

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.

<u>APPLICATIONS</u>	:	Should be submitted online through http://erecruitment.limpopo.gov.za Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor) or alternatively post to The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane 0700.
<u>CLOSING DATE</u>	:	22 August 2025
<u>NOTE</u>	:	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.gov.za/training-course/sms-pre-entryprogramme . "All 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 for SMS posts, 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 the 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. The Department reserves the right to make an appointment in respect of the advertised posts.

MANAGEMENT ECHELON

<u>POST 27/225</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT REF NO: COGHSTA 01/25</u> Branch: ISHS
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Region A
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Built Environment/ Project Management/Town & Regional Planning 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 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; Policy Formulation; Research and Computer utilization, Negotiation skills and Presentation skills.
<u>DUTIES</u>	:	Manage Planning and Implementation of all Human Settlements and Housing Programmes which include 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. Drafting programme and projects implementation strategies and managing their implementation. 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).
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225
<u>POST 27/226</u>	:	<u>DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 02/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration/Development Studies/Community Development (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 person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts: Constitution of the Republic of South Africa, Local Government Municipal Structures Act, Local Government Municipal System Act, White Paper on Transformation of Public Service and other key Public Service and Legislative frameworks. Understanding and knowledge of broader community development related policies, frameworks and norms and standards. Strategic capability and leadership. Skills And Knowledge: Problem Solving, Change Management, People management and empowerment, Client Orientation and Customer Focus, Stakeholder Management, Facilitation, Communication and Diversity management.
<u>DUTIES</u>	:	Oversee implementation and evaluation of Community Development Programmes. Monitor early warning and database on community concerns. Coordinate research on community development; ensure marketing and profiling of the work of CDWs in districts through intergovernmental forums; manage integrated development interventions in partnership with other relevant stakeholders; policy development and analysis. Co-ordinate and improve participation of communities in government programmes. Promote and mobilize communities to access services provided by government. Assist communities to identify and communicate their needs to government within the national, provincial and local government sphere. Manage resources (Financial, human and physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<u>POST 27/227</u>	:	<u>DIRECTOR: STRATEGIC PLANNING, RESEARCH, MONITORING & EVALUATION REF NO: COGHSTA 03/25</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Strategic Management/Public Administration or equivalent qualification (NQF 7) as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Minimum of five (5)

		years' relevant experience at senior/middle management level in Strategic Planning, Monitoring and Evaluation, Research and/ or Policy Management. A valid driver's license (with exception of person with disability). Core And Process Competencies: Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Skills And Knowledge: Strategic Capacity and Leadership, Problem Solving, Change Management, People Management and empowerment, Financial Management Stakeholder Management, Facilitation, Communication Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, and Programme and Project Management.
<u>DUTIES</u>	:	Develop and publish Strategic Plans and Annual Performance Plans. Coordinate the development of Operational Plans of the Branches within CoGHSTA. Coordinate research and policy management. Coordinate the monitoring and evaluation of the CoGHSTA APPs and Operational Plans. Coordinate, develop, and monitor the implementation of the CoGHSTA Service Delivery Improvement Plan. Lead the implementation of Annual Performance Plans, Operational Plans, and oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilization of financial, human and physical resources of the Directorate in line with applicable legislation.
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<u>POST 27/228</u>	:	<u>DIRECTOR: RISK, ANTI FRAUD & CORRUPTION MANAGEMENT REF NO: COGHSTA 04/25</u> Branch: HOD Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package) Polokwane An undergraduate qualification in Risk Management/Internal Auditing (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 person with disability). Core And Process Competencies: Sound and in-depth knowledge of Risk Management and Corporate Governance, PFMA and other related prescripts; Extensive Knowledge of Enterprise wide Risk Management best Practices; Experience in conducting risk assessments within an organisation. Knowledge and experience in developing and compiling risk registers. Experience in conducting risk awareness and training. A thorough understanding of Risk Management and Business Continuity Management; Experience in risk governance (Risk Policy, strategy, risk appetite). 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; Skills And Knowledge: 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; Research; Computer Utilization; Policy Formulation; Investigation.
<u>DUTIES</u>	:	Manage the development and implementation of fraud and corruption prevention measures i.e policies/strategies; Oversee and monitor the conducting of investigation on fraud and corruption related matters in both the Department & Municipalities; Oversee awareness workshops on Anti-Corruption and security within Municipalities; Monitor, coordinate, implement review and improve the Risk Management Framework; Coordinate and facilitate the institutionalization risk management; Establish, maintain and ensure a good working relationship within the Department and relevant stakeholders; Manage resources (Financial, human and physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270

