

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications for posts at Mopani and Waterberg Districts: should be addressed to the District Executive Managers of the District Offices, for Tshilidzini Hospital to the Chief Executive Officer of the Hospital as per the addresses below:  
**Mopani District:** Private Bag X 628, Giyani 0826, Tel No: 015 811 650  
**Waterberg District:** Private Bag X 1026, Modimolle 0510, Tel No: 014 718 1700  
**Tshilidzini Hospital,** Private Bag X 924, Shayandima 0945, Tel No: 015 964 1061  
 Applications where the centre is indicated as **Head Office [Polokwane]** should be addressed to: The Head of Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at 18 College Street Office No. 60 New Building
- CLOSING DATE** : 20 July 2018
- NOTE** : Applications are hereby invited from suitable qualified candidates for advertised vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and Identity Document. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal opportunity and Affirmative Action employer. Successful candidates for the posts of Senior Management Services will be required to enter into a permanent employment contract and sign Performance Agreement with the Department of Health and will also be subjected to vetting. Shortlisted candidates for the posts of Senior Management Services will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment [In compliance with the DPISA directive on the implementation of competency based assessments]. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities.

**MANAGEMENT ECHELON**

- POST 27/173** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: LDOH 06/01 (X1 POST)**
- SALARY** : R948 174 per annum (Level 13). [All Inclusive Remuneration Package]
- CENTRE** : Mopani District
- REQUIREMENTS** : Qualification and Competencies: An undergraduate qualification at NQF level 7 in Financial Management/ Accounting as recognised by South African Qualifications Authority (SAQA). A minimum of five (5) years' experience at middle/senior managerial level. A valid driver's licence. (Attach copy). Knowledge and Skills: Knowledge and understanding of Government policies, financial management, supply chain management, and related Acts and Regulations such as the Public Finance Management Act (PFMA) as amended as well as Treasury Regulations. Good communication (writing and verbal), managerial, report writing, planning, organisational and analytical skills. Good interpersonal relations. Ability to work independently and under extreme pressure. Sound leadership skills
- DUTIES** : Provide leadership and strategic direction in the Directorate. Provide supply chain management and reporting. Provide assets management and reporting. Provide accounts payable and salary administration Provide budget & revenue management and reporting. Provide transport management and logistical services. Develop, monitor and ensure proper implementation of National and Provincial policies, procedures, systems and controls. Respond to audit queries, develop and implement remedial measures. Liaise with stakeholders in relation to financial management. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.

**ENQUIRES** : should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/174** : **DIRECTOR: EXPENDITURE & ACCOUNTS REF NO: LDH 06/02 (X1 POST)**

**SALARY** : R948 174 per annum (Level 13). [All Inclusive Remuneration Package]  
**CENTRE** : Head Office [Polokwane]  
**REQUIREMENTS** : Qualification and Competencies: An undergraduate qualification at NQF level 7 in Financial Management/ Accounting as recognised by the South African Qualifications Authority [SAQA]. A minimum of five (5) years' experience at middle/senior managerial level. A valid driver's licence. (Attach copy). Knowledge and skills: Knowledge and understanding of Government policies, expenditure & accounts management and related Acts and Regulations such as the Public Finance Management Act (PFMA) as amended as well as Treasury Regulations. Good communication (writing and verbal), interpersonal, managerial, report writing, planning, Organisational and analytical skills. Ability to work independently and under extreme pressure. Sound leadership skills.

**DUTIES** : Provide leadership and strategic direction in the Directorate. Prepare interim and annual financial statements as required by PFMA. Provide expenditure & accounts management and reporting. Manage and oversee the Bookkeeping, bank reconciliation and suspense accounts in accordance with the requirements of the PFMA, Treasury Regulation. Manage and oversee the accounts payable as required by PFMA and treasury regulation. Develop, monitor and ensure proper implementation of National and Provincial policies, procedures, systems and controls. respond to audit queries, develop and implement remedial measures. Liaise with stakeholders in relation to expenditure & accounts. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.

**ENQUIRES** : should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

#### **OTHER POSTS**

**POST 27/175** : **HEAD OF CLINICAL DEPARTMENT GRADE 1 REF LDH 18/06/01 (X5 POSTS)**

**SALARY** : R2 054 577 per annum. All inclusive remuneration package. (For Pietersburg Hospital)

R2 054 577 per annum [All inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance (For Thabamoopo Hospital: Psychiatry)

**CENTRE** : Pietersburg Hospital: Internal Medicine [1], Surgery [1], Orthopaedics [1]

Thabamoopo Hospital: Psychiatry

**REQUIREMENTS** : Qualifications and Competencies Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal Specialty or a recognised Sub-Specialty. Registration with the HPCSA as a Medical Specialist in a recognised Sub-Specialty. A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Experience as Head of Clinical Unit will be an added advantage. Knowledge and Skills Strong track record of clinical expertise, clinical governance, research, teaching and training at undergraduate and postgraduate levels in specialist discipline. Excellent team player, excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills.

