



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

Ref : S 4/1
Enq : Monkoe MM
Tel No : (015) 294 2282
Date : 15 July 2010

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 147 OF 2010

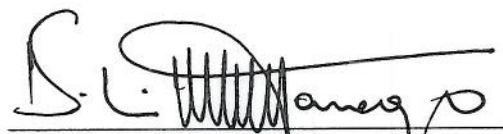
ADVERTISEMENT OF POSTS: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

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 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: 03 AUGUST 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.limpopo-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. SENIOR MANAGER : PERFORMANCE MONITORING AND EVALUATION
SUB DEPARTMENT : LOCAL GOVERNANCE
CENTRE : POLOKWANE
SALARY : R 652 572.00 (All inclusive salary package)
SALARY LEVEL : 13
REFERENCE NUMBER : DLGH 047/10

REQUIREMENTS: Qualifications: Appropriate recognised Bachelor's Degree or Diploma (NQF Level 6), BA specialising in Social Research or Politics will be an advantage. **Experience:** 3-5 years at management level. **Knowledge of:** Understanding of the public service environment* Municipal Structures Act*Municipal Systems Act*Municipal Finance Management Act*Public Finance Management Act*Integrated Development Planning*Performance Monitoring and Evaluation * General Management*Strategic Planning*Service Delivery*Governance. **Skills in:** Understanding of the public service environment*Municipal Structures Act*Municipal Systems Act*Municipal Finance Management Act*Public Finance Management Act*Integrated Development Planning*Performance Monitoring and Evaluation * General Management*Strategic Planning*Service Delivery * Governance.

DUTIES AND RESPONSIBILITIES: Establish a provincial and Municipal performance monitoring framework*Develop, Implement and maintain provincial performance monitoring tool*Facilitate in-year municipal performance assessment report and provide indicative data on capacity interventions and integrated development planning*Generate MEC municipal annual performance assessment report* Audit municipalities regarding the availability effectiveness and utilization of their performance management systems*Establish the effectiveness of the use of services delivery indicators. **Enquiries: Ramohlola Makgano (015) 294 2282**

2. SENIOR MANAGER : RISK AND SECURITY MANAGEMENT
SALARY LEVEL : LEVEL 13
SALARY : R 652 572.00 (All inclusive package)
CENTRE : POLOKWANE
SUB- DEPARTMENT : HOD SUPPORT
REFERENCE NUMBER : DLGH 048/10

REQUIREMENTS

QUALIFICATION* Appropriate recognized Bachelor's degree or equivalent (NQF 6).

EXPERIENCE *2-3 years experience at management level.

KEY COMPETENCIES

KNOWLEDGE OF: * Understanding of the public service environment* Understanding of relevant communication and information legislation* Local government Transformation* Service delivery improvement* Customer care* Call centre management*Library management*Batho Pele principles application* Knowledge management *Performance monitoring and evaluation*General management*Strategic planning*Service delivery *Governance issues*PFMA*MFMA*Procurement policies*Strategic resources mobilization* Other relevant legislations. **SKILLS IN:** Program and project management*Change management*Problem solving*Networking*People management and empowerment*Policy development*Strategic management*General management*Communication at all levels*Innovation*Creative and analytical thinking*Facilitation skills

KEY RESPONSIBILITIES

Manage the effectiveness of access control and property and asset protection*Manage the development and implementation of Anti-fraud and anti fraud strategies*Conduct security evaluations on site*Conduct audits on physical security and asset protection*Conduct audits to determine areas of risk. **Enquiries: Monkoe Mphodi (015) 294 2282**

3. PARLIAMENTARY OFFICER

SUB DEPARTMENT : MEC SUPPORT
CENTRE : POLOKWANE
SALARY : R 378 456.00 (All inclusive salary package)
SALARY LEVEL : 11
REFERENCE NUMBER : DLGH 049/10

REQUIREMENTS: Qualifications: Bachelor degree / National Diploma or equivalent qualification.**Experience:** 3-5 years in a government environment. **Knowledge of:** Ministry Operations, Proven Management Competencies, Working Knowledge of Political and Parliamentary/ legislative processes in South Africa. Understanding of arrears covered by the Executing Authority's Portfolio. **Skills in:** Report writing, Time Management, Good Communication Skills, Language Skills, Presentation, Good Organizational Skills, Good People skills, High level of reliability, Basic written communication skills, Ability to act with tact and discretion and Computer Literacy.

DUTIES AND RESPONSIBILITIES: Monitor events in Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Executing Authority*Monitor events in Cabinet Executive Council to identify matters that have a bearing on the portfolio of the Executive Authority* Render efficient and effective parliamentary services*Coordinate and control movements between the Pretoria, Cape Town offices for Parliamentary sessions*Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly*Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly. **Enquiries: Matjea Audrey (015) 294 2029**

4. MEDIA LIAISON OFFICER

SUB DEPARTMENT : MEC SUPPORT
CENTRE : POLOKWANE
SALARY : R 378 456.00 (All inclusive salary package)
SALARY LEVEL : 11
REFERENCE NUMBER : DLGH 050/10

REQUIREMENTS: Qualifications: Bachelors Degree / National Diploma or equivalent relevant qualification. **Experience:** 3-5 years in a government environment.**Knowledge of:** Public Service Regulation* Public Service Act* Working Knowledge of the Political and Parliamentary/legislative processes in South Africa * Understanding of Functional areas covered. **Skills in:** Report writing,

Time Management, Good Communication Skills, Creative/ Innovative, Analytical Thinking, Language Skills, Presentation, Good Organizational Skills, Good People Skills, High level of reliability, Basic written communication skills, ability to act with tact and discretion and Computer Literacy.

