



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

Enq : Tjale KM
Tel No: (015) 294 2018
Date : 03 December 2013

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS
DEPARTMENTAL CIRCULAR NO 04 OF 2013

**RECRUITMENT FOR INTERNSHIP PROGRAMME: DEPARTMENT OF
COOPERATIVE, HUMAN SETTLEMENT AND TRADITIONAL AFFAIRS**

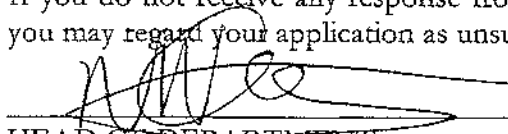
The Department of Cooperative Governance, Human Settlement and Traditional Affairs is an equal opportunity employer with clear employment equity targets

1. Applications are hereby invited for 12 months fixed contract Internship Programme Placement, in the Department of Cooperative Governance, Human Settlement and Traditional Affairs 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, accompanied by certified copies of education qualifications, Identity document and detailed/comprehensive CV, Proof of Limpopo residency (Copy of Municipal rates and taxes/letter signed by Traditional Authority. **Faxed or e-mailed applications will not be considered.** The field for which you are applying for must be clearly stated. Failure to submit the required documentation will automatically disqualify applications. Due to large volume of applications we envisage to receive, unsuccessful applications will not be returned/posted back to applicants
3. **Those graduate who have already completed an Internship program in any government Institution or private sector are not allowed to apply.**
4. Applications should be submitted to: The Head of Department; Department of CoGHSTA, Private Bag X9485, POLOKWANE 0700 **OR** Submitted in person to CORPORATE RECORDS (Registry), First Floor at 28 Market Street.

Contact Persons: Internships & Learnership Personnel (Ms. Matjea MA; Ms Nkuna J.K. Ms Mantlhakga MJ, Ms Theledi EM and Mr. Nkumbuta MM and Ms Ndlovu AN at (015) 294 2201/2003/2004/2122/2287 & 2287

CLOSING DATE: 31 DECEMBER 2013

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, Fax (015) 291 5581, Website: www.coghsta.limpopo.gov.za

The heartland of Southern Africa – development is about people!



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

Vision Champion the Establishment of Sustainable Development Local Governance and Integrated Human Settlement

INTERNSHIP PROGRAMME

The Department of Cooperative Governance, Human Settlement and Traditional Affairs is looking for **hundred and ten (110)** Limpopo Province unemployed graduates youth between the ages of 18 and 35 to be placed on a non-extendable 12 months fixed period Internship Programme for 2014/2015 financial year

Applications are therefore invited from Limpopo Province unemployed youth qualifying in the following fields of studies and area of placement. People with disabilities are encouraged to apply.



| AREA OF PLACEMENT | REFERENCE NO | MINIMUM QUALIFICATION REQUIRED | JOB DESCRIPTIONS | DISTRICT |
|----------------------------------|-----------------|--|--|---|
| 1. Legal Services | CoGHSTA/2013/01 | LLB (Four Year Degree) NQF 7 | <ul style="list-style-type: none"> Drafting and vetting of watertight contracts within the applicable service standards of the department Provide legal advisory support Ability to draft and vet by-laws and legislation Provide advice on compliance issues Follow up on the compliance and performance of different service providers/developers Follow up and monitoring of cases emanating from the department Assist in providing Office of the State Attorneys with the necessary information and support on cases Contribution to the preparation of weekly and monthly reports Handling correspondence from the SBUs, Municipalities and other outside stakeholders in relation to contracts | <ul style="list-style-type: none"> Head Office |
| 2 HOD Support | CoGHSTA/2013/02 | Three year Diploma/Degree in Office Management/Office Administration | <ul style="list-style-type: none"> Provide administrative support to the HOD support Keep records of incoming correspondence General administration to the office of the HOD Manage the HOD's diary Provide procurement to HOD support Screening of telephone calls | <ul style="list-style-type: none"> Head Office |
| 3 Budget Services and Compliance | CoGHSTA/2013/03 | Three (3)Years Diploma or Three Years Degree in Commerce/B Com | <ul style="list-style-type: none"> Compile early warning and other expenditure reports to statutory Bodies Prepare year-to-date expenditure reports Implement Virements and shifting Prepare systems reports and appropriation reports Generate system reports for Line Managers as and when requested Compile and capture draft MTEF budget and adjusted budget based on submitted inputs Capturing of the Budget on Finest and Bas system Liaise with SBUs for inputs on treasury projects such as | <ul style="list-style-type: none"> Head Office |

