

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.

- 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** : 12 October 2018
- 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. 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 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. 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.

MANAGEMENT ECHELON

- POST 39/223** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: COGHSTA 01/18**
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R1 446 378 (Level 15) (All inclusive salary package)
Polokwane
An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. 8-10 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants). Key Competencies: 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, 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.
- DUTIES** : Ensure provisioning of Human Resource Planning, HR Information Management, HR Practices and Administration Management; Ensure provisioning of Security and Investigation Services; Oversee the optimal utilization of Human Resources; Promote the effectiveness and efficiency of the organization; Oversee coordination of Special Programmes and Employee Wellbeing; Oversee Government Information Technology Services; Ensure provision Regulatory and Compliance Services; Oversee

Communications and Information Management; Manage resources (financial, human and physical)

ENQUIRIES : Ms Mahlangu Violet Tel No: (015) 294 2046

POST 39/224 : **DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 02/18**
Branch: COGTA

SALARY CENTRE REQUIREMENTS : R1 005 063 (Level 13) (All inclusive salary package)
: Polokwane
: An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, MFMA, Understanding of the public services environment, HR matters, finance, Planning and Organizing, Applicable legislations. Skills in: Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Advanced strategic planning skills; Research orientated person; Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organizational skills; Adaptability to meet the goal during changes; Policy formulation.

DUTIES : Build and monitor financial capacity of Municipalities; Manage and ensure the co-ordination, development and implementation of Municipal Financial Support Programmes; Manage the review and maintenance of the valuation roll; Oversee and support the implementation and review of financial regulation and policies; Identify improvement of financial management for the Municipalities; Manage resources (financial, human and physical).

ENQUIRIES : Ms Mokhomole Makgano Tel No: (015) 294 2286

POST 39/225 : **DIRECTOR: DEMAND AND ACQUISITION REF NO: COGHSTA 03/18**
Branch: Chief Financial Office (CFO)

SALARY CENTRE REQUIREMENTS : R1 005 063 (Level 13) (All inclusive salary package)
: Polokwane
: An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key Competencies: 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.

DUTIES : Provide strategic direction on the development of Supply Chain policies; Oversee Demand services; Oversee Acquisition services; Manage open Bids and quotations based Bids; Render secretariat services to the Bid evaluation and Adjudication committees; Provide advisory and contract management services; Manage resources (financial, human and physical).

ENQUIRIES : Mr Monkoe Mphodi Tel No: (015) 294 2223

POST 39/226 : **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (LED) REF NO: COGHSTA 04/18**
Branch: COGTA

SALARY CENTRE REQUIREMENTS : R1 005 063 (Level 13) (All inclusive salary package)
: Polokwane
: An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at a middle/senior managerial level & a valid driver's license (with exception of disabled applicants). Key Competencies: 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, Understanding of the public services environment, Project Management, Government systems and structures, Functional Ability, HR matters, finance, Planning and Organizing, Applicable legislations. Skills in: Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Change agent; Advanced strategic planning skills; Research orientated person;

DUTIES : Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organizational skills; Adaptability to meet the goal during Changes; Policy formulation. Assist Municipalities to formulate their LED Strategies in alignment with the Business Government and Civil Society; Support Economic Development and enhance LED Partnership and related Provincial Growth Points (PGP) Programmes; Support and monitor the implementation of Community Work Programme; Manage resources (financial, human and physical)

ENQUIRIES : Ms Mokhomole Makgano Tel No: (015) 294 2286

OTHER POSTS

POST 39/227 : **DEPUTY DIRECTOR: DISASTER RISK ASSESSMENT & REDUCTION REF NO: COGHSTA 05/18**
Branch: COGTA

SALARY CENTRE REQUIREMENTS : R826 053 (Level 12) (All inclusive salary package)
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: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Batho Pele principles; Public Service Act; Dynamics, culture and language of the target Community Disaster Management Act, National disaster Management Framework. Skills in: Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill; Presentation skills; People management skills; Financial management skills.

