

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

The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply.

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 22 September 2017 at 16h00.
- NOTE** : The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. 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 Office of the Premier. 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. Late applications, e-mails or faxed applications for the advertised posts will not be considered. 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. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days, seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

OTHER POSTS

- POST 36/140** : **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING REF NO: OTP: 11 / 17 / 01**
Directorate: Infrastructure Planning
- SALARY CENTRE REQUIREMENTS** : R779 295 per annum, Level 12 (all inclusive)
: Polokwane (Head Office)
: NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Built Environment or Civil Engineering. At least five to ten (5-10) years' experience in Planning of which five (5) years must have been in Lower Management position. A valid driver's license.
- DUTIES** : Co-ordinate and monitor infrastructure development in the province. Monitor the implementation of infrastructure plans for the contribution of economic development and social upliftment. Develop and implement strategies that will facilitate service delivery improvement. Facilitate and ensure stakeholders' involvement & participation in the infrastructure planning process. Coordinate the integration of Infrastructure plans within three spheres of Government. Ensure proper linkages and alignment between provincial, districts and institutions' strategies, priorities, budget operational plans. Consult and network with relevant stakeholders to ensure infrastructure development direction is maintained, advanced and supported, i.e. monitor the roll out of the strategic and business plans. Co-ordinate and monitor the implementation of multi-year infrastructure plan.
- ENQUIRIES** : Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.

<u>POST 36/141</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO.: OTP: 11 / 17 / 02</u> Directorate: Labour Relations
<u>SALARY</u>	:	R779 295 per annum, Level 12 (all inclusive) (
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Labour Relations Management. At least five to ten (5-10) years' experience in Labour Relations Management of which five (5) years must have been in Lower Management position. A valid driver's license.
<u>DUTIES</u>	:	Coordinate, advise, monitor, support and evaluate implementation of grievance rules, Disciplinary Code and Procedure, Dispute Procedure Councils and Chambers Resolutions in the Provincial Administration. Handle and facilitate grievances, misconduct case, dispute resolution and capacity building in the Office of the Premier. Coordinate, monitor and evaluate the implementation of collective agreements in the Provincial Administration. Coordinate, manage and monitor public service industrial action in the Provincial Administration. Coordinate, manage, facilitate and represent the employer in collective bargaining and labour relations consultative Forums. Coordinate, monitor, facilitate and evaluate capacity building on Grievance Rules and Disciplinary Code and Procedure in the Provincial Administration.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/142</u>	:	<u>DEPUTY DIRECTOR: RECORDS AND KNOWLEDGE MANAGEMENT REF NO: OTP: 11 / 17 / 04</u> Directorate: Records and Knowledge Management
<u>SALARY</u>	:	R779 295 per annum (all inclusive), Level 12
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Information and Knowledge Management. At least five to ten (5-10) years' experience of which five (5) years must have been in Lower Management position. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the development of Knowledge Management Programme within the Provincial Administration. Develop and coordinate the implementation of the Provincial Knowledge Management Strategy and Policies within the Provincial Administration. Coordinate and monitor the implementation of Knowledge Management processes, tools and techniques within the Provincial Administration. Coordinate the Management of Information, including library services, within the Provincial Administration.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/143</u>	:	<u>DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: OTP: 11 / 17 / 05</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R657 558 per annum (all inclusive), Level 11
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Supply Chain Management, Finance or Public Administration. At least five to ten (5-10) years' experience of which five (5) years must have been in Lower Management position. A valid driver's license.
<u>DUTIES</u>	:	Development of the Departmental Procurement Plan. Manage and monitor the implementation of the Departmental Procurement Plan. Manage Bid Specification Committees. Serve as secretariat to the Bid Specification Committees. Conduct market research and analysis. Provide CSD Support to service providers. Coordinate and submit monthly reports.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/144</u>	:	<u>DEPUTY DIRECTOR: DIRECTOR GENERAL SUPPORT SERVICES REF NO: OTP: 11 / 17 / 03</u> Directorate: Director General Support Services
<u>SALARY</u>	:	R657 558 per annum (all inclusive), Level 11
<u>CENTRE</u>	:	Polokwane (Head Office)

