Masha Makopole T/C & Kone Phuti T/C
	:	Grade 10. No experience. Key Competencies: Knowledge of the garden environment
<u>DUTIES</u>	:	Maintenance of premises, surroundings, garden and gardening tools.
<u>ENQUIRIES</u>	:	Ms Ledwaba Paulina (015) 294 2068
<u>POST 40/112</u>	:	<u>CHAIRPERSON: RISK MANAGEMENT COMMITTEE (RE-ADVERTISEMENT). REF NO: CoGHSTA 36/17</u> Branch: HOD Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	Prescribed tariffs/rates by SAICA Polokwane
	:	Chartered Accountant(CA)/Masters in Business Administration (MBA) /Masters of Business Leadership(MBL)/Certified Internal Auditor (CIA)and any relevant degree (Legal, Accounting, Risk Management, Auditing and Financial Management); Integrity, independence, objectivity, dedication, an intimate understanding of the Department's mandate and operations; Good understanding of the Risk Management and Corporate Governance, Public Finance Management Act and Treasury Regulations, Enterprise Risk Management (ERM), Committee of Sponsoring Organizations of the Treadway Commission (COSO model) and Public Sector Risk Management Framework(PSRMF)*Exposure to the risk management environment for more than 10 years; Exposure of serving on the oversight committee will be an advantage.
<u>DUTIES</u>	:	The candidate will chair the Department's Risk Management Committee, perform duties specified in RMC Charter and provide an oversight role regarding: Monitoring implementation of risk management within the Department* Reviewing relevant risk policies/strategies and other working procedures*Reviewing risk management action plans to be instituted and ensuring compliance with such plans*Integrating risk management into planning, monitoring and reporting processes*Providing expert guideline/advice on the setting of risk appetite and reviewing risk appetite and tolerance levels of the Department*Providing timely and useful reports to the Head of the Department on a quarterly basis and other management committees or other oversight committees*Implementing risk maturity model*Reviewing material findings and recommendations by assurance providers on the system of risk management and monitor the implementation of such recommendations* Interacting with the Audit Committee to share information relating to material risks of the Department.
<u>NOTES</u>	:	The term of office will be two (2) years subject to renewal at the discretion of the Department. Candidates employed in the public sector will not be remunerated, only Subsistence and Travel allowance will be paid.
<u>ENQUIRIES</u>	:	Mr Monkoe Mphodi (015) 294 2286