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| | | | Achievability exercise, MTEC hearing , bilateral, etc. | |
| 4. Municipal Finance | CoGHSTA/2013/04 | B. Comm degree (Accounting and Auditing) or equivalent qualifications NQF6 | <ul style="list-style-type: none"> • Reconciliation on ledger account • Reconciliation on the bank • Assists municipalities with internal control procedures • Assists municipalities with creditors reconciliation • Assist with monitoring MSIG Grants • Verification of financial policies and implementation of MPRA • Municipal Finance and Management Act implementation | • Head Office |
| 5 Departmental Expenditure and Housing Finance | CoGHSTA/2013/05 | Three (3)year Diploma or B. Comm. in Accounting | <ul style="list-style-type: none"> • Maintenance of salary deductions and allowances • Compile payment voucher for checking and approval • Payroll management • Collect PERSAL report from Treasury • Sort and distribute payrolls to the SBU' • Salary freeze and recall • IRP5 maintenance • Receive and register invoices and supporting documentation from Supply Chain • Ensure documents are signed by end-users as acknowledgement that expenditure is theirs • Compilation of payment vouchers from source documents and submit for quality control by state accountants • Capturing of payment vouchers on financial systems • Custody and maintenance of records • Assist with drawing of records for audit purposes • Attend to supplier and personnel queries | • Head Office |
| 6. ICT Infrastructure and Systems | CoGHSTA/2013/06/ PM | Three year National Diploma in IT/Computer Science Knowledge of SDLC,UML and Project Management | <ul style="list-style-type: none"> • Assist with Project Management • Assist with implementation of ICT Governance Policy Framework. • Conduct Research on ICT best standards. • Coordinate the ICT steering committee • Ensure compliance to project Management standard • Provide project Administration/coordination. | • Head Office |
| | CoGHSTA/2013/06/ PHP | Three year National Diploma in IT/ Computer Science | <ul style="list-style-type: none"> • Systems planning, analysis, design, implementation and testing • Maintain and administer database by ensuring high levels of data availability. • Develop web based applications using the following open source software (mainly PHP, postgres) • Develop systems documentation, i.e technical documentation and training material • Maintenance, modifications and enhancements of existing systems or legacy systems. • Audit or access computer systems and operations. • Testing of developed and enhanced systems | • Head Office |
| | CoGHSTA/2013/06/ ICT | Three year National Diploma in IT/ Computer Science Preferably with Security + certificate | <ul style="list-style-type: none"> • Maintain and monitor ICT security systems. • Implement ICT security plan and policies • Ensure activities of disaster recovery site are implemented. • Assist on the development and updating of ICT security documents | • Head Office |
| | CoGHSTA/2013/06/ MCSE | Three year National Diploma in IT/ Computer Science MCSE, MCITP,CCNA,A+, N+ Certificate | <ul style="list-style-type: none"> • Maintain and monitor ICT Infrastructure. • Maintain and resolve all computer equipment faults • Configure new ICT equipment and install at users | • Head Office |

