



# 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 : 15 December 2010

**TO : ALL PROVINCIAL HEADS OF DEPARTMENTS**

**DEPARTMENTAL CIRCULAR NO 157 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 person at 28 Market Street (next to UNISA), Registry Office (First floor).

**CLOSING DATE: 31 DECEMBER 2010 AT 12H00**

If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.

A handwritten signature in black ink, appearing to be 'M. Ramohlola', written over a horizontal line.

**HEAD OF DEPARTMENT**

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

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

*The heartland of southern Africa – development is about people!*



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## 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** : **CHIEF INFORMATION OFFICER (CIO)**  
**SUB DEPARTMENT** : **HOD SUPPORT**  
**CENTRE** : **POLOKWANE**  
**SALARY** : **R 790 953.00 (All inclusive salary package)**  
**SALARY LEVEL** : **14**  
**REFERENCE NUMBER** : **DLGH 060/10**

**REQUIREMENTS: Qualifications:** Appropriate recognised Bachelor's Degree/ National Diploma (NQF Level 6). **Experience:** 3-5 years at senior management level. **Knowledge of and Skills in:** Understanding of the public service environment; \*Understanding of relevant communication and information legislation; management; \*Public relations; \*Media relations; \*Establishment of Community of Practices (CoP's); \*Learning networks; \*Records management; \*Performance monitoring and evaluation; \*General management; \*Strategic planning; \*Service delivery; \*Procurement policies; \*Strategic resources mobilization; \*Governance issues; \*PFMA; \*MFMA; \*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:** \*Manage the Promotion of learning and knowledge management in the department; \*Manage the provision of public and media relation services; \*Manage the coordination of events; \*Manage the promotion of corporate/departmental image; \*Manage the determination of municipal communication needs and provide appropriate communication management support; \*Manage the departmental help desk and the addressing of service delivery complaints; \*Manage the development and review of departmental service standards.

**Enquiries: Mr Monkoe Mphodi (015) 294 2282**

**2. POST NAME** : **GENERAL MANAGER: STRATEGIC HRM**  
**SUB- DEPARTMENT** : **SHARED SERVICES**  
**CENTRE** : **POLOKWANE**  
**SALARY** : **R 790 953.00 (All inclusive package)**  
**SALARY LEVEL** : **LEVEL 14**  
**REFERENCE NUMBER** : **DLGH 061/10**

**REQUIREMENTS: Qualification\*** Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in HRM/Public Administration. **Experience** \*3-5 years experience at senior management level. **Knowledge of:** \* Sound and depth knowledge of relevant prescripts; \* Constitution; \*PSR; \*PSA; \*PFMA; \*PSCBC Resolutions; \*EXCO Resolutions; \*Strategic Management. **Skills in:** \*

Communication; \*Report Writing; \*Interpersonal Relations; \*Conflict Resolutions; \*Motivational Skills; \*Influencing; \*Presentation; \*People management; \*Negotiation; \*Policy formulation and development; \*Strategic focused.

**KEY RESPONSIBILITIES:** \* Render human resource planning in the department; \*Render organizational transformation in the department; \*Render HR Admin function and HR systems; \*Render training and development in the department and support municipalities; \*Manage resources (Financial human and physical). **Enquiries: Mr Mphasha Matome (015) 294 2163**

**3. POST NAME** : **SENIOR MANAGER : COMMUNICATIONS**  
**SUB- DEPARTMENT** : **HOD SUPPORT**  
**CENTRE** : **POLOKWANE**  
**SALARY** : **R 652 572.00 (All inclusive package)**  
**SALARY LEVEL** : **LEVEL 13**  
**REFERENCE NUMBER** : **DLGH 062/10**

**REQUIREMENTS: Qualification\*** Appropriate recognized Bachelor's Degree/National Diploma (NQF 6). **Experience** \*3-5 years experience at management level. **Knowledge of:**\* Understanding of the public service environment; \*Understanding of relevant communication and information legislation; \*Knowledge management; \*Public relations; \*Media relations; \*Establishment of Community of Practices (CoP's); \*Learning networks; \*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; \*Innovation; \*Creative and analytical thinking.

**KEY RESPONSIBILITIES:** \*. Manage internal communication and knowledge management; \*Manage Public relation and events; \*Determine the communication needs in municipalities and provide support. **Enquiries: Ms Matjea Audrey (015) 294 2029**

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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 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: 31 DECEMBER 2010 at 12H00**

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.