<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Public Administration or Public Management. At least five to ten (5-10) years' experience of which five (5) years must have been in Lower Management position (Having worked in the Executive environment will be an advantage). A valid driver's license.
<u>DUTIES</u>	:	Provide Administrative support to the Director General. Provide Secretariat support to the Director General. Coordinate and submit monthly & quarterly reports.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST36/145</u>	:	<u>ASSISTANT DIRECTOR: ASSET AND DISPOSAL MANAGEMENT REF NO: OTP: 11 / 17 / 06</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum, Level 09 Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Supply Chain Management, Finance or Public Administration. At least three to five (3-5) years' experience in Asset and Disposal Management in a supervisory position. A valid driver's license.
<u>DUTIES</u>	:	Reconciliation of Capital and Current Expenditure. Compile monthly report. Manage and maintain asset register. Verification of assets. Disposal and movement of assets.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/146</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT STRATEGIES REF NO: OTP: 11 / 17 / 07</u> Directorate: Risk Management Strategies
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum, Level 09 Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Risk Management, Audit/ Internal Audit or B.Com in Accounting or Economics. At least three to five (3-5) years' experience in Risk Management in a supervisory position. A valid driver's license.
<u>DUTIES</u>	:	Conduct Risk Assessment Sessions. Compile the risk assessment report. Liaise with stakeholders. Provide support to the respective risk owners and risk champions in implementing the risk management processes. Implement and maintain the Department risk management plan. Conduct Education and awareness campaigns through workshops and one on one meetings. Coordinate the Risk Management Committee activities.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/147</u>	:	<u>ASSISTANT DIRECTOR: PROTOCOL SERVICES REF NO: OTP: 11 / 17 / 08</u> Directorate: Protocol Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum, Level 09 Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Communication. Degree in International Relations will be an added advantage. At least three to five (3-5) years' experience in Communication in a supervisory position. A valid driver's license.
<u>DUTIES</u>	:	Manage Protocol services during National & Provincial Events & Functions. Coordinate Events & Functions Management. Consult with stakeholders. Manage official inwards and outwards Provincial Missions. Manage corporate gifts and flag banks.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/148</u>	:	<u>ASSISTANT DIRECTOR: HR PRACTICES REF NO: OTP: 11 / 17 / 09</u> Directorate: Human Resource Management Services
<u>SALARY CENTRE</u>	:	R334 545 per annum, Level 09 Polokwane (Head Office)

<u>REQUIREMENTS</u>	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Human Resource Management. At least three to five (3-5) years' experience in Human Resource Management in a supervisory position. Peral Training. A valid driver's license.
<u>DUTIES</u>	:	Facilitating the processing of leave. Facilitating the processing of overtime claims. Facilitate the processing of resettlement and relocation costs, medical aid, long service and pension benefits. Facilitate the processing of garnishee orders, home owner allowance, state guarantees on housing loans. Facilitate the processing of termination of services.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/149</u>	:	<u>MANAGEMENT SERVICE PRACTITIONER: ORGANIZATIONAL DESIGN REF NO: OTP: 11 / 17 / 10</u> Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum, Level 08 Polokwane (Head Office)
	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Management Service/Production Management- Operations Management. At least one to two (1-2) years' experience in Organization Development.
<u>DUTIES</u>	:	Assist with the development and maintenance of the Organizational Structure. Conduct Job evaluation. Provide advice and assistance in the development of Job descriptions. Conduct Business process Management. Provide secretariat and administrative function to the unit. Provide advice and assistance in the development of Standard Operating Procedures.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/150</u>	:	<u>PERSONNEL PRACTITIONER: HR PRACTICES REF NO: OTP: 11 / 17 / 11</u> Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum, Level 08 Polokwane (Head Office)
	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Human Resource Management. At least one to two (1-2) years' experience in Human Resource Management. Peral Training.
<u>DUTIES</u>	:	Handle leave matters. Process overtime claims. Facilitate the processing of resettlement and relocation costs, medical aid, long service, pension benefits and payment of leave gratuity. Facilitate the processing of garnishee orders, home owner allowance, state guarantees on housing loans. Facilitate the processing of termination of services.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/151</u>	:	<u>PERSONNEL PRACTITIONER: HR PRACTICES REF NO: OTP: 11 / 17 / 11</u> Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum, Level 08 Polokwane (Head Office)
	:	NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Human Resource Management. At least one to two (1-2) years' experience in Human Resource Management. Peral Training.
<u>DUTIES</u>	:	Handle leave matters. Process overtime claims. Facilitate the processing of resettlement and relocation costs, medical aid, long service, pension benefits and payment of leave gratuity. Facilitate the processing of garnishee orders, home owner allowance, state guarantees on housing loans. Facilitate the processing of termination of services.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.