DUTIES : Manage that Risk Assessment are conducted; Manage the development of Integrated Disaster Risk Management plans; Manage the development and implementation of Disaster Risk Reduction Seasonal Programmes; Manage the development and implementation of Contingency plans for National and Provincial events

ENQUIRIES : Mr Monkoe Mphodi Tel No: (015) 294 2223

POST 39/228 : **DEPUTY DIRECTOR: MICB REF NO: COGHSTA 06/18**
Branch: COGTA

SALARY CENTRE REQUIREMENTS : R826 053 (Level 12) (All inclusive salary package)
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: Understanding of the public service environment, Municipal structures act, Municipal systems act, Municipal Finance Management act (MFMA), Public Finance Management Act (PFMA), Integrated development planning, Performance monitoring and evaluation, General management, Strategic planning, Service delivery, Governance issues, Relevant Legislation. Skills in: Financial management; Negotiation skills; Presentation skills; Strategic management; General management; Ability to communicate effectively at all Levels; Innovation; Creative and analytical thinking; Financial Management; Communication, both formal, and informal; Good people skills; Sound organizational skills; High level of reliability.

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; Oversee the implementation of Project Consolidate.

ENQUIRIES : Ms Mokhomole Makgano Tel No: (015) 294 2286

POST 39/229 : **DEPUTY DIRECTOR: CREDITORS REF NO: COGHSTA 07/18**
Branch: Chief Financial Office (CFO)

SALARY CENTRE REQUIREMENTS : R697 011 (Level 11) (All inclusive salary package)
Polokwane
An undergraduate qualification (NQF level 6) in Accounting, Commerce and Auditing or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid

driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., BAS, PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, computer literacy and delegation of authority. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skills; Conflict resolution skills.

DUTIES : Manage Creditors payment; Manage Compliance; Manage unresolved queries; Manage capacity and resources.

ENQUIRIES : Mr Monkoe Mphodi Tel No: (015) 294 2223

POST 39/230 : **DEPUTY DIRECTOR: HR RECORDS REF NO: COGHSTA 08/18**

Branch: Corporate Services

SALARY : R697 011 (Level 11) (All inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : 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: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, PFMA, Employment Equity Act, Basic Conditions of employment Act, Promotion of Access to Information Act. Skills in: Negotiation skills; People management; Planning and Organizing; Strategic planning; Policy analysis and development; Diversity management; Change and knowledge management; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

DUTIES : Manage Human Resources Records; Provide Municipal and MEC records management support; Development and implementation of Promotion of Access to Information manual; Manage Human Resource; Develop and implement Records Management Training Programs; Compile ,Update and monitor the implementation of the manual on Promotion of Access to Information.

ENQUIRIES : Mr Monkoe Mphodi Tel No: (015) 294 2223

POST 39/231 : **SENIOR LEGAL ADMIN OFFICER REF NO: COGHSTA 09/18**

Branch: Corporate Services

SALARY : R448 269 per annum (OSD)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) in LAW or equivalent as recognized by SAQA. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Key Competencies: 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 : To render effective and efficient contract management services to the Department, Municipalities and other statutory bodies; Manage the drafting of legally binding and watertight contracts/SLAs and MOU's to ensure effective service delivery; Ensure compliance by the service providers and contractors in the implementation of projects.

ENQUIRIES : Mr Monkoe Mphodi Tel No: (015) 294 2223

POST 39/232 : **ASSISTANT DIRECTOR: MUNICIPAL ACCREDITATION AND CAPACITY BUILDING REF NO: COGHSTA 10/18**

Branch: ISHS

SALARY : R444 693 per annum Level 10

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years' relevant experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation,

Public Service Act, Housing Act, Housing Code, Breaking New Ground Policies. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal and informal; Computer skill; Numeracy skill; Creative/Innovative; Analytical thinking skills.

