



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

Ref : SCH 4/1/1
Enq : Mokhomole M
Tel No : (015) 294 2286

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 06 OF 19/20

ADVERTISEMENT OF POSTS: 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.

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Departments.**
2. Applications should be submitted on form Z83 obtainable from all Public Service Departments, accompanied by a detailed/comprehensive C.V, identity document, driver's license and certified copies of qualifications not older than 3 months. **Faxed or e-mailed applications will not be considered.** Due to large volume of applications we envisage to receive, unsuccessful applications will not be returned/posted back to applicants.

Note: The contents of this Circular will also be posted on the following websites www.coghsta.limpopo.gov.za and www.dpsa.gov.za

3. 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** Submitted in person to HR Records (Registry), First Floor at 28 Market Street (Next to UNISA).

All General enquiries should be directed to Mr Ramagoshi Phuti at (015) 294 2225, Mr Monkoe Mphodi at (015) 294 2223 and Ms Mokhomole Makgano (015) 294 2286.

CLOSING DATE: 29 November 2019

The Department reserves the right to make an appointment in respect of the advertised posts. If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.



HEAD OF DEPARTMENT

11/11/2019
DATE



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

VISION: INTEGRATED SUSTAINABLE HUMAN SETTLEMENTS

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.

- 1. POST NAME** : **DEPUTY DIRECTOR GENERAL: INTERGRATED SUSTAINABLE HUMAN SETTELMENTS**
- SALARY LEVEL** : **15**
- SALARY** : **R 1 521 591.00 (All-inclusive salary package)**
- CENTRE** : **POLOKWANE**
- BRANCH** : **ISHS**
- REFERENCE NUMBER** : **CoGHSTA 02/19**
- REQUIREMENTS** : 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** : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g: Housing Act no. 107 of 1997, Town Planning & Township Ordinance 15 of 1986, Development & Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act(NHBRC Act),National Building Regulation and Standard Act of 1977.**Skills in:** Policy Formulation; Research; Computer utilization; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation(SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication.
- KEY RESPONSIBILITIES** : **Oversee and monitor human settlement programs performance and technical services; Oversee and manage the municipal accreditation, capacity building, policy research and planning; Manage and co-ordinate the monitoring and evaluation of housing programs; Co-ordinate and manage the monitoring of housing properties and assets; Oversee the management of human settlement subsidy administration, contracts management and human settlement secretariat; Oversee, manage and monitor the provision of human settlement development; Manage resources (financial, human and physical).**
- ENQUIRIES** : **Mr Ramagoshi Phuti (015) 294 2225**

2. POST NAME : CHIEF FINANCIAL OFFICER
SALARY LEVEL : 15
SALARY : R 1 521 591.00 (All-inclusive salary package)
CENTRE : POLOKWANE
BRANCH : CFO
REFERENCE NUMBER : CoGHSTA 03/19

REQUIREMENTS : 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 : **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 in:** Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

KEY RESPONSIBILITIES : General management functions; General responsibilities; Responsibilities relating to budgetary control; Reporting Responsibilities; Information to be submitted; Responsibilities relating to transferring of assets and liabilities; Virement between main divisions within votes.

ENQUIRIES : **Mr Ramagoshi Phuti (015) 294 2225**

3. POST : CHIEF DIRECTOR: REGULATORY & COMPLIANCE
SALARY LEVEL : 14
SALARY : R 1 251 183.00 (All inclusive salary package)
CENTRE : POLOKWANE
BRANCH : CORPORATE SERVICES
REFERENCE NUMBER : CoGHSTA 04/19

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA ; 5 years experience at senior managerial level and a valid driver 's license (with exception of disabled applicants).

KEY COMPETENCIES : **Knowledge of:** Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, 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.

KEY RESPONSIBILITIES : Oversee legal management services; Ensure sound labour relations climate; Manage resources (financial, human and physical).

