



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

Ref : S 4/1
Enq : Mahlangu MV
Tel No : (015) 294 2109
Date : 01 July 2011

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 166 OF 2011

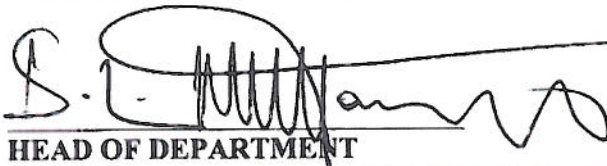
ADVERTISEMENT OF POSTS: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets. Preference will be given to EE candidates

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department of Local Government and Housing 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 or at www.dpsa.gov.za and must be completed in full, accompanied by certified copies of education qualifications, Identity document and detailed/comprehensive C.V. **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
3. Applications should be submitted to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, POLOKWANE 0700 OR delivered in personally at 28 Market Street (next to UNISA), Registry Office (First floor).

CLOSING DATE: 22 JULY 2011(16h30)

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

28 Market Street, POLOKWANE, 0700. Private Bag X9485, POLOKWANE 0700
Tel: (015) 294 2000

Website: <http://www.limpopo-dlgh.gov.za>

The heartland of southern Africa – development is about people!



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

Vision: Sustainable Developmental Local Governance and Integrated Human Settlement

The Department of Local Government and Housing 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 positions as they appear below.

1. POST NAME : GENERAL MANAGER: HOUSING SECTOR
PERFORMANCE
SUB DEPARTMENT : ISHS
CENTRE : POLOKWANE
SALARY : R830 502-00 (All inclusive salary package)
SALARY LEVEL : 14
REFERENCE NUMBER : DLGH 19/11

REQUIREMENTS: Qualifications: An appropriate recognized National Diploma/Degree/RVQ 13 in the Built Environment or equivalent qualification. Postgraduate degree will serve as an added advantage.
Experience: 6-10 years working experience in managerial position.

Knowledge of: Sound and depth knowledge of *relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc
Skills in: *Negotiation skills, *Presentation skills. *People management skills. *Management skills
*Time management. *Communication skills *Interpersonal Relations *Conflict Resolutions
*Motivational.

KEY RESPONSIBILITIES:* . Manage Planning of Human Settlement development *Manage housing capacity development. * Manage municipal housing accreditation *Manage housing planning, monitoring and evaluation stakeholder management * Manage the Program Management office
*Manage Quality Assurance Unit * Strategic planning and business plan development and management.

Enquiries: Mokhomole Makgano (015) 294 2282

2. POST NAME : GENERAL MANAGER: HOUSING ADMIN &
PROPERTY MANAGEMENT
SUB DEPARTMENT : ISHS
CENTRE : POLOKWANE
SALARY : R830 502-00 (All inclusive salary package)
SALARY LEVEL : 14
REFERENCE NUMBER : DLGH 20/11

REQUIREMENTS: Qualifications: An appropriate recognized National Diploma/Degree in Civil Engineering/ Building or equivalent qualification. Postgraduate degree will serve as an added advantage.
Experience: 6-10 years working experience in managerial position.

Knowledge of: Sound and depth knowledge of * relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc
Skills in: *Negotiation skills *Presentation skills. People management skills. *Time management. *Communication skills *Interpersonal Relations *Conflict Resolutions *Motivational

KEY RESPONSIBILITIES:* Coordinate and manage the implementation of Informal settlement upgrading. * Coordinate and manage the implementation of Rural Housing program. * Coordinate and manage

the implementation of Project link program.* Coordinate and manage the implementation of Social Amenities program.* Coordinate and manage the implementation of Housing * Ensure effective financial management within the sub-dept ISHS

Enquiries: Mokhomole Makgano (015) 294 2282

3. POST NAME : **SENIOR MANAGER: RURAL HOUSING & HOUSING RECTIFICATION**
SUB DEPARTMENT : **ISHS**
CENTRE : **POLOKWANE**
SALARY : **R685 200-00** (All inclusive salary package)
SALARY LEVEL : **13**
REFERENCE NUMBER : **DLGH 21/11**

REQUIREMENTS: Qualifications: An appropriate recognized National Diploma/Degree in building environment or equivalent qualification. Postgraduate degree will serve as an added advantage

Experience: 3-5 years working experience in managerial position.

