

## PROVINCIAL ADMINISTRATION: LIMPOPO

## 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).
- CLOSING DATE** : 23 February 2018
- NOTE** : Applications should be submitted on form Z83 obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://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. Failure to submit the required documents will automatically disqualify applications. 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 be available on the following website: [www.coghsta.limpopo.gov.za](http://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.

## OTHER POSTS

- POST 06/123** : **DEPUTY DIRECTOR: ACQUISITION. REF NO: CoGHSTA 37/17**  
Branch: Chief Financial Officer (CFO)
- SALARY CENTRE** : R657 558. (All inclusive salary package) Level: 11  
Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Supply Chain 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: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
- DUTIES** : Management of open Bids and Quotations based Bids; Manage the registration of Bids; Facilitate the evaluation of bids and quotations; Render Secretariat services to the Bid Evaluation and Adjudication committees; Manage Bid Contracts.
- ENQUIRIES** : Mr Monkoe Mphodi (015) 294 2223  
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.

<b><u>POST 06/124</u></b>	:	<b><u>DEPUTY DIRECTOR: DEBTS &amp; REVENUE SERVICES REF NO: CoGHSTA 38/17</u></b> Branch: Chief Financial Officer (CFO)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R657 558. (All inclusive salary package) Level: 11 Polokwane An undergraduate qualification (NQF level 6) in Accounting, Auditing and Financial 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: 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, treasury regulation, DORA, MFMA; Knowledge of government financial system and other related accounting software; Knowledge in policy development and formulation. Skills in: Financial skills; Computer skills; Presentation skills; People management skills; Time management; Communication both formal and informal; Moderate analytical skills; Strong leadership and managerial skills.
<b><u>DUTIES</u></b>	:	Revenue management; Debt management; Banking and Cash flow management; Accounting and Reporting; Manage financial and physical resources.
<b><u>ENQUIRIES</u></b>	:	Mr Monkoe Mphodi (015) 294 2223 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.
<b><u>POST 06/125</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN SETTLEMENTS PERFORMANCE. REF NO: CoGHSTA 39/17</u></b> Branch: CoGTA
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R417 552. per annum. Level: 10 Polokwane 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: Comprehensive understanding of Housing Legislation. Policy and other related directives; Understanding of the payment method and procedures of the Department; Good understanding of finance, administration and information management processes; National Housing Code.Skills in: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer literacy; Co-ordination; Promotion of access to information.
<b><u>DUTIES</u></b>	:	Coordinate the program progress report; Coordinate the performance information of housing programs; Coordinate reports to internal and external stakeholder.
<b><u>ENQUIRIES</u></b>	:	Ms Mokhomole Makgano (015) 294 2286 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.
<b><u>POST 06/126</u></b>	:	<b><u>ASSISTANT DIRECTOR: IDP REF NO: CoGHSTA 40/17.</u></b> Branch: COGTA
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R417 552. per annum. Level: 10 Polokwane An undergraduate qualification (NQF level 6) in Public Admin and 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: 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 in: Presentation Skills; People management skills; Time management; Communication both formal and informal; Report writing skills.

