



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 : 07 March 2011

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 161 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: 25 MARCH 2011

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 : **MEDIA LIAISON OFFICER**
SUB DEPARTMENT : **MEC SUPPORT**
CENTRE : **POLOKWANE**
SALARY : **R 406 839.00**
SALARY LEVEL : **11**
REFERENCE NUMBER : **DLGH 01/11**

REQUIREMENTS: Qualifications: Appropriate recognised Bachelor's Degree/ National Diploma (NQF Level 6). **Experience:** 3-5 years in government environment. **Knowledge of:** *Public Regulation; *Public Service Act; *Working knowledge of the political parliamentary/legislative processes in South Africa; *Understanding of functional areas covered by the executing authority's portfolio. **Skills in:** *Speech writing; *Report writing; *Time management; *Good communication skills; *Creativity/innovation; *Analytical thinking 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; *Computer literacy.

KEY RESPONSIBILITIES: * Provide media liaison service to the executing authority;
*Monitor and analyze reporting in the media on the portfolio of the executing authority and prepare responses as required; *Participate in GCIS forums like the Communication forum and the media liaison forum, and in the collective planning of the communication and media issues of government; *Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

Enquiries: Ms Matjea Audrey (015) 294 2029/2030

2. POST NAME : **SECRETARY/RECEPTIONIST**
SUB- DEPARTMENT : **MEC SUPPORT**
CENTRE : **POLOKWANE**
SALARY : **R 113 568.00**
SALARY LEVEL : **LEVEL 6**
REFERENCE NUMBER : **DLGH 02/11**

REQUIREMENTS: Qualification*Grade 12. **Experience** *3-5 years working experience. **Knowledge of:*** Ministry operations; *Proven Management Competencies; *Working knowledge or the political and parliamentary/legislative processes in South Africa; *Understanding of functional areas covered by the executing authority's portfolio. **Skills in:** * Report writing; *Time Management; *Good Communication skills; *Creative/innovative; *Analytical thinking 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; *Computer literacy.

KEY RESPONSIBILITIES: * Provide a secretarial/receptionist support services in the office of the executing authority; *Provide clerical support services to the office; *Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain **Enquiries: Ms Matlopele Terry (015) 294 2516**

3. POST NAME	:	REGISTRY CLERK
SUB- DEPARTMENT	:	MEC SUPPORT
CENTRE	:	POLOKWANE
SALARY	:	R 113 568.00
SALARY LEVEL	:	LEVEL 6
REFERENCE NUMBER	:	DLGH 03/11

REQUIREMENTS: Qualification* Grade 12. **Experience** *1-2 years working experience.
Knowledge of:* Ministry operation; *Proven management competencies; *Working knowledge of the political and parliamentary/legislative processes in South Africa; *Understanding of functional arrears covered by the Executing Authority's portfolio
. **Skills in:** *Report writing; *Time management; *Good communication skills; *Creative/innovative; *Analytical thinking skills; *Language skills; *Presentation; *Good people skills; *High level of reliability; *Basic written communication skills; *Ability to act with tact and discretion; *Computer literacy.

KEY RESPONSIBILITIES: *Ensure smooth, efficient and effective flow of documents (receive and distribute) between the office of the Executing Authority, the department and other structures like cluster committees, external role players etc; *File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts; *Render a general support function in the office the Executing Authority; *Control stocks and stationary as chief user clerk for the Executing Authority; *Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. **Enquiries: Mr Kobe KT (015) 294 2164**

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 Violet Mahlangu, Ms Makgano Ramohlola and Mr. Mphodi Monkoe at (015) 294 2109/2282**

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, 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: 25 MARCH 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.