- POST 36/152** : **PERSONNEL PRACTITIONER: HR PRACTICES REF NO: OTP: 11 / 17 / 12**
Directorate: Human Resource Management Services
- SALARY** : R281 418 per annum, Level 08
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Human Resource Management. At least one to two (1-2) years' experience in Human Resource Management. Persal Training.
- DUTIES** : Handle recruitment and selection process of Personnel. Administer Establishment. Assist in transfers, secondments and translations. Assist as Human Resource PERSAL Controller. Manage probationary period / reports of the new employees.
- ENQUIRIES** : Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
- POST 36/153** : **RESEARCH OFFICER REF NO: OTP: 11 / 17 / 13**
Directorate: Corporate Branding and marketing Unit
- SALARY** : R281 418 per annum, Level 08
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Communications. At least one (1) year experience in the communication field. A valid Driver's License.
- DUTIES** : Compile News of the Day. Media Monitoring and Content Analysis. Compile Media Scan and send it to relevant authorities
- ENQUIRIES** : Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
- POST 36/154** : **NETWORK SECURITY ADMINISTRATOR: ICT INFRASTRUCTURE REF NO: OTP: 11 / 17 / 14**
Directorate: DGITO
- SALARY** : R281 418 per annum, Level 08
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Computer Science or IT. At least three to five (3-5) years' experience in Information Security in a supervisory position. Either an N+, MCSE, CNE, CNA or Linux certification. A valid driver's license.
- DUTIES** : Development and maintenance of an electronic security posture. Audit Server (Windows and Linux) configuration and administration, IT security systems, networking equipment and protocols. Manage the Network environment and review its health.
- ENQUIRIES** : Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
- POST 36/155** : **DATABASE ADMINISTRATOR: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF NO: OTP: 11 / 17 / 15**
Directorate: DGITO
- SALARY** : R226 611 per annum, Level 07
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Computer Science or IT. At least three to five (3-5) years' experience in ICT Environment. Knowledge of MS-SQL, DB2, MySQL, Oracle or PostgreSQL database. A valid driver's license.
- DUTIES** : Determine data requirements, design, develop and maintain databases. Analyze, consolidate and tune databases for optimal performance. Perform backup, clustering, mirroring, replication and failover. Restore and recover corrupted databases.
- ENQUIRIES** : Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.

<u>POST 36/156</u>	:	<u>ADMINISTRATIVE OFFICER: SERVICE DELIVERY COMPLAINTS REF NO.: OTP: 11 / 17 / 16</u> Directorate: Batho Pele Programmes
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum, Level 07 Polokwane (Head Office) NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Public Administration. At least three to five (3-5) years' experience in Complaints Management. A valid driver's license.
<u>DUTIES</u>	:	Coordination, Facilitation and Monitoring of Service Complaints Presidential Hotline. Coordination, facilitation and Monitoring of Service Complaints Premier Hotline. Departmental and municipal walk ins. Management of citizen satisfaction surveys. Manage courtesy and suggestion mechanism programmes in departmental and municipalities.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/157</u>	:	<u>ADMINISTRATIVE OFFICER: INFRASTRUCTURE MANAGEMENT SERVICES 2 POSTS REF NO.: OTP: 11 / 17 / 17</u> Directorate: Records and Facilities Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum, Level 07 Polokwane (Head Office) NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Public Administration. One to two (1-2) years of experience in Facilities Management.
<u>DUTIES</u>	:	Relocation of office furniture and employees. Opening of Job cards with the Department of Public Works for structural defects. Management of notice boards in the building.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/158</u>	:	<u>ADMINISTRATIVE OFFICER: GOVERNMENT OWNED VEHICLES REF NO.: OTP: 11 / 17 / 18</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum, Level 07 Polokwane (Head Office) NQF 6/7 (Relevant National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Supply Chain Management, Finance or Public Administration. At least one to two (1-2) years' experience in Transport Management. A valid driver's license
<u>DUTIES</u>	:	Allocate government vehicles and hire vehicles for special purposes. Allocate, pre-trip inspection of government owned vehicles. Check log sheets and trip authorization for government owned vehicles. Attend to traffic fine and handle accident/incident.
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.
<u>POST 36/159</u>	:	<u>ADMINISTRATIVE CLERK: GOVERNMENT SUBSIDIZED VEHICLES REF NO.: OTP: 11 / 17 / 19</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum, Level 05 Polokwane (Head Office) NQF 4 or equivalent qualification (Matric/Grade 12). At least one to two (1-2) years' experience in managing subsidized motor vehicles.
<u>DUTIES</u>	:	Process fuel claims for subsidized vehicles, SMS, MMS and Scheme B. Process application for subsidized vehicles
<u>ENQUIRIES</u>	:	Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.

POST 36/160 : **GENERAL WORKER: ASSET AND DISPOSAL MANAGEMENT REF NO: OTP: 11 / 17 / 20**
Directorate: Supply Chain Management

SALARY : R90 234 per annum, Level 02
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 2 (Grade 10) or Adult Education Training (AET).
DUTIES : Perform general assistant work. Dispose of Assets. Movement of assets. Clean storeroom. Cleaning workstations. Washing government owned vehicles.
ENQUIRIES : Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.

POST 36/160 : **CLEANER: AUXILIARY SERVICES 4 POSTS REF NO: OTP: 11 / 17 / 21**
Directorate: Records and Facilities Management Services

SALARY : R90 234 per annum, Level 02
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 2 (Grade 10) or Adult Education Training (AET).
DUTIES : Provision of cleaning services. Maintain a clean and hygienic environment
ENQUIRIES : Messdames Moyaba ME / Mamabolo MC and Kekana PL at telephone numbers (015) 287 6027 / 6066 / 6293 respectively.