

## 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 position as it appears 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 Mr. Ramagoshi Phuti at (015) 294 2225 or Mr. Monkoe Mphodi at (015) 294 2223 or Ms. Mokhomole Makgano at (015) 294 2270.
- CLOSING DATE** : 27 January 2023
- NOTE** : Applications should be submitted on a new Z83 form obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be completed in full. A comprehensive copy of your Curriculum Vitae, only (certified copies of identity document, driver's license, qualifications will be requested from shortlisted candidates). The specific reference number for the post must be quoted. Candidates who apply for SMS positions will be required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link:<https://www.thensg.govza/training-course/sms-pre-entryprogramme>. "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 post will be subjected to a Security clearance, and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000 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 in respect of the advertised post.

## MANAGEMENT ECHELON

- POST 01/344** : **DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT REF NO: COGHSTA 19/22 (X2 POSTS)**  
Branch: ISHS
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Waterberg and Vhembe
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Built Environment or related qualification. Minimum 5 Years of experience at a middle/senior managerial level and Valid driver's license (with exception of disabled applicants). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts,

application of the legislative framework governing the public service, Public Service Act, Labour Relations Act, PFMA, Housing Act etc. Skills & Knowledge: Negotiation skills; Presentation skills; People Management skills; Time Management; Communication both formal and informal; Project Management; Computer literacy; Financial Management; Relationship Management; Coordination; Analytical thinking; Report writing; National building regulation; Building construction; Conflict Management; Planning and costing of house designs.

**DUTIES** : Manage EPHP and Community Residential Units; Emergency housing, Rural housing, Farm workers housing, Institutional Housing, Credit Linked Housing, Rectification Housing, Project Linked Housing and Blocked Projects; Facilitate responses to queries from SCOPA, AG, Portfolio Committees, and other Stakeholders; Manage resources (Financial, human and physical). Coordinate the implementation of EPWP in housing projects. Facilitate and coordinate the development human settlement infrastructure projects. Provide quality assurance on houses constructed. Manage the project information and records. Manage and oversee the work of the Implementing Agents. Provide advice on the development of Human Settlement Multiyear Development Plans. Advise, Monitor, Manage and Evaluate on the implementation of human projects in alignment with the signed contracts/SLA. Ensure the verification of beneficiaries

**ENQUIRIES** : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

**POST 01/345** : **DIRECTOR: DEMAND AND ACQUISITION REF NO: COGHSTA 20/22**  
Branch: Financial Management Services

**SALARY** : R1 105 383.per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and Valid driver's license (with exception of disabled applicants). Core And Process 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 & Knowledge: 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; Monitor, evaluate and report on contract management services; Manage resources ( financial, human and physical)

**ENQUIRIES** : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

#### OTHER POSTS

**POST 01/346** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE. REF NO: COGHSTA 21/22**  
Branch: Cooperative Governance

**SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : Waterberg  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Accounting/ Auditing as recognized by SAQA. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Core And Process 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, etc Skills And Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

**DUTIES** : Support and monitor compliance with MFMA and effectiveness and functionality of governance structures. Monitor and assist with compilation, adoption of municipal annual budgets and expenditure patterns in municipalities (section 71 reports as per MFMA). Support and monitor the development of valuation rolls, supplementary valuation rolls and functionality of Limpopo Provincial Valuation Appeal Board in line with Municipal Property Rates Act no. 6 of 2004; Monitor and provide hands on support on the preparation, timely submission of Annual Financial

Statements to Auditor-General and assist in addressing issues raised by the Auditor-General. Support and monitor the development and implementation of revenue enhancement strategies including analyzing the financial position of the Municipalities; Facilitate Provincial Debt Forum and monitor the payments of debts owed by Governments Departments to Municipalities; Coordinate and facilitate MUNMEC (MEC'S and Mayor's forum) and Provincial Oversight Committee Forum on clean audit.

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

**POST 01/347** : **ADMINISTRATIVE SUPPORT & COORDINATION OFFICER REF NO: COGHSTA 23/22**  
Branch: MEC'S Office

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Public Administration / Public Management/ Political Administration or equivalent as recognized by SAQA. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants).Core And Process Competencies: Knowledge of: Ministerial operations; Public Service Regulation; Public Service Act; PFMA; Knowledge of the Political and Parliamentary Processes in South Africa; Broad knowledge and understanding of Functional areas covered by the Executing Authority's Portfolio. Skills & Knowledge: Negotiation skills; Facilitation skills; Report Writing; Time management; Ability to Communicate with people at different levels and from different backgrounds; Creative/innovative; Analytical Thinking skills; Language Skills; Good grooming and Presentation; Good Telephone Etiquette; Good Organizational skills; Good People skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion.

**DUTIES** : Manage the administrative and coordination activities within the office of the Executive Authority; Liaise with internal and external role players with regard to matters relating to the portfolio of the Executive Authority; Render a cabinet/executive council support service to the executive authority; Supervise employees.