- DUTIES** : Liaison with municipalities and sector departments regarding the IDP processes in the districts; Providing administrative support during the drafting of the IDP analysis report and the IDP assessment report; Establish and maintain IDP stakeholder's database; Compilation of ISRDP quarterly reports for submission to Provincial Executive Committee and to the Cabinet Lekgotla.
- ENQUIRIES** : Ms Mokhomole Makgano (015) 294 2286  
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.
- POST 06/127** : **ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT SERVICES. REF NO: COGHSTA 41/17**  
Branch: COGTA
- SALARY CENTRE REQUIREMENTS** : R417 552. per annum. Level: 10  
Polokwane  
An undergraduate qualification (NQF level 6) in Public Administration 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, Labour Relation Act, Traditional Leadership and Framework Act 41 of 2003, Limpopo Traditional Leadership and Institutions Act 6 of 2005 and its regulations Initiations School Circumcision Act 5 of 1996 and its regulations Limpopo House of Traditional Leaders PFMA, etc.Skills in: Negotiation skills; Presentation/Facilitation skills; People Management; Time management; Communication, both formal, and informal;
- DUTIES** : Manage initiation schools; Manage Traditional Council finances; Manage the provision of infrastructure and tool of trade to traditional councils; Facilitate the election of traditional councilors
- ENQUIRIES** : Ms Monyela Hlokammoni (015) 294 2073
- POST 06/128** : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME (CDP). REF NO: COGHSTA 42/17**  
Branch: COGTA
- SALARY CENTRE REQUIREMENTS** : R417 552. per annum. Salary Level: 10  
Vhembe  
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 human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining.Skills in: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills.
- DUTIES** : Coordinate the integrated development interventions in partnership with other relevant stakeholders; Coordinate community development service delivery area(s) to ensure that efficient and effective community development service is delivered; Coordinate research on community development.
- ENQUIRIES** : Ms Matlopela Terry (015) 294 2224
- POST 06/129** : **ASSISTANT DIRECTOR: BUDGET PLANNING & IMPLEMENTATION SERVICES. REF NO: CoGHSTA 43/17**  
Branch: Chief Financial Office (CFO)
- SALARY CENTRE REQUIREMENTS** : R334 545. per annum. Salary Level: 09  
Polokwane  
An undergraduate qualification (NQF level 6) in Financial 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: 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, National Treasury Regulation, Financial Reporting Standards. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Administration; Financial management System; Expenditure control; Estimating and Budgeting; Budget Control; Financial Compliances; Problem solving; Analytical skills; Report writing; Computer Literacy; Financial Planning; Financial Systems
<b><u>DUTIES</u></b>	:	Facilitate Budget Planning; Facilitate Budget implementation.
<b><u>ENQUIRIES</u></b>	:	Ms Monyela Hlokammoni (015) 294 2073
<b><u>POST 06/130</u></b>	:	<b><u>CONSTRUCTION PRACTITIONER (CONTRACTS &amp; CLAIMS) (2 POSTS).</u></b> <b><u>REF NO: CoGHSTA 44/17</u></b> Branch: ISHS
<b><u>SALARY</u></b>	:	R281 418. per annum. Level: 09
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Public Management and Administration or equivalent as recognized by SAQA.. Minimum 1 year 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 egg, Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation skills; Presentation/Facilitation Skills; People management; Time management; Communication both formal, and informal; Conflict resolution; Decision making, Project Management; Strategic Planning; Computer Literacy.
<b><u>DUTIES</u></b>	:	Facilitate the appointment of contractors and engineers; Approve projects in the housing subsidy systems; Facilitate the development and implementation of housing contracts; Processing of claims.
<b><u>ENQUIRIES</u></b>	:	Ms Matlopela Terry (015) 294 2224
<b><u>POST 06/131</u></b>	:	<b><u>CAPACITY DEVELOPMENT FACILITATOR (HRCD). REF NO: CoGHSTA 45/17</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R281 418. per annum. Level: 08
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Human Resource Management, Public Management or equivalent as recognized by SAQA.Minimum 1 year relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: Knowledge of: Constitution of the Republic of South Africa; State of the Nation Address {SONA} ; State of the Province Address {SOPA}; MEC's Address; Provincial Growth and Development Strategy; National Human Resource Development Strategy; Provincial Human Resources Strategy; Departmental Human Resource Strategy; National Skills Development for NSDS; Public Service Regulations, 2001; Skills Development Act, No 97 of 1999; Skills Development Levies Act, No 9 of 1999; The South African Qualification Act,58 of 1995; White Paper on HRD; Labour Relations Act; Basic Conditions of Employment ActSkills in: Program and project management; Good interpersonal relations; Negotiation skills; Presentation/Facilitation/coordination skill; Report writing; Time Management; Communication both formal and informal; Creative/innovative; Problem solving; Diversity management; Financial management; Research; Supervision.
<b><u>DUTIES</u></b>	:	Facilitate and implementation of workplace skills plan; Facilitate the implementation of AET pogramme; Facilitate the orientation and induction of employees; Facilitate internal, external and national bursars; Conducting of skill audit; Development of training ,policies and training programmes.
<b><u>ENQUIRIES</u></b>	:	Ms Matlopela Terry (015) 294 2224