**DUTIES** : Provide leadership and lead the Clinical Department in Limpopo Province, which includes tertiary, regional and specialized hospitals and support for the district health service. Internal Medicine: Based at Pietersburg Hospital, from where the incumbent will lead Specialist Internal Medicine services in Limpopo Province. Surgery: Based at Pietersburg hospital, from where the incumbent will lead all surgical services in the Province Orthopaedics: Based at Pietersburg hospital, from where the incumbent will lead all orthopaedic services in Limpopo Province Radiology & Imaging: Based at Pietersburg hospital from where the incumbent, will lead Radiology and imaging services in Limpopo Province, which will include Diagnostic Radiology, Nuclear Medicine, and ensure the development and support

for sonography and other diagnostic services at regional and district hospitals. Psychiatry: Based at Thabamooopo hospital from where the incumbent will lead psychiatry and mental health services in Limpopo province, including developing forensic and child psychiatry services. Provide clinical governance and lead and supervise clinical service delivery to ensure an excellent accessible specialist clinical service at regional and tertiary level. Be responsible for strategic planning and management of activities, and ensure optimum utilization of fiscal and human resources. Implement effective monitoring and evaluation processes, effective use of data, and appropriate recording of outputs and health outcomes. Advise senior management in the province about progress with services and resource requirements. Initiate, undertake and supervise relevant research in your discipline. Develop and maintain a strong undergraduate and postgraduate teaching and training programme. Coordinate and participate in outreach and in-reach programmes in your discipline. Build and develop the department, ensuring good team spirit. Joint appointment with the University of Limpopo as a Senior Lecturer or as an associate Professor / Professor if the requirements of the University of Limpopo are met

- ENQUIRIES** : should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
- APPLICATIONS** : Applications should be addressed to the Chief Executive Officers of the Hospitals as per address list:  
Pietersburg Hospital Private Bag X9316; Polokwane; 0700 015 287 5000  
Mankweng Hospital Private Bag X1117Sovenga 0727.015 286 1000  
Thabamooopo Hospital Private Bag X 37.Chuenespoort 0745.015 632 9000
- NOTE** : Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV, certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal Opportunity and Affirmative Action employer. Applicants responding to internal circular should indicate the circular number as reference on the Z83form
- CLOSING DATE** : 20 July 2018
- POST 27/176** : **HEAD OF CLINICAL UNIT GRADE 1 REF LDH 18/06/02 (X5 POSTS)**
- SALARY** : R1 643 352 per annum. All inclusive remuneration package. (For Pietersburg Hospital)  
R1 643 352 per annum [All inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance (For Mankweng Hospital)
- CENTRE** : Pietersburg Hospital: Obstetrics & Gynaecology [1], Paediatric Oncology [1], General Surgery [1], Emergency Medicine [1]  
Mankweng Hospital: Ophthalmology
- REQUIREMENTS** : Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal Specialty or a recognised Sub-Specialty. Registration with the HPCSA as a Medical Specialist in a normal Specialty or a recognised Sub-Specialty. A minimum of 3 years appropriate experience as a medical specialist after registration with the HPCSA as Medical Specialist. Knowledge and Skills Strong track record of clinical expertise, clinical governance, medical ethics, research, teaching and training at undergraduate and postgraduate levels in specialist discipline. Excellent team player, excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills.
- DUTIES** : Lead and render a comprehensive quality tertiary clinical care service to patients in your unit. Obstetrics and Gynaecology (Pietersburg Hospital); Ensure that interns, registrars and medical officers in the hospital and in Capricorn district are trained in ESMOE, and other key maternal care programmes. General Surgery (Pietersburg Hospital); Lead general surgery at Pietersburg hospital and in Capricorn district Paediatric Oncology (Pietersburg Hospital); Lead Paediatric Oncology services in the province. Ophthalmology (Mankweng Hospital) ;Lead

ophthalmology services in Limpopo Province, developing outreach services and ensuring access to ophthalmology services and a reduction in the surgical backlog. Emergency Medicine (Pietersburg Hospital); Lead emergency medicine services in the tertiary and regional hospitals, Liaise with the emergency medical services and other departments to ensure the smooth functioning of emergency services. Lead Emergency Medicine training in Limpopo Province, and ensure that health workers have access to the required life support courses. Coordinate clinical responsibilities with other specialists and supervise, instruct and train medical interns, medical officers, community medical officers, and registrars. Ensure clinical governance in your unit including the management of risk, and ensure that clinical protocols are readily available and followed. Effectively manage administrative functions. Implement effective monitoring and evaluation processes, effective use of data, and appropriate recording on outputs and health outcomes. Render outreach and support services to other levels of care in the drainage area. Participate in academic activities in undergraduate and postgraduate levels as required. Build and develop the department, ensuring a good team spirit. Joint appointment with the University of Limpopo as a Senior Lecturer or as an associate Professor /Professor if the requirements of the University of Limpopo are met.

