

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 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) Registry Office (First floor).
- CLOSING DATE** : 04 August 2023
- NOTE** : Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. SMS candidates are 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 SMS shortlisted candidates 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 above posts 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 also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three 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. The Department reserves the right to make an appointment in respect of the advertised post.

MANAGEMENT ECHELON

- POST 24/180** : **DEPUTY DIRECTOR-GENERAL: INTERGRATED SUSTAINABLE HUMAN SETTLEMENTS REF NO: COGHSTA 01/23**
Branch: ISHS
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive salary package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) and a post graduate qualification in Build Environment (NQF level 8) as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, Professional registration will be an added advantage and Valid driver's license (with exception of person with disability). Core And Process Competencies: Expert knowledge of operation, project and programme management with an ability to implement

programmes and projects timeously; Knowledge of Development Planning principles; Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service, e.g. Public Service Act, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills & Knowledge: Advanced Strategic Planning; Project and programme management; Financial Management; Change Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (written and verbal) and negotiation skills; Policy Formulation; Research and Computer Utilization.

DUTIES : Provide leadership and oversight on human settlement programs performance and technical services; Develop strategies to accelerate housing delivery in the Province; Oversee and ensure human settlements planning, delivery, performance and stakeholder management. Render human settlements administration services and manage state owned immovable assets. Provide leadership and oversight on development of a framework to direct the development of credible business plans for human settlements.

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

POST 24/181 : **CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT REF NO: COGHSTA 02/23**
Branch: ISHS

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Build Environment as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and Valid driver's license (with exception of person with disability). Core And Process Competencies: Proven experience in both project and programme management and evaluation. Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills & Knowledge: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Policy Formulation; Research and Computer Utilization.

DUTIES : Manage Planning and Implementation of all Human Settlements and Housing Programmes which includes amongst others Rural Housing, Enhanced People's housing Process, Community Residential Units, Emergency and Disaster housing, Social Housing, Farmworker housing, Financed Linked Subsidy Programme, Engineering bulk and reticulation infrastructure and Eradication of Asbestos programme; Ensure compliance with all built environment and Housing legislative frameworks which include amongst others Building Regulations, National Environmental Management Act(NEMA),Housing Consumers Protection Measures Act and DoRA, Facilitate responses to queries from SCOPA, AGSA and other stakeholders; Manage resources (financial, human and physical).

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

POST 24/182 : **CHIEF DIRECTOR: HUMAN SETTLEMENT ADMINISTRATION AND PROPERTY MANAGEMENT REF NO: COGHSTA 03/23**
Branch: ISHS

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification in Built Environment or Property Management/ Property Studies/Public Management (NQF Level 7) as recognized by SAQA.

Minimum 5 Years of experience at a senior managerial level and Valid driver's license (with exception of person with disability). 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, etc Skills And Knowledge: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication and Negotiation skills; Policy Formulation; Research and Computer Utilization.

DUTIES : Manage Human Settlement subsidy administration; Manage Human Settlements contracts; Provide secretariat to Human Settlement statutory bodies; Provide property management and policy development services. Develop an immovable asset management plan. Provide property research and immovable asset management support; Manage debtors control system and township registers; ensure effective and efficient lease agreement management and property disposal; Oversee the effective management of assets register; Manage resources (Financial, human and physical).

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

OTHER POSTS

POST 24/183 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGHSTA 25/22**
Branch: Financial Management Services

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification in Accounting, Financial Management, Supply Chain Management (NQF 6) as recognized SAQA; A minimum of 3 years' experience in a Supply Chain Management or Contract Management. Valid South African driver's license (with exception of person with disability). 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 timely review of contracts variations. 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 delivery of 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 24/184 : **DRIVERS (SECRETARIAT HOUSE OF TRADITIONAL LEADERS REF NO: COGHSTA 05/23 (X2 POSTS))**
Branch: Traditional Affairs
(Contract linked to term of office for Chairperson & Deputy Chairperson)

SALARY : R171 537 per annum (Level 04)
CENTRE : Polokwane
REQUIREMENTS : Grade 10. Valid driver's license. Minimum of 1-2 years proven experience as a Driver. Availability to occasionally take weekend and night shifts. A polite and professional disposition. Core and Process Competencies: Skills & Knowledge: Understanding of Security operations and procedures; Able to exercise good judgement and decision making; A high level of discretion, commitment and reliability; A flexible attitude, good judgement and the ability to work effectively as part of a team; Skills in: Good Communication, Excellent punctuality and time management.

DUTIES : Transport the Chairperson & Deputy Chairperson daily to their desired official engagements. Collect and deliver documents for the Chairperson & Deputy Chairperson; Maintaining the vehicle safe and clean; Render ad-hoc general support function in the office of the Chairperson & Deputy Chairperson; Keeping track of mileage, fuel, and toll expenses; Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Ms Monyela Hlokammoni Tel No: (015) 294 2073/Ms Masha Raisebe Tel No: (015) 294 2068