



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

Ref : S 4/1  
Enq : Ramohlola MA  
Tel No : (015) 294 2282  
Date : 06 October 2010

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 151 OF 2010

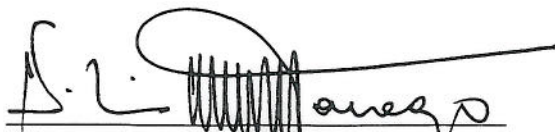
### ADVERTISEMENT OF POSTS: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

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](http://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: 27 OCTOBER 2010**

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.limpoopo-dlah.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. GENERAL MANAGER : HOUSING ADMINISTRATION & PROPERTY MANAGEMENT**  
**SUB DEPARTMENT : INTEGRATED SUSTAINABLE HUMAN SETTLEMENT**  
**CENTRE : POLOKWANE**  
**SALARY : R 790 953.00 (All inclusive salary package)**  
**SALARY LEVEL : 14**  
**REFERENCE NUMBER : DLGH 055/10**

**REQUIREMENTS: Qualifications:** Appropriate recognised Bachelor's Degree/ National Diploma (NQF Level 6). **Experience:** 3-5 years at management level. **Knowledge:** Understanding of the public service environment; \*Understanding of relevant housing legislation; \*Spatial and Human Settlement; \*Performance monitoring and evaluation; \*General management; \*Strategic planning; \*Service delivery; \*Governance issues; \*PFMA;; \*MFMA; \*Procurement policies; \*Strategic; \*Resources mobilization; \*Other relevant Legislation. **Skills in:** \*Program and project management; \*Change management; \*Problem solving; \*Networking; \*People management and empowerment; \*Policy development; \*Strategic Management; \*General management; \*Communication at all level; \*Innovate; \*Creative and analytical thinking.

**KEY RESPONSIBILITIES:** \*Ensure effective administration and management of housing subsidy information system (HSS) and use of information analysis as a tool for decision making; \*Ensure the development and maintenance of municipal and provincial beneficiary database (waiting list) to support the housing multi year plans; \*Ensure effective management and maintenance of Housing Property and Assets; \*Monitor and evaluate the implementation of the Discount Benefit Scheme (DBS) in consultation with Provincial Treasury, Dept. of Public Works, municipality, beneficiaries and the Deeds office; \*Ensure effective financial management within the branch.

**Enquiries: Ramohlola Makgano (015) 294 2282**

**2. SENIOR MANAGER : COMMUNITY BASED HOUSING**  
**SUB- DEPARTMENT : INTEGRATED SUSTAINABLE HUMAN SETTLEMENT**  
**CENTRE : POLOKWANE**  
**SALARY : R 652 572.00 (All inclusive package)**  
**SALARY LEVEL : LEVEL 13**  
**REFERENCE NUMBER : DLGH 056/10**

**REQUIREMENTS: Qualification\*** Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Civil Engineering/ Building or equivalent qualification. **Experience** \*3-5 years

experience at management level. **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 community based housing PHP program; \*Manage the implementation of emergency housing program; \*Coordinate and manage the implementation of farm workers/ agri-village program; \*Coordinate and manage the implementation of unblocked housing program. **Enquiries: Monkoe Mphodi (015) 294 2282**

**3. SENIOR MANAGER : HOUSING ACCREDITATION**  
**SUB- DEPARTMENT : INTEGRATED SUSTAINABLE HUMAN SETTLEMENT**  
**CENTRE : POLOKWANE**  
**SALARY : R 652 572.00 (All inclusive package)**  
**SALARY LEVEL : LEVEL 13**  
**REFERENCE NUMBER : DLGH 057/10**

**REQUIREMENTS: Qualification\*** Appropriate recognized Bachelor's Degree/National Diploma (NQF 6). **Experience** \*3-5 years experience at management level. **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 mobilization of funding for capacity development; \*Manage housing capacity development programme for provincial and municipal officials.  
**Enquiries: Ramohlola Makgano (015) 294 2282**

**4. MANAGER : STRATEGIC PLANNING**  
**SUB- DEPARTMENT : HOD SUPPORT**  
**CENTRE : POLOKWANE**  
**SALARY : R 378 456.00 pa**  
**SALARY LEVEL : LEVEL 11**  
**REFERENCE NUMBER : DLGH 058/10**

**REQUIREMENTS: Qualification\*** Appropriate recognized Bachelor's Degree/National Diploma (NQF 6). **Experience** \*3-5 years experience. **Knowledge of:** \* Public Service Act; \*Public Service Regulation; \*Strategic management; \*Exco resolution. **Skills in:** \*Communication; \*Strategic planning; \*Financial Management; \*Project Management; \*Report Writing; \*Interpersonal Relations; \*Analysis; \*Conflict Resolutions; \*Professionalism; \*Responsiveness; \*Client focused; \*Accuracy; \*Facilitation; \*Presentation; \*Coordination

**KEY RESPONSIBILITIES:** \*Manage the process of strategy formulation in the department and develop the strategic plan document; \*Conduct scenario planning and environmental assessment to ensure a robust departmental strategic plan; \*Manage alignment of departmental plan to national, provincial and local government priorities .e.g. NSDP, PGDS and ASGIBSA; \*Manage the development of the annual performance plan; \*Advice municipalities on how to develop robust strategic plan; \*Provide secretariat service during management team meetings. **Enquiries: Matjea Audrey (015) 294 2029**

**5. MANAGER** : **RECRUITMENT & SELECTION**  
**SUB- DEPARTMENT** : **SHARED SERVICES**  
**CENTRE** : **POLOKWANE**  
**SALARY** : **R 378 456.00 pa**  
**SALARY LEVEL** : **LEVEL 11**  
**REFERENCE NUMBER** : **DLGH 059/10**

**REQUIREMENTS: Qualification\*** Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Human Resource Management/Public Administration. **Experience** \*3-5 years experience. **Knowledge of:**\* Public Service Regulation; \*Public Service Act; \*Labour Relations Act; \*Basic Conditions of Employment Act. **Skills in:** \* People management and empowerment; \*Presentation/Facilitation; \*Report Writing; \*Time management; \*Communication, both formal, and informal; \*Creative/innovative; \*Analytical Thinking; \*Computer Literate.

**KEY RESPONSIBILITIES:** \* Develop and review recruitment & selection policy and strategy; \*Manage the advertisement of vacant posts on the structure; \*Manage the coordination of selections, interviews and appointments; \*Manage the coordination of placements. **Enquiries:** Mphasha Matome (015) 294 2163

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**NB: The Department of Local Government and Housing reserves the right not 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](http://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 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).All general enquiries should be directed to Ms Makgano Ramohlola and Mr. Mphodi Monkoe at (015) 294 2282

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

**Note:** The contents of this advert will also be available in the following media: Sowetan (07<sup>th</sup> October 2010), Sunday World (10<sup>th</sup> October 2010), Sunday Times (10<sup>th</sup> October 2010), and they will also be posted on the following websites [www.limpopo-dlgh.gov.za](http://www.limpopo-dlgh.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za).

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

**CLOSING DATE: 27 OCTOBER 2010 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.