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| | | | <ul style="list-style-type: none"> Assist on the development and updating of ICT infrastructure documents Assist on ICT infrastructure documents. | |
| | CoGHSTA/2013/06/SCM | Three year Degree/Diploma in Office Management/ Supply Chain Management | <ul style="list-style-type: none"> Assist in developing specifications Manage IT requisitions Manage obtainment of purchase orders Manage submission of invoices to finance | <ul style="list-style-type: none"> Head Office |
| 7. Organisational Development and Design | CoGHSTA/2013/07 | National Diploma in Management Services/ Organisation & Work-study/Production Management | <ul style="list-style-type: none"> Development and review the organisational structure of the Department Facilitate the development and reviewal of job profile. Conduct job evaluation. Provide technical support services to Municipalities regarding job evaluation and organisational structure Facilitate the development of standard operating procedures (SOP'S) and process mapping. Facilitate the conducting of organizational survey | <ul style="list-style-type: none"> Head Office |
| 8. HR Capacity Development | CoGHSTA/2013/08/TR | Three year Diploma/Degree HRD/HRM/Public Administration | <ul style="list-style-type: none"> Compile and implement Workplace Skills Plan Coordinate the SD committee meeting Maintain the database for Service Providers Maintain the database of trained officials in allocated SBUs Facilitate Recognition of Prior learning Identify learners with or without qualification Implementation of ABET programme Identification of ABET learners for placement Monitor the attendance of classes Induction and orientation of employees Management of the bursary fund Coordinate the review of the bursary and Leadership policy Monitor the implementation of the bursary contract Conduct competency assessments Verification of qualifications | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/08/SD | Three year Diploma/Degree HRD/HRM/Public Administration | <ul style="list-style-type: none"> Coordinate compliance of training programmes to relevant legislations Develop workplace skills plan in line with Skill Development Act Coordinate implementation of Adult Education and Training program. Coordinate HRD strategy implementation | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/08/LI | Three year Diploma/Degree HRD/HRM/Public Administration | <ul style="list-style-type: none"> Administer the coordination of effective and efficient support and assessment of learnership and internships to ensure effective moderation thereof. Administer the coordination of the payment rates and the processing of learnership and internships allowances with relevant stakeholders. Administer the coordination of the development of learnership, internships and experiential learning agreements/contracts and the signing-off of all necessary agreements by all parties Facilitate Life Skills workshop for both interns and learners Coordinate and writes progress reports for all the divisions activities Administer the management and maintenance of learning records, learners profiles and general records for the division | <ul style="list-style-type: none"> Head Office |

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| 9 IDP Coordination | CoGHSTA/2013/09 | Three year Degree qualification in Development Studies | <ul style="list-style-type: none"> Administer the implementation of RPL programmes. Communicate with District Municipalities to develop draft District Wide Framework and Process Plans Receive District IDP's Framework and Process Plan of all Municipalities in each District. Receipt of Draft IDP's (both hard and electronic copies) noted by the Municipal council for analysis purposes. Receipt of final adopted IDP's (both hard and electronic copies) for MEC assessment purposes. Coordinate IDP analysis and IDP MEC assessment session. Participate in the IDP analysis and IDP MEC assessment session. Convene District development planning session to provide feedback to Municipalities and Sector Depts on the state of IDP Participate in the Municipal IDP Reps forum meeting. | <ul style="list-style-type: none"> Head Office |
| 10 HR Practices and Administration | CoGHSTA/2013/10/HRR | Three (3) year National Diploma/ Degree in Public Administration/HRM | <ul style="list-style-type: none"> Opening of new files Filing records Assisting with preparations and listing of files Transfer of files between repositories Closing of terminated files Retrieval of files from shelves. Ensure the implementation of file plan. | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/10/CS | Three (3)Year Diploma in Public Administration or Human Resource Management | <ul style="list-style-type: none"> Registration of incoming personal data forms or documents updating personal information Filing of Documents(placement letters, personal data forms and other related documents) Verification of personal data Assist in Maintenance of Establishment (spread sheet) Assist in distribution of salary advices to the excess employees Assist in distributing report Administer leaves and recover states debts Administration of salaries Administration of transfers and terminations Process states guarantees Facilitate applications for awards | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/10/REC | Three year (3) Diploma in Public Administration / HRM | <ul style="list-style-type: none"> Development of Job specification Administer the recruitment and selection process Administer Employment contracts | <ul style="list-style-type: none"> Head Office |
| 11 Labour Relations | CoGHSTA/2013/11 | Three year (3) National Diploma in Labour Relations Management/ LLB degree | <ul style="list-style-type: none"> Promote and ensure sound labour management. Handling and coordination of disciplinary matters. Provision of Labour Relation advice to the Department Effective and efficient handling of grievance. | <ul style="list-style-type: none"> Head Office |
| 12 Employee Wellness and Special Programmes | CoGHSTA/2013/12/EAP | Three year Degree in Social Work | <ul style="list-style-type: none"> To coordinate and monitor the activities of EAP in the department Assess the needs of the department and its employees through research and design preventative programmes to address shortcoming Establish and maintain effective and confidential record keeping and data management systems Review and monitor the process of referral during treatment and after completion of treatment to assess the effectiveness of service providers Offer counselling to psychological troubled/traumatised and HIV and AIDS infected employees | <ul style="list-style-type: none"> Head Office |