<u>POST 27/229</u>	:	<u>DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: COGHSTA 05/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Developmental Studies/Economics (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 person with disability). Core And Process 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 Organising, Applicable legislations. Skills And Knowledge: Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Change agent; Advanced strategic; planning skills; Research orientated person; Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organisational skills; Adaptability to meet the goal during changes; Policy formulation.
<u>DUTIES</u>	:	Provide strategic support and monitoring towards the development and implementation of municipal LED strategies and plans, Coordinate and support the development of LED capacity in municipalities, Facilitate the enhancement LED through coordination and the establishment of partnerships in collaboration with the Limpopo Provincial Department of Economic Development, Environment and Tourism and other stakeholders; Support LED flagship programmes and catalytic projects in municipalities, Develop and strategies for the implementation of the Small Towns Revitalization Programme and the Integrated Urban Development Framework. Oversee and support the implementation of the Community Work Programme and Expanded Public Works Programme; Manage resources (financial, human and physical).
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223

OTHER POSTS

<u>POST 27/230</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER: HUMAN SETTLEMENTS PROGRAMME & PROJECT MANAGEMENT REF NO: COGHSTA 06/25</u> Branch: ISHS
<u>SALARY</u>	:	R1 266 450 per annum (Level OSD), (all-inclusive salary package)
<u>CENTRE</u>	:	Waterberg
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Built Environment field (NQF 6) as recognized by SAQA with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of Town planning application of the legislative framework governing the public service, National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. Skills And Knowledge: Negotiation skills, Presentation skills, People management, Research, Time Management, Communication both formal and informal, Creativity, Self-Management, Analytic skills, Programme & Project management, Facilitation skills, Dispute/conflict resolution skills, Computer-aided Architectural, Team building, Problem solving, Managerial skills, Financial managerial skills.
<u>DUTIES</u>	:	Project design and analysis effectiveness; Maintain project operational effectiveness; Financial management; Governance; People management.
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<u>POST 27/231</u>	:	<u>DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: COGHSTA 07/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Mopani