DUTIES : Co-ordinate and facilitate the development of Capacity Development Business Plan; Co-ordinate and facilitate capacity development for Provincial and Municipal officials on Human Settlements matters; Co-ordinate and facilitate accreditation of Municipalities; Co-ordinate and facilitate capacitation of Human Settlements Councilors and officials; Co-ordinate and facilitate Human Settlements Consumer Education; Co-ordinate and facilitate Service Provider Capacity Development.

ENQUIRIES : Ms Monyela Hlokammoni Tel No: (015) 294 2073

POST 39/233 : **ASSISTANT DIRECTOR: DEBTORS CONTROL REF NO: COGHSTA 11/18**
Branch: ISHS

SALARY : R444 693 per annum (Level 10)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years' relevant experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

DUTIES : Co-ordinate accounts to effect devolution of properties to Municipalities and Phasing Out Program (POP) to tenants; Reconcile Housing debtors property accounts; Coordinate the implementation of Housing debtor policies; Co-ordinate the updating of succession records for Housing Debtors properties; Co-ordinate the payments of Rates and Taxes Accounts for the State Owned Properties; Determination of Selling Price of properties.

ENQUIRIES : Ms Monyela Hlokammoni Tel No: (015) 294 2073

POST 39/234 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 12/18**
Branch: COGTA

SALARY : R444 693 per annum (Level 10)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Accounting and Auditing or equivalent as recognized by SAQA. Minimum 3 years' relevant experience and a valid drivers License (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, Municipal Finance and Management Act and Municipal Property Rates Act legislation, policy, standards and Environment, Practical demonstration of knowledge and skills in the Municipal finance and Local Government Arena. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

DUTIES : Co-ordinate Municipal finance operations and render support and capacity building; Co-ordinate the review and maintenance of the valuation rolls; Monitor and co-ordinate compliance with Municipal finance policies and legislation; Co-ordinate audit responses and assesses annual financial statements and audit reports; Assist with monitoring Budget formulation in Municipalities; Monitor Expenditure Patterns and revenue generation in Municipalities.

ENQUIRIES : Ms Monyela Hlokammoni Tel No: (015) 294 2073

POST 39/235 : **ASSISTANT DIRECTOR: ASSET REGISTER MANAGEMENT REF NO: COGHSTA 13/18**
Branch: ISHS

SALARY : R444 693 per annum (Level 10)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key

		Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, PFMA. Core. Skills in: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.
<u>DUTIES</u>	:	Coordinate the implementation of Enhanced Extended Discount Benefits Scheme (EEDBS); Coordinate the updating of immovable assets register; Coordinate the registration and endorsement of the Title Deeds and Deeds of Grant for low cost housing project; Coordinate the rectification programme for Government Fixed Properties; Coordinate the proclamation of non-formal areas; Coordinate the valuation of EEDBS properties; Coordinate the adjudication process.
<u>ENQUIRIES</u>	:	Ms Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 39/236</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES REF NO: COGHSTA 14/18</u> Branch: Chief Financial Office (CFO)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Project management; Financial Management.
<u>DUTIES</u>	:	Monitor maintenance of buildings; Monitor the consumption of Municipal services; Monitor the payment of invoices; Monitor the leased photocopier machines.
<u>ENQUIRIES</u>	:	Ms Matlopele Terry Tel No: (015) 294 2224
<u>POST 39/237</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT HOUSE OF TRADITIONAL LEADERS REF NO: COGHSTA 15/18</u> Branch: COGTA
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Polokwane 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: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., the Constitution of the RSA, Limpopo House of Traditional Leaders and Traditional Leadership ACT 4. Skills in: Organizing and Planning skills; Strategic Planning and Capacity building; Research and Analytical skills; Performance monitoring; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Report writing skill.
<u>DUTIES</u>	:	Facilitate the activities of the Executive Committee of the Houses; Facilitate and monitor the activities of Portfolio Committees; Facilitate the establishment of Provincial and Local Houses; Facilitate sittings of the Members of Local and Provincial Houses.
<u>ENQUIRIES</u>	:	Ms Matlopele Terry Tel No: (015) 294 2224
<u>POST 39/238</u>	:	<u>ASSISTANT DIRECTOR: HR INFORMATION REF NO: COGHSTA 16/18</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Polokwane An undergraduate qualification (NQF level 6) in HRM or equivalent as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key Competencies: 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: PERSAL skills; Computer skills; Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Establishment skill.