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| | CoGHSTA/2013/12/OHS | Three year National Diploma in Safety Management | <ul style="list-style-type: none"> Develop and implement an appropriate SHERQ programmes Procure services of OHS medical specialists to meet employee needs Set up and report on the performance of OHS structures Ensure the training and mentoring of the OHS structures Ensure reporting on all health matters interventions Provide reports on all IOD cases attended to and liaise with the Commissioner for Compensation through the Premier's Office to ensure timely responses from the Commissioner. | <ul style="list-style-type: none"> Head Office |
| 13 Spatial and Human Settlement Planning | CoGHSTA/2013/13 | Three year (3) Diploma/Degree in Town and Regional Planning | <ul style="list-style-type: none"> Development of Municipal Spatial Development Frameworks Geographical Information systems Orderly planned towns/settlements Integrated Spatial development Planning | <ul style="list-style-type: none"> Head Office |
| 14 Land Use, Deeds and Statutory Bodies | CoGHSTA/2013/14 | Three (3) Year National Diploma/ Degree in Town and Regional Planning or Urban and Regional Planning | <ul style="list-style-type: none"> Ensure proper evaluation of land development application Assist in coordinating development of land use management schemes Coordinate and facilitate the implementation of LUMS Manage the development of Land Use Management Systems. Coordinate the upgrading of land tenure rights Coordinate the realization of Land Use legislation Ensure proper evaluation of security of tenure (i.e. Registered deeds of grants, transferred deeds of grant, certified copies of deeds of grant and cancelled charges / bonds) | <ul style="list-style-type: none"> Head Office |
| 15 Human Settlement Development Region B | CoGHSTA/2013/15/11 SD | Three (3) years National Diploma or Degree in Building Science, Architecture, Civil Engineering OR Quantity Survey or N6 Certificate in relevant field | <ul style="list-style-type: none"> Manage and monitor the implementation of Human Settlement Development Manage and coordinate the implementation of emergency housing program Manage and coordinate the implementation of transitional housing program Render and provide technical advices to management, municipalities and other stakeholders on housing and infrastructure development Facilitate the process of payment of claims and certificates Attending meetings and project administration | <ul style="list-style-type: none"> Districts |
| | CoGHSTA/2013/15/A DMIN | Three year National Diploma in Public Management/ Office Management or Office Administration | <ul style="list-style-type: none"> Rendering administrative support services Arrange bookings for accommodation and meals. Prepare meetings for project managers, record minutes of meeting where required Distribute incoming and outgoing correspondence for the project managers Management of telephone enquiry Consolidation of reports. Monitor budget and commitment register for the SBU. Provide secretarial support. | <ul style="list-style-type: none"> Head Office |
| 16 Communication Services | CoGHSTA/2013/16 | Three year National Diploma /Degree in Public Relation/Journalism/Media Studies/Communication and Knowledge Management | <ul style="list-style-type: none"> To assist in the implementation of all Departmental Communication Programmes and Archives Design and develop all departmental publications Set corporate image standards and evaluate compliance Set up management systems to coordinate, manage and host successful events Provide public relations services Set up and maintain protocol | <ul style="list-style-type: none"> Head Office |