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Developmental Studies/Economics (NQF level 6) as recognized by SAQA. Five (5) years' experience within the environment of which three (3) must be at supervisory 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 e.g., Public Service Act, Labour Relation Act, National/LED framework MSDP; Municipal LED strategies, Provincial Spatial Rationale PFMA/MFMA, Constitution; White Paper on Local Govt, National Development Plan & Limpopo Development Plan. Skills and Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal; Project mgt skill, Leadership skill, Financial mgt skill, People management skill, Analytic skills, Investment Analysis Research skills.
<u>DUTIES</u>	:	Coordinate and manage functionality of Municipal and Provincial LED forum; Manage the development and review of Municipal LED strategies; Coordinate the implementation of LED initiatives and intervention; Monitor the development and roll-out of public employment programme (Community Work Programme & EPWPP within the Province). Support implementation of Small-Town revitalization programme and Integrated Urban Development Framework.
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<u>POST 27/232</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 08/25</u> Branch: Cooperative Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package) Capricorn
	:	An undergraduate qualification (NQF level 6) in Accounting/ Auditing/ Financial Management as recognized by SAQA. Five (5) years' experience within the environment of which three (3) must be at supervisory 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 e.g., 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.
<u>DUTIES</u>	:	Monitor and support Municipal Public Accounts Committees and governance structures (Audit and Risk Committees); Monitor and support municipalities on the development and implementation audit action plans.; Support and monitor the implementation of the MPRA in the Municipalities in respect of General Valuation Rolls, supplementary valuation rolls and functionality of Limpopo Provincial Valuation Appeal Board in line with Municipal Property Rates Act no. 6 of 2004; Submission of the Annual financial statements (section 131 (2)(a) of MFMA. Monitor and provide hands on support on the preparation, timely submission of Annual Financial Statements to Auditor-General SA, Improved financial viability.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/233</u>	:	<u>DEPUTY DIRECTOR: MEC ADMIN SUPPORT REF NO: COGHSTA 09/25</u> Branch: MEC Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Polokwane
	:	An undergraduate qualification in Public Administration/ Public Management / Political Studies (NQF 6) as recognized by SAQA. Five (5) years' relevant experience of which three (3) Must be at supervisory level and valid driver's license (with exception of person with disability). 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/234</u>	:	<u>DEPUTY DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT</u> <u>REF NO: COGHSTA 10/25</u> Branch: ISHS
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 6) as recognized by SAQA; Five (5) years' experience within the environment of which three (3) Must be at supervisory level and valid 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 e.g. Public Service Regulation; Public Service Act; Housing Act, Housing Code; Breaking New Ground Policies. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal and informal, Computer skill, Numeracy skill, Creative/Innovative, Analytical thinking skills.
<u>DUTIES</u>	:	Manage capacity building for Provincial and Municipality officials on Human Settlement matters; Manage municipal accreditation in the province; Manage Human Settlements consumer education; Manage development of emerging contractors and cooperatives; Manage the provision secretarial services of quarterly provincial human settlements forum meetings.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/235</u>	:	<u>CONSTRUCTION PROJECT MANAGER: HUMAN SETTLEMENTS</u> <u>PROJECTS REF NO: COGHSTA 11/25</u> Branch: ISHS
<u>SALARY</u>	:	R879 342 per annum (Level OSD), (all-inclusive salary package)
<u>CENTRE</u>	:	Capricorn
<u>REQUIREMENTS</u>	:	National higher diploma (Built Environment field) with a minimum of 4 years and six months' certified experience BTech (Built Environment field) with a minimum of 4 years' certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Core and Process Competencies: Sound and in-depth knowledge of Town planning, application of the legislative framework governing the public service e.g., National Building Regulations & standard, SANS 10400 Building Regulations, Occupational Health & Safety Act, Human Settlement Planning & Design, National Housing Code, PFMA etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Research; Time management; Communication skills (both formal and informal); Creativity skills; Self-management; Analytical skills; Programme and project management skills; Facilitation skills; Dispute/conflict resolution skills; Computer-aided skills; Architectural; Team building; Problem solving and analysis; Managerial skills and financial management skills.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects; Project accounting and financial management; Office administration; Research and Development.
<u>ENQUIRIES</u>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073
<u>POST 27/236</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 12/25</u> Branch: Cooperative Governance
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Capricorn
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/Auditing/Financial management (NQF 6) as recognized by SAQA; A minimum of 3 years relevant experience and valid 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 local government,