**POST 06/132** : **SENIOR ADMIN OFFICER: TRADITIONAL AFFAIRS. REF NO: CoGHSTA 46/17**  
Branch: COGTA

**SALARY CENTRE REQUIREMENTS** : R281 418. per annum. Level: 08  
: Magashoa Dihlakaneng T/C  
: An undergraduate qualification (NQF level 6) in Public Management and Administration or equivalent as recognized by SAQA. Minimum 3 years' experience and a valid drivers 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 Relation Act, PFMA, etc. Skills Negotiation skills; Presentation skills; People Management skills; Time management; Communication both formal and informal.

**DUTIES** : Management of finances of traditional council; Providing administrative services to the traditional Council: Management of events of traditional council; Monitoring implementation of initiation school Act; Administration of tribal court proceedings.

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

**POST 06/133** : **ADMIN OFFICER: ASSET REGISTER MANAGEMENT. REF NO: CoGHSTA 47/17**  
Branch: ISHS

**SALARY CENTRE REQUIREMENTS** : R226 611. per annum. Level: 07  
: Polokwane  
: An undergraduate qualification (NQF level 6) in Real Estate/Property Management as recognized by SAQA. Minimum 1 year relevant experience and valid drivers license (with exception of disabled applicants). Key Competencies: Knowledge of: Housing Act; EEDBS policy; HSS; Windeed; Conflict and dispute management; Communication with internal and external clients; Customer care; Computer literacy. Skills: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

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

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

**POST 06/134** : **AUXILLIARY SERVICES OFFICER. REF NO: CoGHSTA 48/17**  
Branch: COGTA

**SALARY CENTRE REQUIREMENTS** : R183 558. per annum. Level: 06  
: Polokwane  
: 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** : Provision of logistical support for the spatial planner; Mapping of areas for land development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office

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

**POST 06/135** : **FINANCE CLERK: TRADITIONAL AFFAIRS. REF NO: CoGHSTA 49/17**  
Branch: CoGTA

**SALARY** : R152 862. per annum. Level: 05

**CENTRE** : Maroangoato 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 06/136** : **TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS (2 POSTS).**  
**REF NO: CoGHSTA 50/17**  
Branch: CoGTA

**SALARY** : R107 886. per annum. Level: 03  
**CENTRE** : Seleka T/C & Marota Bogwasha T/C  
**REQUIREMENTS** : Grade 12 certificate. No experience. Key Competencies: Knowledge of: the garden environment

**DUTIES** : Prevent nature vandalization; Ensure effective access control to traditional council offices, Maintain order during court proceedings; Perform messenger duties

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

**POST 06/137** : **CLEANERS REF NO: CoGHSTA 51/17 (5 POSTS).**  
Branch: CoGTA

**SALARY** : R90 234. per annum. Level: 02  
**CENTRE** : Matlala T/C,  
Mamaila Kolobe-Tona T/C  
Xigalo T/C  
Mogashoa Dithlakaneng T/C  
Matlala Dicheung T/C.

**REQUIREMENTS** : 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.

**DUTIES** : Provision of cleaning services, keep and maintain cleaning materials and equipment.

**ENQUIRIES** : Ms Ledwaba Paulina & Ms Kobe Kwena (015) 294 2068

**POST 06/138** : **GROUNDSMAN TRADITIONAL AFFAIRS (2 POSTS. CoGHSTA 52/17)**  
Branch: CoGTA

**SALARY** : R90 234. per annum. Level: 02  
**CENTRE** : Mukhomi T/C & Tswako Mohlala T/C  
**REQUIREMENTS** : Grade 10. No experience. Key Competencies: Knowledge of the garden environment

**DUTIES** : Maintenance of premises, surroundings, garden and gardening tools.

**ENQUIRIES** : Ms Rakoma Mabore (015) 294 2068