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| | | | <p>standards in line with the Province and National Departments</p> <ul style="list-style-type: none"> • Conduct research for information gathering • Visit SBU's for interviews, profiles and stories • Compile reports and submit to management • Profile SBU,s for knowledge storage • Dissemination for internal distribution. • Initiates communications platform. • Coordinate the Internal Communication and Knowledge management forum meetings. • Facilitate sharing of ideas and work among internal teams and external partners • Assist SBU's in the preparation of Best Practices/ case studies. • Monitor and evaluate the knowledge sharing program • Maintaining communications on knowledge sharing across the organization • Communications research and Audit • Support Municipalities in Public Relations activities. • Conduct Media monitoring • Develop and Review Municipal Communication Strategies • Support in developing a platform for the Municipalities. • Support in monitoring and implementation of the developed Municipal Communication Action Plan | |
| 17. Accounting and Systems | CoGHSTA/2013/17 | Three (3)Years National Diploma or Degree qualification in Accounting / Finance | <ul style="list-style-type: none"> • Clear suspense account • Performance of bank reconciliation accounts • Collection of revenue • Banking of state money to the department's primary account • Preparation of payment of revenue to the Provincial revenue account • Management of debts • Assist with the month-end and year-end closure • Facilitating the running of financial systems in the department • Entity maintenance • System reconciliation | • Head Office |
| 18 Security and Investigation Management | CoGHSTA/2013/18 | Three year Degree/ National Diploma in Law, Policing, Security Management or Commerce. | <ul style="list-style-type: none"> • Provide administrative support to investigation units • Conduct fraud risk assessment • Develop and monitor fraud prevention action plans • Ensure the protection of whistle blowers. • Conduct classified investigation and loss of departmental assets • Collate information for the compilation of reports on incidents of fraud and corruption • Follow-up on the implementation of recommendations made on completed cases • Liaise with internal and external clients | • Head Office |
| 19. Risk and Security Management | CoGHSTA/2013/19 | Three year National Diploma Administration/National Diploma / Degree in Risk Management/ Internal Auditing/ Financial Management | <ul style="list-style-type: none"> • Liaise with sub-departments on their risk management information • Assist in coordination of activities of Risk and Audit Steering Committee • Assist in monitoring implementation of audit recommendations • Assist in conducting operational risk assessment • Assist in the facilitation of strategic risk assessment • Assist in ensuring implementation | • Head Office |

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| | | | <ul style="list-style-type: none"> of internal controls Assist in facilitation the establishment of management capacity in the municipalities | |
| 20. Information Management | CoGHSTA/2013/20/IM | Three (3) Years qualification in Records Management/ Archival Studies | <ul style="list-style-type: none"> Opening of new files Filing records Assisting with preparations and listing of files Transfer of files between repositories and to other Department Closing of terminated files Redressing of files Retrieval of files from shelves | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/20/LS | Three year qualification in Library or Information Science | <ul style="list-style-type: none"> Assist with cataloguing, classification and indexing Handle inquiries and requests from clients Shelving and shelf control of library resources Conduct information searches for clients Attend to general circulating and lending duties Data input on the library system, registration of new clients, issues and returns of library resources Issues reminders for overdue library resources | <ul style="list-style-type: none"> Head Office |
| 21 Housing Accreditation | CoGHSTA/2013/21 | Three year National Diploma or Degree in Public Administration/ Public Management | <ul style="list-style-type: none"> Facilitate capacity building programme Monitor capacity of municipalities Manage housing consumer programme Manage housing accreditation programme | <ul style="list-style-type: none"> Head Office |
| 22 HR Planning and Post Provision & HR Information Systems | CoGHSTA/2013/22/IS | Three (3) year National Diploma/degree in Public Administration or HRM | <ul style="list-style-type: none"> Administration of Organogram and Establishment Capturing and collection of Personal Data Interpretation of PERSAL and Valindela reports. Management of movements and relocations and amendments of pay points. | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/22/PMDS | Three (3) year National Diploma/degree in Public Administration or HRM | <ul style="list-style-type: none"> Monitor the implementation of PMDS Update performance management system database Register the submission of performance Agreement / quarterly reports Process quarterly evaluation | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/22/EE | Three (3) year National Diploma/degree in Public Administration or HRM | <ul style="list-style-type: none"> Monitor the implementation of the HR Plan and EE Plan Monitor the implementation of the retention strategy and career management Development of Job specification Update Records and send invitations to members of consultative forum Regarding the following HR PLAN, EE PLAN and Career Management and Retention | <ul style="list-style-type: none"> Head Office |
| 23 Municipal Institutional Capacity Building | CoGHSTA/2013/23 | Three (3) years Degree / National Diploma in Development Studies/ Project Management or Public Administration | <ul style="list-style-type: none"> Assist with the implementation of the capacity building strategy Assist in facilitating capacity building programmes Assist with the monitoring and development of organizational structure Assist with the development and review of HR Policies Assist in monitoring capacity of municipalities project in Municipalities Assist in admin work | <ul style="list-style-type: none"> Head Office |
| 24. Strategic Planning | CoGHSTA/2013/24 | Three year (3) Diploma/Degree in Public Administration/ B Admin or Business Management | <ul style="list-style-type: none"> Draft and monitor departmental strategy planning schedule Coordinate Branch planning sessions Compile organisational performance analysis Ensure that monthly reports are available on time Provide administrative support to the unit | <ul style="list-style-type: none"> Head Office |
| 25. Subsidy | CoGHSTA/2013/25 | Three (3) Year National | <ul style="list-style-type: none"> Capturing housing subsidy | <ul style="list-style-type: none"> Head Office |