		MFMA, MPRA, Municipal Systems Act, Municipal Structures Act, MBRR etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
<u>DUTIES</u>	:	Monitor and support functionality of MPAC and governance structures (Audit and risk committees); Monitor and support municipalities on development and implementation of audit action plans; Support and monitor the implementation of MPRA; Monitor and provide hands on support on the preparation, timely submission of AFS to AGSA; Improved financial viability.
<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/237</u>	:	<u>ASSISTANT DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT REF NO: COGHSTA 13/25</u> Branch: ISHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Polokwane An undergraduate qualification (NQF 6) as recognized by SAQA; A minimum of 3 years relevant experience and valid 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 e.g., Public Service Regulation, Public Service Act, Housing Act, Housing Code, Breaking New Ground Policies. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal and informal; Computer skills; Numeracy skills; Creative/Innovative; Analytical thinking skills.
<u>DUTIES</u>	:	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 Human settlements Consumer Education; Co-ordinate and facilitate service provider capacity development. Co-ordinate and facilitate secretariat services for Provincial Human Settlements Forum meetings.
<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/238</u>	:	<u>DISASTER PRACTITIONER: RESPONSE AND RECOVERY REF NO: COGHSTA 16/25</u> Branch: Cooperative Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Polokwane An undergraduate qualification in Disaster Management (NQF Level 6) as recognized by SAQA or Equivalent. A minimum of 2 years' experience in Disaster Management and a valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of Batho Pele Principles; Public Service Act; Disaster Management Act; PFMA; MFMA; Disaster Management Framework and other related acts. Computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills; Numeracy skills; Report writing skills.
<u>DUTIES</u>	:	Coordinate the implementation of a uniform approach to the dissemination of early warning messages; Coordinate all rehabilitation and reconstruction strategies following a disaster in a developmental manner; Coordinate disaster response and recovery activities in the province; Coordinate the implementation of emergency relief, reconstruction and rehabilitation in an integrated and developmental manner.
<u>ENQUIRIES</u>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<u>POST 27/239</u>	:	<u>ADMIN OFFICER: DEMAND REF NO: COGHSTA 17/25</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Supply Chain Management or related field (NQF 6) as recognized by SAQA. A minimum of 1-2 years relevant experience and valid 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 e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.
<u>DUTIES</u>	:	Compile pre-order checklist in compliance with preferential procurement policy; liaise with end-users for proper specifications/terms of reference; invitation of end user for departmental procurement planning meetings; confirmation /updating of service providers details (departmental databases/panels); compilation of inspection questionnaires forms; benchmarking of procurement less than R500 000.00.
<u>ENQUIRIES</u>	:	Ms. Masha Raesibe Tel No: (015) 294 2068
<u>POST 27/240</u>	:	<u>STATE ACCOUNTANT: SALARIES REF NO: COGHSTA 18/25 (X2 POSTS)</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Accounting/Financial Management (NQF 6) as recognized by SAQA. A minimum of 1-2 years' experience in the salary and expenditure management / various disciplines related to financial management and a valid drivers' 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 e.g., PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, Computer Literacy and Delegation of Authority, PERSAL, BAS, Finest, Skills & Knowledge: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill.
<u>DUTIES</u>	:	Implementation of salary deductions and allowances; Facilitation of Payroll; Implementation of salary freeze and recall; Implementation of Tax maintenance and Tax reconciliation.
<u>ENQUIRIES</u>	:	Ms. Masha Raisibe Tel No: (015) 294 2068
<u>POST 27/241</u>	:	<u>STATE ACCOUNTANT: HOUSING FINANCE & CONTRACTUAL PAYMENT REF NO: COGHSTA 19/25 (X3 POSTS)</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Accounting/Financial Management (NQF 6) as recognized by SAQA. A minimum of 1-2 years' experience in expenditure management / various disciplines related to financial management and a valid drivers' 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 e.g., BAS, PFMA, PPPFA, Treasury regulation, Batho-Pele principles, DORA, Public service act, Computer literacy and delegation of authority, Skills & Knowledge: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill; Conflict resolution skills.
<u>DUTIES</u>	:	Receive, register and verify payment claims from claims and contract management; Check and verify availability of accompanying documents; Verify beneficiaries' lists with HSS approved status report; Reporting; Safe keeping of claims for audit purposes.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/242</u>	:	<u>PERSONAL ASSISTANT REF NO: COGHSTA 20/25</u> Branch: HOD Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Polokwane An undergraduate qualification in Management Assistant/Secretarial/Office Management/Public Management (NQF 6) as recognized by SAQA; A minimum of 1-year experience. Core And Process 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 & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication both formal, and informal.
<u>DUTIES</u>	:	Provide secretarial support; Manage the office; Manage the filing system; Maintain the HOD's diary; Management of telephone enquiries; Manage and monitor the budget commitment register.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/243</u>	:	<u>PERSONAL ASSISTANT (CONTRACT LINKED TO CHAIRPERSON'S TERM OFFICE) REF NO: COGHSTA 21/25</u> Branch: Traditional Affairs
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management Assistant/Secretarial/Office Management/Public Management (NQF 6) as recognized by SAQA; A minimum of 1-year experience. Core And Process 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 & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
<u>DUTIES</u>	:	Provide secretarial support; Manage the office; Manage the filing system; Maintain the Chairperson's diary; Management of telephone enquiries; Manage and monitor the budget commitment register.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/244</u>	:	<u>PERSONNEL OFFICER: RECRUITMENT & SELECTION REF NO: COGHSTA 22/25</u> Branch: Corporate Services
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration/Human Resource Management (NQF 6) as recognized by SAQA. Core And Process Competencies: Sound and in-depth knowledge of Public Service Act, Public Regulation PFMA, Human Resource Management; PERSAL Systems. Skills & Knowledge: Presentation skills; People management skills; Time management skills; Communication skills (both formal and informal) and Computer Literacy.
<u>DUTIES</u>	:	Administering advertised vacant posts on the structure; Coordinate selection processes, Facilitate PERSAL appointments; Administering Placements of officials.
<u>ENQUIRIES</u>	:	Ms. Malahlela Nora Tel No: (015) 294 2224
<u>POST 27/245</u>	:	<u>LEGAL ADMIN OFFICER: LITIGATION & LEGAL ADVISORY REF NO: COGHSTA 14/25</u> Branch: Corporate Services
<u>SALARY</u>	:	Grade 1: R252 855 per annum, (OSD) Grade 2: R292 596 per annum, (OSD) Grade 3: R324 579.per annum, (OSD) Grade 4: R388 392 per annum, (OSD) Grade 5: R464 634.per annum, (OSD)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law (NQF 6) as recognized by SAQA; A minimum of 0-8 years relevant experience. 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 e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and execution; Communication; Computer skills; Teamwork.
<u>DUTIES</u>	:	Render effective and efficient litigation services to the department and municipalities; Provide Legal opinions and advice to the Department, Municipalities and Statutory Bodies; Liaison with the Office of the State Attorney; Office administration support.