DUTIES AND RESPONSIBILITIES: Provide Media Liaison service to the Executive Authority* Monitor and Analyse reporting in the media on the portfolio of the Executing Authority and prepare responses as required*Participate in GCIS forum like the communications Forum and the Media Liaison Forum, and in the collective planning of the communication and media issues of government.

Enquiries: Matjea Audrey at (015) 294 2029

5. SENIOR LEGAL ADMIN OFFICER: LITIGATION AND LEGAL ADVISORY

SUB DEPARTMENT : **SHARED SERVICES**
CENTRE : **POLOKWANE**
SALARY : **R 393 918.00 (All inclusive salary package)**
SALARY LEVEL : **11**
REFERENCE NUMBER : **DLGH 051/10**

REQUIREMENTS: Qualifications: LLB. **Experience:** 3-5 years. **Knowledge of:*** Sound and in-depth Knowledge of relevant prescripts*Application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, Municipal structures Act ,Municipal Systems Act etc. **Skills in:** Negotiation skills*Presentation skills*People Management skills*Time Management*Communication, both formal and informal*Coordination*Organizing* Planning*Interpretation

DUTIES AND RESPONSIBILITIES:*Initiating and defending cases on behalf of the department through the Office of the State Attorney*Create, manage and regularize the relationship between the department and other stakeholders in the management of litigation on behalf of the Department*Ensuring that the department operates within the constitutional and other relevant legislative mandates*Provision of legal advisory support to the department, management and municipalities*Preparation of reports on behalf of the Unit*Overall Management of the personnel in the Unit, administrative and strategic support to the Senior Manager and the General Manager

***Enquiries: Mphasha Matome at (015) 294 2163**

6. LOCAL MUNICIPALITY COORDINATOR (10 POSTS)

SUB DEPARTMENT : **LOCAL GOVERNANCE**
CENTRE : **VARIOUS MUNICIPALITIES**
SALARY : **R 130 425.00**
SALARY LEVEL : **07**
REFERENCE NUMBER : **DLGH 052/10**

REQUIREMENTS: Qualifications: National Certificate in Community Development (NQF 4). **Experience:** 2-3 years experience as Community Development Worker. **Knowledge of:** Sound and in-depth Knowledge of relevant prescripts*Application of Human Resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Service Act, Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council Resolutions. **Skills in:** Negotiation skills*Presentation skills*People Management skills* Time Management*Communication, both formal and informal*Strategic Planning*Policy analysis and development*Good communication skills*Group dynamics*Diversity management *Facilitation skills*Leadership skills*Coordination skills*Change and knowledge management.

DUTIES AND RESPONSIBILITIES:* Monitor the implementation of CDP in Local Municipality* Monitor the implementation of African Peer Review Mechanism* Monitor the implementation of government programme of action. **Enquiries: Mabala Mokgadi at (015) 294 2517 and Madisha Lesetja at (015) 294 2163**

7. LEARNERSHIP FACILITATOR : LEARNERSHIP AND INTERNSHIP
SUB DEPARTMENT : SHARED SERVICES
CENTRE : POLOKWANE
SALARY : R 130 425.00
SALARY LEVEL : 07
REFERENCE NUMBER : DLGH 053/10

REQUIREMENTS: Qualifications: 3 years National Diploma (NQF 6) in Human Resource Management/ Public administration. **Experience:** 1-2 years experience in the implementation of internship and/or learnership will be an added advantage. **Knowledge of:** Constitution of the Republic of SA*Public Service Act 103 of 1994*Public Service Regulations 2001*Skills Development Act no 97 of 1998* Skills Development Levies Act no 9 of 1999*The Public Services Internship Programme: step by step guide*determination of leave of absence in the Public Service* Determination on conditions of service of Interns and Learners in the Public Service*Toolkit for Recruitment and Selection* Labour Relations Act*Other related prescripts and SETAs.**Skills in:** Talent management*Program and Project Management*Total quality management*People management and empowerment*Presentation/Facilitation skills* Report writing*Time management* Communication, both formal and informal*Analytical thinking skills and should also be creative/innovative.

DUTIES AND RESPONSIBILITIES:*Administer the implementation of Experiential Learning, monitoring Internship and Learnership programme*Administer the implementation plan for Internship and Learnership*Administer the recruitment and selection of learners for Internship and Learnership*Administer the coordination of effective and efficient support and assessment of Learnership and Internship to ensure effective moderation thereof*Administer the coordination of Learnership, Internship and Experiential learning agreement/contracts and the signing-off of all necessary agreements by all parties*Administer the facilitation of the monitoring of the accessibility and applicability of learnership, qualifications and unit standards*Foster user0friendly learning environment and effective relations between all stakeholders*Administer the effective monitoring mechanism and coordinate and writes progress reports* Administer the management and maintenance of learning records and learner profiles*Administer training programmes with external stakeholders*Facilitate the coordination of a farewell/certificate function for interns and learners*Conduct needs assessment of and facilitation of the development of the mentoring programme*Administer the formalisation of mentorship agreements and the monitoring and evaluation of the programme. **Enquiries: Pitsi Phistos at (015) 294 2515**

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 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 (15th July 2010), Sunday World (18th July 2010), Sunday Times (18th July 2010), and they 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, non-disclosure and verification of qualifications.

CLOSING DATE: 03 AUGUST 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.