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| Administration, Contracts, Claims and Housing Secretariat | | Diploma or Degree in Public Administration | <ul style="list-style-type: none"> application forms Completing housing needs questionnaires Completing subsidy applications in all municipalities Responding to telephone enquiries of beneficiaries Conducting physical verification of occupants in complete housing units Management of disputes between landlords and tenants. Provide secretariat services for meetings with stakeholders Processing housing claims for appointed service providers. Management of housing contracts | |
| 26 Democratic Governance | CoGHSTA/2013/26/IGR | Three (3) Year National Diploma/ Degree in Public Management or B Administration. (IGR, Governance & Elections) | <ul style="list-style-type: none"> Collate information and maintain records of municipal boundaries and delimitations of wards. Collate information & support adherence to good cooperative practices by municipalities Collate information on grading of Municipalities Collate information on 2 Premier IGR Forums, 5 District and Provincial MM's Forum Keep records of legislative framework | <ul style="list-style-type: none"> Head Office |
| | CoGHSTA/2013/26/FP | Diploma in Public Administration (Public Participation) | <ul style="list-style-type: none"> Assist on assessment of ward committee functionality. Support development of ward operational plans Attend and support MEC, Mayors and Councillors Imbizos Capture and update all community complaints received | <ul style="list-style-type: none"> Head Office |
| 27 Local Economic Development | CoGHSTA/2013/27 | National Diploma or Degree Economics or Business Management or Development Studies | <ul style="list-style-type: none"> Support assessment and coordinate the process and review of LED strategies; and develop reports thereof Ensure functionality of district LED forums. Reports on the activities of LED forums Monitor and evaluate job opportunities provided by Community Work Programme. | <ul style="list-style-type: none"> Head Office |
| 28. Supply Chain Management | CoGHSTA/2013/28 | Three year National Diploma/ Degree in Logistics | <p>Order Admin</p> <ul style="list-style-type: none"> Facilitate requisitions of goods on the FINEST. Facilitate generation of order on the FINEST System Facilitate the reconciliation of BAS and FINEST. Facilitate payment of invoices <p>Assets</p> <ul style="list-style-type: none"> Bar-coding of all new assets Compile monthly asset reports. Checking of fixed assets at head office and support centres Capturing of assets in the FINEST systems. Updating of inventory Verification of assets as per draft assets register Compile asset redundant list <p>Stores</p> <ul style="list-style-type: none"> Checking the delivery against what was ordered to make sure the two matches up and there are no mingled items Ensure that goods shipping and purchase documentation and general record keeping are completed to a high order of accuracy and in a timely order. Stock counts and closure of tally cards General procurement and order purchasing <p>Fleet Management</p> <ul style="list-style-type: none"> Provisioning of both subsidized motor vehicle and government owned vehicles. | <ul style="list-style-type: none"> Head Office |
| | | Three year National Diploma/ Degree in Purchasing Management | | |
| | | Three year National Diploma/ Degree Supply Chain Management | | |
| | | Three year National Diploma/ Degree in Fleet Management | | |

