

**PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE  
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

*The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.
- CLOSING DATE** : 16 February 2018
- NOTE** : All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, certified copies of qualifications and ID not older than three (3) months. Where an advertisement states that a valid driver's licence is required, please submit a certified copy of your licence. Failure to submit the requested documents will result in the application not being considered. Please take note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.

**MANAGEMENT ECHELON**

- POST 03/214** : **DIRECTOR REF NO: C1/18/1**  
Directorate: Supply Chain Management
- SALARY** : R948 174 – R1 116 918 per annum (An all-inclusive remuneration package) (Salary level 14) Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE** : Head Office: Polokwane

- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA. Five (5) years' experience at a Middle/Senior Managerial level. Qualification in Supply Chain Management / Finance / Public Administration will be an added advantage. Computer literacy. A valid driver's license. **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, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation and Analytical thinking. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects.
- DUTIES** : Manage the procurement of goods and services within the department (provide demand, acquisition, contract and logistics management). Manage the implementation of the Departmental Annual Procurement Plans. Ensure compliance with Supply Chain Management Legislative Framework. Prepare management reports on procurement. Management of the Directorate staff and budget; Management of the Departmental Asset Register (including all the State Owned Nature Reserves). Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice and guidance to all responsibility chain managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor SCM supplier performance and complaints register.
- ENQUIRIES** : Mrs S Pelser (015) 293 8678
- NOTE** : All short-listed 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 and may also be subjected to a competency assessment.

#### OTHER POST

- POST 03/215** : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: C1/18/2**  
Directorate: Supply Chain Management
- SALARY** : R657 558 – R774 576 per annum (All-inclusive remuneration package) (Salary level 11)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus three-year National Diploma or Degree in Supply Chain Management / Logistics / Purchasing / Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. Knowledge: Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, CIDB, BBBEE and Treasury Regulations. Knowledge of LOGIS; Skills: Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical / innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline dates.
- DUTIES** : Monitor the rendering of price quotations and bid administrations. Monitor the administration of acquisition management plans in line with HRM practices, eg PMDS, training and on the job coaching. Render Secretariat services to the Departmental Bid Committees and coordinate bid committees. Coordinate budget

projection. Provide guidance and support to clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on SCM risk control and fraud preventions.

**ENQUIRIES** : Mrs S Pelsler (015) 293 8678

**DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

***The Limpopo Provincial Administration is an affirmative action employer. Suitable women and people with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No.55 of 1998. The Limpopo Provincial Administration 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 position as it appears below.***

**APPLICATIONS** : Applications should be addressed to, The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or delivered personally at 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, Registry Office, Ground floor.

**FOR ATTENTION** : Mr. Junior Maboya / Mr. Mzamani Masangu

**CLOSING DATE** : 16 February 2018 at 16H00

**NOTE** : Applications must be submitted on a prescribed signed Form Z.83 (obtainable from any Public Service department) which must be completed in full, originally signed and dated by the applicant. The application should be accompanied by recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e positions held and dates) as well as certified copies of all qualifications, endorsed academic record/transcript, Identity Document and valid driver's license. Failure to submit certified copied and required documents will result in the application not being considered/disqualification. Applications received after the closing date, faxed or e-mailed will not be considered. Please clearly indicate the reference number of the position which you are applying for. All shortlisted candidates will be subjected to security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidates must be willing to sign an oath of secrecy with the Department. Foreign nationals are requested to attach SAQA accreditation of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (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, 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. All shortlisted candidates for this post 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 a candidate to attend a generic managerial competency assessment (in compliance with the 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 recommended candidate will be subjected to security clearance procedures. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose their financial interests in accordance with the applicable prescripts. The successful candidate will have to disclose membership of Boards and directorships that he/she may be associated with. If it is a first time appointment in the Public Service the successful candidates will be appointed on probation for period of twelve (12) months.

**ENQUIRIES** : Mr. Junior Maboya or Mr. Mzamani Masangu at telephone numbers 015 – 287 6290 / 6095 respectively.

## MANAGEMENT ECHELON

<b><u>POST 03/216</u></b>	:	<b><u>HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS &amp; INFRASTRUCTURE (FIVE (5) YEARS FIXED TERM CONTRACT) REF NO: OTP / 01 / 18 / 01</u></b>
<b><u>SALARY</u></b>	:	R1 370 973 per annum. SMS Grade D, salary level: 15
<b><u>CENTRE</u></b>	:	Polokwane (Head Office)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA. 8-10 years' experience at a senior managerial level (3 years must be as a member of SMS within any organ of State as defined in the Constitution, Act 108 of 1996). Proven managerial skills. Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels. Competencies: Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytical thinking. Key Competencies and Skills: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations; Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them; Maintain high quality standards in the output and encourage others to meet similar standards; Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes; Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the Department to effectively and efficiently deliver on its mandate; Manage allocated resources, both human and capital, effectively, economically and efficiently; Prepare and Manage strategic plans, business plans and budgeting of the Department;
<b><u>DUTIES</u></b>	:	The successful candidate will be the Head of Department and Accounting Officer responsible for: - Establish strategic direction of the department to ensure alignment with mandates by-Providing Departmental Management and Planning; Providing Corporate Governance in the Department; Providing Executive authority and management support. Provision of strategic support in the delivery of integrated and comprehensive Infrastructure, EPWP and Immovable property. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, ICT and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (Financial, Human, Technological and Physical) by; providing financial management and corporate services in the department; manage the provision of infrastructure planning and design services. Ensure provision of infrastructure construction management services in line with approved provincial Infrastructure Delivery Management System (IDMS). Manage provincial government immovable property and Departmental facilities in line with Government Immovable Asset Management Act (GIAMA). Manage the maintenance of roads infrastructure in the Province. Manage and coordinate the implementation of Expanded Public Works Programme (EPWP) in the Province