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

**POST 01/348** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: COGHSTA 24/22**  
Branch: Corporate Services

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Information Technology plus Certified Information systems Security Practitioner (CISSP) /Certified Information Security Manager (CISM/Certified Security Auditor (CISA); IT Risk Management. Minimum 3 - 5 years' experience in Information Communication Technology & a valid driver's license (with exception of disabled applicants). Core And Process Competencies: Knowledge of ISO17799 security standards; Corporate Governance of ICT Policy Framework. Public Sector ICT regulations; Advanced security protocols and standards; Skills & Knowledge: Organizing; Ability to work independently; Problem solving; Interpersonal Relationship; Conflict Management; Project management; Risk Management; Policy Development; Financial management; Communication skills and Analytical.

**DUTIES** : Manage ICT enterprise security architecture for the Department and support Municipalities; Manage Network, systems and applications security; Manage ICT security compliance; Ensure end-user cyber security awareness. Manage ICT security recovery within the Department.

**ENQUIRIES** : Ms. Mokhomole Makgano Tel No: (015) 294 2270

**POST 01/349** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGHSTA 25/22**  
Branch: Financial Management Services

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. A qualification in Supply Chain Management as recognized SAQA will be an

added advantage.. Minimum 5 years relevant experience & a valid driver's license (with exception of disabled applicants). Core And Process 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, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA) etc Skills & Knowledge: Negotiation skills; Presentation skills; Time management; Financial management skills. Strategic Capability and Leadership, People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Good interpersonal skills, Communication skills to interface with people from diverse backgrounds. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook)

**DUTIES** : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work.

**ENQUIRIES** : Ms. Mokhomole Makgano Tel No: (015) 294 2270

**POST 01/350** : **DEPUTY DIRECTOR: ASSURANCE SERVICES REF NO: COGHSTA 26/22**  
Branch: Financial Management Services

**SALARY CENTRE REQUIREMENTS** : R766 584.per annum (Level 11), (all-inclusive salary package)  
: Polokwane  
: An undergraduate qualification (NQF Level 6) as recognized by SAQA in Auditing/ Accounting. Valid driver's license with exception for people with disability. Relevant experience of approximately 3-5 years at Junior management level (Assist Director level) in Auditing / Accounting /Financial Management. Core And Process 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, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA) etc. Knowledge of Regularity and compliance auditing; Public Finance; Public Administration; Project management; Relationship management; Leadership; Communication; Change management; Performance management. Skills & Knowledge: Financial Accounting; Auditing; Computer literacy; Policy analysis; Budgeting; Public Management; Communication.

**DUTIES** : Manage the implementation of Internal Control framework; Manage the facilitation of assurance services; Coordinate the Execution of Liaison with Treasury, Internal Audit, Auditor-General and other Stakeholders. Monitor that policies and procedures are implemented and updated, regularly evaluate Internal control systems and making recommendations on the best possible intervention. Monitor that the systems are in place and functional to prevent unauthorised, irregular, fruitless and wasteful expenditure. Monitor and enforce compliance with laws and regulations through regular assessments and reporting on compliance with laws and regulations. Monitor and review all internal transactions and other audit reports conducted in the department.

**ENQUIRIES** : Mr. Monkoe Mphodi Tel No: (015) 294 22238

- POST 01/351** : **PROFESSIONAL ENGINEER: HUMAN SETTLEMENTS PLANNING (TECHNICAL SERVICES REF NO: COGHSTA 22/22)**  
Branch: ISHS
- SALARY** : R750 693 per annum, (all-inclusive salary package), (OSD)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Geotechnical/Civil/Structural Engineering (B Tech) Or related qualification. Compulsory registration with ECSA as a Professional Engineer. Minimum 3 years post qualification engineering experience & a valid driver's license (with exception of disabled applicants). Core And Process 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, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Programme and project Management; Technical design analysis; Report writing; Computer-aided engineering applications; Facilitation skills; Dispute/conflict resolution skills; Team building; Problem solving and analysis; Financial managerial skills.
- DUTIES** : Co-ordinate the geotechnical reports and variations; research and development; Office administration and budget planning.
- ENQUIRIES** : Ms. Mokhomole Makgano Tel No: (015) 294 2270
- POST 01/352** : **ASSISTANT DIRECTOR: HR PLANNING & POST PROVISIONING REF NO: COGHSTA 27/22**  
Branch: Corporate Services
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management. 3 to 5 years' relevant experience in Human Resource and PERSAL. Core And Process Competencies: Knowledge of: Sound and in-depth knowledge of relevant prescripts, Service Regulation, Public Service Act; PFMA; Core Basic Condition of Employment Act and Employment Equity Act . Skills & Knowledge: 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. Mokhomole Makgano Tel No: (018) 294 2270
- POST 01/353** : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: COGHSTA 28 /22**  
Branch: Financial Management Services
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in financial management/ Accounting/ Supply Chain Management/ Logistics Management or Valid driver's license with exception for people with disability. Relevant experience of approximately 3 – 5 years at junior Management (salary level 7/8) in Financial Management/ Supply Chain Management/ Assets Management Environment. Core And Process 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, PPPFA,etc. SKILLS & Knowledge: Negotiation skills; Presentation Skills; People management skills; Time management; Communication, both formal, and informal; Project management; Financial Management; Service delivery innovation; Financial Management; Supply chain management
- DUTIES** : Co-ordinate departmental movable assets plan; Co-ordinate departmental movable assets register, Co- ordinate the capital expenditure budget; Co-