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| | | | <ul style="list-style-type: none"> To provide and manage departmental fleet Process with withdrawal certificate Facilitate the maintenance of fleet Conduct physical inspection Analyse both subsidized and GG vehicles returns | |
| 29 MID | CoGHSTA/2013/29 | Degree/Diploma: Water and sanitation , Engineering Studies(Civil, Electrical) Project Management | <ul style="list-style-type: none"> Manage the development and monitoring implementation of indigent policies and registers for FBS Manage the development and monitoring implementation of assets management plans Provide support to municipalities Build assets management capacity in municipalities Monitor and support infrastructure assets transfer process | <ul style="list-style-type: none"> Head Office |
| 30 Human Settlement Property Management | CoGHSTA/2013/30 | Three year Diploma/degree in Real Estate or Property Management/Law of Property | <ul style="list-style-type: none"> Facilitate the implementation of Enhanced Extended Discount Benefits scheme (EEDBS) to beneficiaries and municipalities Facilitate the registration and endorsement of Deeds of Grant for Low cost properties Facilitate the updating of the immovable housing property register Facilitate devolution of properties through EEDBS and POP to legal tenants and municipalities Facilitate debtors accounts Facilitate payments of rates and taxes Facilitates the record keeping of accounts Facilitates the determination of selling of price of properties | <ul style="list-style-type: none"> Head Office |
| 31. Community Development Programme | CoGHSTA/2013/31 | Three year qualification in Public Administration/ Public Management or an equivalent qualification | <ul style="list-style-type: none"> Provide administrative support to District Coordinator with regard to consolidation of monthly and quarterly reports. Leave management Payroll management Management of PMDS instruments | <ul style="list-style-type: none"> Head Office |
| 32. Research Policy and Legislation | CoGHSTA/2013/32 | LLB or Three year National Diploma /Degree in Public Management | <ul style="list-style-type: none"> Assist to plan, facilitate and integrate research activities Analyse departmental policies as per request Support municipalities on policy development Conduct policy awareness programmes. | <ul style="list-style-type: none"> Head Office |
| 33. Performance Monitoring and Evaluation | CoGHSTA/2013/33 | Degree/ Diploma in Public Administration or Human Resource Management/ Social Science | <ul style="list-style-type: none"> Assist in monitoring the filling of municipal section 54 & 56 posts. Assist municipalities in the compilation of annual and quarterly municipal performance report Support Municipalities on developing, implementation and monitoring their performance management systems. | <ul style="list-style-type: none"> Head Office |
| 34. Traditional Affairs | CoGHSTA/2013/34 | Three year qualification in Social Science, Bachelor of Arts in Anthropology/ Bachelor of Arts Public administration | <ul style="list-style-type: none"> Compilation of genealogy and historical background of traditional leaders. Attending the preparatory meetings for the installations and funerals of traditional leaders Harmonized the relation with members of the royal family. Minute the proceedings of the meetings Inform the districts about the approval of the dates of installation or funeral Keep profile for each traditional leaders Training of traditional leaders on Limpopo Traditional leadership and Institutions Act | <ul style="list-style-type: none"> Head Office |

The interns will be paid a monthly stipend for a fixed contract of 12 months as follows:

Interns in possession of a three year diploma/degree, a four year degree (honours) Master's Degree and doctorate (NQF 6 & 7) - R 4035,06
Interns in possession of a two year qualification (NQF Level 5) - R 3 259,38

The following documents should be attached:

1. A detailed Curriculum Vitae, 2. Certified copies of the identity document, 3. Certified copies of qualifications, 3. Proof of Limpopo residency through (a) Original copy of Municipal rates and tax statements or (b) Signed and stamped letter by the Traditional Authority.

Please Note:

1. Confirmation from SANCO or CIVIC association will not be considered as a proof of residence
2. Those graduates who have already completed an internship programme in any government institution are not allowed to apply
3. Successful applicants will be paid their monthly stipend based on the qualification which was attached when they were applying for the internship placement

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| DEPARTMENT | Cooperative Governance, Human Settlement and Traditional Affairs |
| PHYSICAL ADDRESS | 28 Market Street |
| POSTAL ADDRESS | Private Bag X 9485 POLOKWANE 0699 |
| CONTACT PERSON | Ms Theledi EM (015) 294 2003, Ms Nkuna JK (015) 294 2004, Ms Ndlovu AN (015) 294 2004, Ms Matjea MA (015) 294 2202, Ms Mantlhakga MJ (015) 294 2122, Mr Nkumbuta MM (015) 294 2287 |
| GENERAL ENQUIRIES | Ms Tjale KM |
| CLOSING DATES | 31 December 2013 |

Applications should be submitted to: The Head of Department, Department of Cooperative Governance, Human Settlement and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 or Submitted in person to Registry at 28 Market Street Polokwane (1st Floor). Our offices are next to UNISA

Faxed or e-mailed application will not be considered

General enquiries should be directed to Ms Tjale KM at (015) 294 2018

CLOSING DATE: 31 December 2013

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