

**PROVINCIAL ADMINISTRATION: LIMPOPO
LIMPOPO OFFICE OF THE PREMIER**

The Office of the Premier is an affirmative action employer. Suitable women and the people with disability remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998. The Office of the Premier 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.

- APPLICATIONS** : Applications should be addressed to, The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or alternately, applications may be hand-delivered to Office of the Premier at 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, Registry Office, Ground floor. Late applications, emails or faxed applications will not be considered.
- CLOSING DATE** : 05 May 2017 @ 16h00
- NOTE** : The applications should be submitted on Z83 forms obtainable from all Government Departments, accompanied by a Comprehensive Curriculum Vitae, certified copies of educational qualifications, identity documents and driver's license (where required). The successful candidate must be willing to sign an oath of secrecy with the organisation and also be expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check, and verification of educational qualifications, previous experience, citizenship, reference checks and security vetting). The Office reserves the right not to make any appointment (s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Office. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. Senior Management Service (SMS) will be subjected to a compulsory competency based assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 16/38** : **DEPUTY DIRECTOR-GENERAL: PLANNING 1 POST REF NO: OTP/01/17/01**
Branch: Planning
- SALARY** : R1 299 501–R1 463 892 per annum, Level 15
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : A relevant undergraduate qualification at NQF level 7 (Relevant Bachelor's Degree requiring a minimum of three (3) years tertiary qualification plus academic record) and a relevant post graduate qualification at NQF level 8 as recognized by the South African Qualifications Authority (SAQA). At least eight (8) to ten (10) years' experience at Senior Management level of which five (5) years must have been in Senior Management Services (SMS) position within the Organs of the State. Ability to interact at both strategic and operational levels. A valid driver's licence. Competencies: Sound and in-depth knowledge of relevant prescripts and procedures pertaining and application as well as understanding of the legislative framework governing the Public Service (PFMA, Treasury Regulations etc.). Negotiation skills, people management, financial solving and problem solving. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitation skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Computer literate.
- DUTIES** : The successful candidate will be required to: Provide Leadership and Strategic direction for the Branch. Manage the co-ordination of Provincial Policies and Monitor the Implementation of Provincial Growth and Development Strategies. Co-ordinate and Monitor the Implementation of the Provincial Planning Cycle. Ensure continuous Monitoring, Evaluation, Research of Provincial Policies and Strategic Information Services. Ensure the facilitation of the Monitoring of upgrading of

- Infrastructure for the contribution of Economic Development and Social Upliftment. Manage and utilise Human Resources in accordance with relevant Directives and Legislation.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM/Moyaba ME/Mamabolo MC and Kekana PL Tel no: (015) 287 6441/6027/6066 / 6293 respectively.
- POST 16/39** : **DEPUTY DIRECTOR GENERAL: ADMIN SUPPORT SERVICE 1 POST REF NO: OTP/01/17/02**
Branch: Administration Support Services
- SALARY** : R1 299 501–R1 463 892 per annum, Level 15
CENTRE : Head Office: Polokwane
REQUIREMENTS : A relevant undergraduate qualification at NQF level 7 (Relevant Bachelor's Degree requiring a minimum of three (3) years tertiary qualification plus academic record) and a relevant post graduate qualification at NQF level 8 as recognized by the South African Qualifications Authority (SAQA). At least eight (8) to ten (10) years' experience at Senior Management level of which five (5) years must have been in Senior Management Services (SMS) position within the Organs of the State. Ability to interact at both strategic and operational levels. A valid driver's licence. Competencies: Sound and in-depth knowledge of relevant prescripts and procedures pertaining and application as well as understanding of the legislative framework governing the Public Service (PFMA, Treasury Regulations etc.). Negotiation skills, people management, financial solving and problem solving. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitation skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Programme and Project Management. Computer literate.
- DUTIES** : The successful candidate will be required to: Development and Management of the Strategic Plan, Annual Performance Plan, Manage internal Organisational Efficiencies and Compliance, Coordinate all administrative inputs to all external strategic control points, including the Ministry and Parliament. Provide direct administrative support to the Office of the Director General. Manage back-end Corporate Services support functions. Manage the branch and its deliverables against the expected Annual Targets and Projects. Provide strategic leadership for effective and efficient management of the branch. Monitor the management of the financial activities of the Office.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM / Moyaba ME / Mamabolo MC and Kekana PL Tel no: (015) 287 6441 / 6027 / 6066 / 6293 respectively.
- POST 16/40** : **DIRECTOR: PREMIER'S ADVISORY COUNCIL 1 POST REF NO: OTP/01/17/03**
Directorate: Premier's Advisory Council
- SALARY** : R898 743–R1 058 691 per annum, Level 13
CENTRE : Head Office: Polokwane
REQUIREMENTS : NQF 7 (Relevant Bachelor's Degree requiring a minimum of three (3) years tertiary qualification plus academic record) in the Social Sciences e.g. Economics or equivalent qualification as recognized by SAQA. At least 10 years' experience of which five (5) years must have been in Middle Management position. Knowledge of policy formulation, analysis and implementation. A valid vehicle driver's licence. Competencies: A high standard of writing and analytical skills. Negotiation skills, people management, financial solving and project management. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitation skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Computer literate.
- DUTIES** : The successful candidate will be required to: Coordinate and support the Premier's Employment Growth and Advisory Council (PEGAC) and Limpopo Employment Growth and Development Plan. Coordinate and support the Technical Working Groups of PEGAC. Ensure support in the consolidation and mainstreaming of the inputs of PEGAC and its TWGs into the Limpopo Development Plan (LDP), Cluster Committees and Executive Council of the Province. Manage the staff, funds and operations in the Premier Employment Growth and Development Council (PEGAC) management of Sub – Directorate.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM / Moyaba ME / Mamabolo MC and Kekana PL Tel no: (015) 287 6441 / 6027 / 6066 / 6293 respectively.

OTHER POST

- POST 16/41** : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE 1 POST REF NO: OTP/01/17/04**
Directorate: Premier's Advisory Council
- SALARY** : R612 822 – R721 878 per annum, Level 11
CENTRE : Head Office: Polokwane
REQUIREMENTS : NQF6 (Relevant Degree / National Diploma requiring a minimum of three (3) years tertiary qualification plus academic record) in Computer Science / Information Technology as recognized by SAQA. At least five to ten (5-10) years' experience in an ICT environment field of which five (5) years must have been in lower management position. Certificate in ITIL or COBIT, CCNA, ISO17799. A valid driver's licence. Competencies: Analytical thinking, Report writing skills, Negotiation skills, People management, Financial management, Planning & organizing, Time management, strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, and Systems development life.
- DUTIES** : Determine ICT Infrastructure requirements and provide appropriate tools. Development and maintenance of the network and wireless ICT Infrastructure. Management of ICT Infrastructure and security. Management of disaster recovery and backups. Development, implementation of configuration documents and ICT policies. Development and maintenance of service level agreements. Manage the ICT infrastructure team. Provide effective communication to all clients and stakeholders.
- ENQUIRIES** : Enquiries should be directed to Messdames Mgbo PM/Moyaba ME/Mamabolo MC and Kekana PL Tel no: (015) 287 6441 / 6027 / 6066 / 6293 respectively.