<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/246</u>	:	<u>LEGAL ADMIN OFFICER: CONTRACT DRAFTING & COMPLIANCE REF NO: COGHSTA 15/25</u> Branch: Corporate Services
<u>SALARY</u>	:	Grade 1: R252 855 per annum, (OSD) Grade 2: R292 596 per annum, (OSD) Grade 3: R324 579 per annum, (OSD) Grade 4: R388 392 per annum, (OSD) Grade 5: R464 634 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An undergraduate qualification in Law (NQF 6) as recognized by SAQA; A minimum of 0-8 years relevant experience. 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 e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and execution; Communication; Computer skills; Teamwork.
<u>DUTIES</u>	:	Render effective and efficient contract management services to the department, municipalities and other statutory bodies; Drafting of legally binding and watertight contracts/SLA's and MoUs to ensure effective service delivery; Ensure compliance by the service providers and contractors in the implementation of projects; Liaison with the Office of the Premier: Shared Legal Services on litigation emanating from the department; Office administration support.
<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<u>POST 27/247</u>	:	<u>DRIVERS: HOUSE OF TRADITIONAL LEADERS REF NO: COGHSTA 23/25 (X2 POSTS)</u> Branch: Traditional Affairs (Contract Linked to Chairperson's Term Office)
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Grade 10/ ABET / AET qualification as recognized by SAQA. Valid driver's license with Professional Driving Permit. Candidates to undergo Competency Test Driving. Core and Process Competencies: Skills & Knowledge: Knowledge & skills in: Report Writing, Time management, Good Communication Skills, Creative/innovative, Analytical Thinking, Good Organizational skills, Good People skills, High level of Reliability, Basic written communication skills, Ability to act with tact and discretion.
<u>DUTIES</u>	:	Collect and deliver documents; Transport employees in the office of the Department and guests and special advisors of the Executing Authority; Render a general support function in the office of the Executing Authority; Maintain knowledge on the policies and procedures that applies in the work environment.
<u>ENQUIRIES</u>	:	Ms. Mabina Reneilwe Tel No: (015) 294 2046
<u>POST 27/248</u>	:	<u>HANDYMAN: FACILITIES REF NO: COGHSTA 24/25</u> Branch: Corporate Services
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Grade 10/ ABET / AET qualification as recognized by SAQA. Core And Process Competencies: Basic knowledge of building maintenance, plumbing, carpentry, electrical maintenance and equipment repairs. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service such as: Occupational Health and Safety Act. Skills & Knowledge: Interpersonal Skills; Technical skills; Time management skills; Good Written and communication skills; Group dynamics; Diversity & Change management.
<u>DUTIES</u>	:	Routine maintenance of office buildings and other infrastructure services i.e. electricity, sewer systems, buildings and equipment's as well as assisting with inspection of maintenance of contractor's work; Daily recording of maintenance works performed and needs; Assisting with the planning, scheduling and

ENQUIRIES

execution of maintenance tasks; Basic housekeeping and other ad-hoc tasks identified by supervisor.
: Ms. Kobe Kwena Tel No: (015) 294 2094