ordinate the assets disposal and maintenance strategies; Formulate and manage assets management policy and procedure manuals; Ensure representation of the department in provincial assets forum; Coordinate physical verification of assets.

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

**POST 01/354** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: COGHSTA 29/22 (X2 POSTS)**

Branch: Corporate Services

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Social Work/Psychology or related. Registration with SACSSP or HPCSA or EAPA-SA. 3 years' relevant experience. Core and Process Competencies: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and Execution; Communication; Computer skill; Teamwork. Skills & Knowledge: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and Execution; Communication; Computer skill; Teamwork.

**DUTIES** : Coordinate the implementation of occupational health and safety Programmes; Coordinate the implementation of HIV/Aids, TB, STI's and other communicable diseases prevention, support and treatment care programmes; Coordinate Wellness Management Programmes; Coordinate health and productivity management programmes; People Management/ Administration.

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

**POST 01/355** : **SYSTEM ANALYST & ADMIN REF NO: COGHSTA 30/22**

Branch: Corporate Services

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Polokwane

**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Information Technology. Valid driver's license with exception for people with disability. Relevant experience of approximately 3 to 5 years in ICT Systems development, analysis and administration. Core And Process Competencies: Knowledge of: Systems Development Life Cycle; Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc; Business process analysis and modelling. Skills & Knowledge: Organising; Ability to work independently; Problem solving; Interpersonal relationship; Conflict Management; Project Management; Systems Development; System analysis; Project Management.

**DUTIES** : Facilitate and monitor the maintenance, upgrade and support of the existing systems; Develop, obtain, maintain and improve systems; Facilitate the development of business and end-user requirements. Update websites information; Troubleshoot reported problems on the existing systems and manage the resolution process. Administration of applications database.

**ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

**POST 01/356** : **LOCAL COORDINATOR: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 32/22**

Branch: Corporative Governance

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Mogalakwena Local Municipality

**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA / National Certificate in Community Development. 3 years' experience as community development worker. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Skills & Knowledge: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and

development; Good communication skills; Group dynamics Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

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

**ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

**POST 01/357** : **SENIOR STATE ACCOUNTANT: CREDITORS SERVICES REF NO: COGHSTA 33/22**  
Branch: Financial Management Services

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting/ Financial management. 2 to 3 years' experience. Core And Process Competencies: Knowledge of: BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele principles, DORA, Public Service Act, Computer Literacy and Delegation of authority. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill.

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

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

**POST 01/358** : **STATE ACCOUNTANT: CREDITORS SERVICES REF NO: COGHSTA 34/22**  
Branch: Financial Management Services

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting/ Financial management. 1 to 2 years' experience. Core And Process Competencies: Knowledge of: BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele principles, DORA, Public Service Act, Computer Literacy and Delegation of authority. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill.

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

**ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

**POST 01/359** : **COMMUNITY DEVELOPMENT WORKER REF NO: COGHSTA 35/22**  
Branch: Corporative Governance

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Lepelle-Nkumpi Local Municipality & Polokwane Municipality  
**REQUIREMENTS** : Grade 12 or Equivalent Core and Process Competencies: Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge Negotiation skills; Presentation skills; People management skills; Time management; communication; Computer skill; Numeracy skill.

**DUTIES** : Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these needs to the relevant government structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Conduct ward profiling.

**ENQUIRIES** : Ms. Masha Raesibe Tel No: (015) 294 2068

**POST 01/360** : **LEGAL ADMIN OFFICER (LITIGATION & LEGAL ADVISORY SERVICES) REF NO: COGHSTA 31/22**  
Branch: Corporate Services

**SALARY** : R207 429 – R390 360 per annum, (OSD)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Law. Valid driver's license with exception for people with disability. 0 to 8 years' experience. Core and Process Competencies: Knowledge of: Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skill.

**DUTIES** : Render effective and efficient litigation services to the department and municipalities; Provision of legal opinions and advice to the Department, Municipalities and Statutory Bodies; Liaison with the Office of the State Attorney; Office administration support.

**ENQUIRIES** : Ms. Monyela Hlokammoni Tel No: (015) 294 2068