ENQUIRIES : **Ms Mokhomole Makgano (015) 294 2286**

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4. POST NAME : **DIRECTOR: BUDGET SERVICES**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **CFO**
REFERENCE NUMBER : **CoGHSTA 05/19**

REQUIREMENTS : 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 : **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, Knowledge on the relevant policies/prescripts and procedures etc; Batho pele principles application; Project management; Customer care. **Skills in:** Strategic Capacity and Leadership; Programme and Project Management; People management and Empowerment; Financial Management; Change Management; Service Delivery Innovation(SDI); Problem Solving Analysis; Client Orientation and Customer and Customer Focus; Workshop facilitation; Policy development; Confident communicator; Change agent; Research oriented person.

KEY RESPONSIBILITIES : Oversee the budget planning services; Oversee the budget implementation services; Manage budget monitoring; Manage budget reporting services; Manage resources (financial, human and physical).

ENQUIRIES : **Ms Mokhomole Makgano (015) 294 2286**

5. POST NAME : **DIRECTOR: SECURITY & INVESTIGATIONS**
SALARY LEVEL : **13**
SALARY : **R 1 057 326.00 (All-inclusive salary package)**
CENTRE : **POLOKWANE**
BRANCH : **HOD SUPPORT**
REFERENCE NUMBER : **CoGHSTA 06/19**

REQUIREMENTS : 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 : **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, Knowledge on the relevant policies/prescripts and procedures etc; Extensive knowledge of security(Minimum Information Security Standards- MISS and MPSS Minimum Physical Security Standards0; Handling of firearm. **Skills in:** Strategic capacity & Leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Research;

Computer utilization; Policy formulation; Vetting; Investigation.

KEY RESPONSIBILITIES : Manage the development and implementation of fraud corruption prevention measures; Oversee the investigations on fraud and corruption related matters in both the Department & Municipalities; Oversee awareness workshops on Anti-corruption and security within Municipalities; Oversee management of the physical , information and vetting security disciplines/function within the Department and Municipalities; Manage physical/information security and assets protection for the Department and Municipalities; Coordinate and manage implementation of access control within the Department & Municipalities; Oversee contract security and Municipalities with the development of private security Specification; Development and implementation of the vetting strategy in the Department and the Municipalities; Manage resources (financial, Human and Physical).

ENQUIRIES : **Mr Monkoe Mphodi (015) 294 2223**

6. POST NAME : **DIRECTOR: MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMMES (MIDP)**

SALARY LEVEL : **13**

SALARY : **R 1 057 326.00 (All-inclusive salary package)**

CENTRE : **POLOKWANE**

BRANCH : **CoGTA**

REFERENCE NUMBER : **CoGHSTA 07/19**

REQUIREMENTS : 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 : **Knowledge of:** Strategic Planning; Infrastructure programme and project management; Financial Management; MTEF;Municipal Infrastructure related policies and legislations; Construction norms and standards; Infrastructure related; Management information Systems; EPWP principles; Public Service legislation; Local Government legislation; Infrastructure Asset Management; Free basic services programme. **Skills in:** Strategic Capability and Leadership; Programme and Project Management; People management and empowerment; Problem solving and analysis; Service delivery Innovation (SDI); Client Orientation and Customer focus; Research; Policy formulation; Financial Management; Adaptability during changes to meet the Goals; Computer utilization; Conflict management; Presentation; Communication; Time management; Change management; Knowledge management.

KEY RESPONSIBILITIES : Manage Municipal Infrastructure Grant implementation; Coordinate development and implementation of municipal infrastructure operations and maintenance plans; Facilitate and monitor implementation of free basic services; Manage and support municipalities in the provision of water, sanitation and energy services; Manage Resources (Financial, Human and Physical).

ENQUIRIES : **Mr Monkoe Mphodi (015) 294 2223**

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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 certified copies of qualifications not older than 3 months must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify 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).

"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 above posts will be subjected to a Security clearance and verification of qualifications.

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 2286.

NB: Faxed or e-mailed applications will not be considered

Note: This advert will be posted on the following websites www.coghsta.limpopo.gov.za, and www.dpsa.gov.za

CLOSING DATE: 29 November 2019.

The Department reserves the right to make an appointment in respect 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.