Knowledge of: Sound and depth knowledge of *relevant prescripts, *application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc

Skills in: *Negotiation skills *Presentation skills.*People management skills.*Time management.*Communication skills *Interpersonal Relations *Conflict Resolutions *Motivational

KEY RESPONSIBILITIES: *Manage the implementation of Rural Housing program.* Manage the implementation of Housing Rectification program

Enquiries: Ms Mamaregane Maphefo (015) 294 2233

4. POST NAME : **SENIOR MANAGER: STRATEGIC PLANNING & MONITORING**
SUB DEPARTMENT : **HOD SUPPORT**
CENTRE : **POLOKWANE**
SALARY : **R685 200-00** (All inclusive salary package)
SALARY LEVEL : **13**
REFERENCE NUMBER : **DLGH 22/11**

REQUIREMENTS: Qualifications: An appropriate recognized HRM Degree or equivalent

Experience: 3-5 years working experience in managerial position.

Knowledge of: *Public Service Regulations, *Public Service Act, *Exco resolutions, *Strategic Management *Human resources management *;

Skills in: *Communication*Report Writing *Interpersonal Relations *Conflict Resolutions *Project Management *Motivational Skills *Influencing *Presentation*People management*Negotiation *Policy formulation and development *Strategic focused*Monitoring and Evaluation *Computer literacy

KEY RESPONSIBILITIES: *Develop strategic plan & Annual Performance plan, Monitor the implementation of Strategic Plan & APP, Manage departmental strategic planning session, * Manage all departmental reporting to:- *clusters, *portfolio committees, *Minmecs, *Exco etc. *Coordinate the compilation of Annual report

Enquiries: Mr Monkoe Mphodi 015 294 2282

5. POST NAME : **MANAGER: HOUSING CAPACITY DEVELOPMENT**
SUB DEPARTMENT : **ISHS**
CENTRE : **POLOKWANE**
SALARY : **R 406 839 -00** (All inclusive salary package)
SALARY LEVEL : **11**
REFERENCE NUMBER : **DLGH 19/11**

REQUIREMENTS: Qualifications: An appropriate recognized National Diploma/Degree

Experience: 3-5 years working experience.

Knowledge of: Sound and depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc

Skills in: *Negotiation *Presentation *People management skills.*Time management.*Communication *Interpersonal Relations *Conflict Resolutions *Motivational

KEY RESPONSIBILITIES *Manage Accreditation of municipalities.*Manage capacity building for the province on housing matters.* Capacitate municipalities on housing policies and Human settlement stakeholder management.* Align municipal capacity building programs to provincial and national capacity building programs.* Provide strategic direction on policy formulation.

Enquiries: Mr Mathonsi Siza / Ms Peta Mathapelo (015) 294 2030/2515

6. POST NAME : SENIOR MANAGER: SECRETARIAT OF THE HOUSE OF TRADITIONAL LEADERS
SUB DEPARTMENT : LOCAL GOVERNANCE
CENTRE : POLOKWANE
SALARY : R685 200-00 (All inclusive salary package)
SALARY LEVEL : 13
REFERENCE NUMBER : DLGH 23/11

REQUIREMENTS: Qualifications: An appropriate recognized National Diploma/Degree

Experience: 3-5 years experience in managerial position.

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

KEY RESPONSIBILITIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the SBU.* Manage the formulation and implementation of Programmes, Policies And Laws Affecting House of Traditional Leaders.* Manage the establishment of provincial and local Houses Of Traditional Leaders.* Establish, maintain and ensure a good working relationship within the department and relevant stakeholders.* Formulate and manage the component's budget against its strategic objectives.* Manage and utilise human resources in accordance with relevant directives and legislation

Skills in: Negotiation *Language and ability to communicate well with people at different levels and from different backgrounds *People management s *Good telephone etiquette *Time management *Communication, both formal, and informal *Good people management *Sound organizational skills *High level of reliability

Enquiries: Malebane Lesiba (015) 294 2171

NB: The Department of Local Government and Housing reserves the right not to fill the advertised positions.

The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets. Preference will be given to EE Candidates.

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. Certified copies of your identity document and qualifications as well as a CV 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 addressed to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, POLOKWANE 0700 OR hand delivered at 28 Market Street (next to UNISA), Registry Office (First floor). All general enquiries should be directed to Ms Makgano Mokhomole and Mr. Mphodi Monkoe at (015) 294 2282/2109.

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

Note: The contents of this advert will also be posted on the following websites www.limpopo-dlgh.gov.za, and www.dpsa.gov.za.

Short-listed candidates for the above posts will be subject to a Security clearance and verification of qualifications.

CLOSING DATE: 22 JULY 2011 at 16H30

Communication will only be with 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.