

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to: The Superintendent General, Department of Education, Private Bag X9489, POLOKWANE, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [REGISTRY].
- CLOSING DATE** : 25 August 2017, and should be submitted to Head Office – Polokwane.
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). The successful candidate will be required to: sign employment contract and performance agreement. disclose his/her financial interests. All shortlisted candidates 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 DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make any appointment to the post advertised. Faxed, e-mailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Due to the large number of applications we envisage, correspondence will be limited to short-listed candidates only. If you do not hear from us within two months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

OTHER POST

- POST 33/61** : **DEPUTY DIRECTOR GENERAL REF NO: 25/17**
Corporate Management
- SALARY** : R1 299 501 per annum (all inclusive package), Level 15
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : A relevant undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA. At least 8 - 10 years' experience at senior managerial level. In-depth knowledge and understanding of Corporate Services and all the relevant legal prescripts. Computer literacy and a valid driver's license. Key competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : Provide strategic direction on the development and review of Corporate Management policies, procedures and strategies. Manage and facilitate the provision of departmental Human Resources Management & Development services. Manage and facilitate the provisioning of Auxiliary, Security and Facilities Management Services, ICT Services, Communications Services, Legal Services, Service Delivery and Organisational Transformation Programmes. Manage and Coordinate Strategic Planning.

ENQUIRIES : Ms Montja M.M Tel no: (015) 284 6569 and Ms Phalafala R.M Tel no: (015) 284 6524

DEPARTMENT OF TRANSPORT

The Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS : quoting the relevant reference, should be forwarded as follows: to The Head of Department, Department of Transport ,Private Bag X 9491, Polokwane, 0700 OR Handed in at Phamoko Building, Second 2nd Floor, Office No. 45 at 40 Church Street, Polokwane, 0699. Applications which are faxed, e-mailed or forwarded / submitted to the wrong address will not be considered.

CLOSING DATE : 25 August 2017 at 16h00

NOTE : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za/documents), which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to Technical exercise that intends to test relevant technical element of the Job and all recommended candidate will attend a competency assessment that intend to test generic managerial skills.. The successful candidates must be willing to sign an oath of secrecy with the Department and also be expected to sign performance agreement. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The Department 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 Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

POST 33/62 : **DIRECTOR: COMMUNICATION SERVICES REF NO: LDT 023/17**

SALARY : All inclusive remuneration package of R898 743 per annum, Level 13. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Qualifications: An undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA. Qualifications in Communication / Administration will be an added advantage. Five (5) years of experience at Deputy Director level. Valid driver's licence. **COMPETENCIES:** Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change and knowledge Management. Computer Literacy Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and

Customer Focus. Communication skills. Public Service Knowledge. Negotiation skills. Policy formulation and Analytic thinking

DUTIES : Key Performance Area: Ensure effective management of Public Relations. Manage research and speech writing for effective communication. Manage the provision of the overall communication services in the Department. Manage Internal-Governmental Relations. Manage all Departmental Events

ENQUIRIES : Ms M J Duba Tel no: (015) 295 1086 and Ms R J Phihlela Tel no: (015) 295 1166

POST 33/63 : **DIRECTOR: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT**
REF NO: LDT 024/17

SALARY : All inclusive remuneration package of R898 743 per annum, Level 13. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Qualifications: An undergraduate qualification (NQF level 7) in Administration or equivalent as recognised by SAQA. Qualifications in Administration / Public Management will be an added advantage. Five (5) years of experience at Deputy Director level. Valid driver's licence Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change and knowledge Management. Computer Literacy. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Public Service Knowledge. Negotiation skills. Policy formulation and Analytic thinking

DUTIES : Key Performance Area: Ensure development and implementation of service delivery standards and customer care. Ensure development and implementation of service delivery improvement planning and excellences programmes. Ensure effective diversity management in the department. Manage Special programmes

ENQUIRIES : Ms M J Duba Tel no: (015) 295 1086 and Ms R J Phihlela Tel no: (015) 295 1166.