DUTIES : Facilitate the updating of HR Information in the system; Optimize the usage of Persal System; Maintenance of the Departmental Code File; Maintain the Persal User Control; Compile Persal reports.

ENQUIRIES : Ms Matlopele Terry Tel No: (015) 294 2224

POST 39/239 : **SENIOR ADMIN OFFICER: ACQUISITION SERVICES REF NO: COGHSTA 17/18**
Branch: Chief Financial Office (CFO)

SALARY : R299 709 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Supply Chain Management or equivalent as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key Competencies: 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 : Invitation of price quotation; Generation of memos for goods and services; SARS Vendors Verification Report through website; Compliance to Supply Chain Management Framework, legislation, procurement procedures and policies; Invitation of price quotation; Invite Bids and award; Facilitate the appointment of Bid Evaluation Committees; Inspection and submission of recommendations to Bid Adjudications Committee.

ENQUIRIES : Ms Matlopele Terry Tel No: (015) 294 2224

POST 39/240 : **SENIOR ADMIN OFFICER: TRADITIONAL AFFAIRS REF NO: COGHSTA 18/18 (X2 POSTS)**
Branch: COGTA

SALARY : R299 709 per annum (Level 08)
CENTRE : Sekhukhune District Support Centre
Mopani District Support Centre
REQUIREMENTS : 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: 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 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 : Mr Mathonsi Siza Tel No: (015) 294 2094

POST 39/241 : **ADMIN OFFICER: DEMOCRATIC GOVERNANCE REF NO: COGHSTA 19/18**
Branch: COGTA

SALARY : R299 709 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : 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: 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 in: Negotiation skills; Presentation skills; People Management skills; Time Management; Communication both formal and informal; Report writing; Meetings; Management.

DUTIES : Collect and confirm data on grading of Municipalities; Collate and co-ordinate information on MIR (Municipal International Relations); Collect data and advise management on Devolution/Assignment of powers and functions; Co-ordinate logistics and consolidate reports for the Premier Mayor Forum; Ensure quality assurance for the

assessment process of Municipalities on powers and functions; Running of Councils meetings.

ENQUIRIES : Mr Mathonsi Siza Tel No: (015) 294 2094

POST 39/242 : **AUXILLIARY SERVICES OFFICER REF NO: COGHSTA 20/18**
Branch: COGTA

SALARY CENTRE REQUIREMENTS : R196 407 per annum (Level 06)
: Sekhukhune
: Grade 12 certificate. Valid driver's license (with exception of disabled applicants). No experience. Key Competencies: 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 Tel No: (015) 294 2071

POST 39/243 : **FINANCE CLERK: TRADITIONAL AFFAIRS REF NO: COGHSTA 21/18**
Branch: COGTA

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Kwena Bafolo T/C
: Grade 12 certificate. Valid driver's license (with exception of disabled applicants). No experience. Key Competencies: 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 : Mr Mathonsi Siza Tel No: (015) 294 2094

POST 39/244 : **TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS REF NO: COGHSTA 22/18**
Branch: COGTA

SALARY CENTRE REQUIREMENTS : R115 437 per annum (Level 03)
: Mahumani T/C
: 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 Tel No: (015) 294 2071

POST 39/245 : **CLEANERS REF NO: COGHSTA 23/18**
Branch: Chief Financial Office (CFO)

SALARY CENTRE REQUIREMENTS : R96 549 per annum (Level 02)
: Polokwane
: 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 Mphati Mokgadi Tel No: (015) 294 2071