- ENQUIRIES** : should be directed to Ms Matimatjati RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
- APPLICATIONS** : Applications should be addressed to the Chief Executive Officers of the Hospitals as per address list:  
 Pietersburg Hospital Private Bag X9316; Polokwane; 0700 015 287 5000  
 Mankweng Hospital Private Bag X1117Sovenga 0727.015 286 1000  
 Thabamopo Hospital Private Bag X 37.Chuenespoort 0745.015 632 9000
- NOTE** : Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV, certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal Opportunity and Affirmative Action employer. Applicants responding to internal circular should indicate the circular number as reference on the Z83form 20 July 2018
- CLOSING DATE** : 20 July 2018
- POST 27/177** : **OPERATIONAL MANAGER: EMERGENCY MEDICAL SERVICES [OSD] REF NO: LDH 06/03 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R828 507 per annum [Inclusive Remuneration Package]  
 : Head Office [Polokwane]  
 : Qualifications and Competencies: An appropriate qualification in Emergency Care which allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. Current registration with the HPCSA as a Paramedic or Emergency Care Practitioner [ECP]. A minimum of three (3) years' experience after registration with the HPCSA as a Paramedic or Emergency Care Practitioner [ECP]. A minimum of three (3) years Management experience. Valid driver's license with Professional Driving Permit for Passengers. (Attach copy). Knowledge and skills: Knowledge of relevant prescripts and applications of human resource management. Knowledge of BLS, ILS and ALS protocols. Knowledge of HPCSA and EMS regulations in terms of the National Health Act 2003 (Act 61 Of 2003). Knowledge of Medical Rescue. Knowledge of Planned Patient Transport. Knowledge of Aero-medical services. Good understanding of key EMS service delivery indicators. Computer literacy. Good communication and presentation skills.
- DUTIES** : Develop and implement EMS strategic and operational plans. Develop and implement standard EMS operating procedures and policy guidelines Manage the provincial emergency care services. Develop event operational plans and respond to all major incidents. Manage resources allocated to EMS (human, financial and

equipment). Implement EMS regulations in terms of the National Health Act. Compile statistics in line with the National Information Dataset for EMS.

**ENQUIRES** : should be directed to Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/178** : **DEPUTY DIRECTOR: ASSET VERIFICATION REF NO: LDH 06/04 (X1 POST)**

**SALARY** : R697 011 per annum (Level 11) [All Inclusive Remuneration Package]

**CENTRE** : Head Office [Polokwane]

**REQUIREMENTS** : Qualifications and Competencies: Bachelor's degree or equivalent qualification in Financial Management, Asset Management field or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of five (5) years' experience in Asset Management environment of which two (2) years should be at junior management level. A valid driver's licence (Attach copy). Knowledge and Skills: Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts. Knowledge of Supply Chain Management within the Public Sector. Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and Risk Management; Presentation and facilitation skills. Knowledge and skills in asset management systems e.g. BAUD.

**DUTIES** : Maintain a credible and effective asset register and assist with monthly, Quarterly Financial Statements reporting. Perform monthly BAS and LOGIS reconciliations and manage asset movement and bar coding. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage asset verification and disposals process. Manage the Asset Procurement Plan for the department. Coordinate monthly reconciliations from District Offices and institutions; including quality assurance of reports submitted. Manage team, conduct training.

**ENQUIRES** : should be directed to Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/179** : **DEPUTY DIRECTOR: INTERNAL CONTROL & COMPLIANCE REF NO: LDH 06/05 (X2 POSTS)**

**SALARY** : R697 011 per annum (Level 11) [All Inclusive Remuneration Package]

**CENTRE** : Head Office [Polokwane]

**REQUIREMENTS** : Qualifications and Competencies: Bachelor's Degree or equivalent qualification in Auditing / Accounting / Compliance at NQF level 6. A minimum of 5 years' experience at junior managerial level in the Internal Control, Audit & Compliance Environment. A valid driver's licence. (Attach copy). Knowledge and Skills: Development of internal control / compliance management strategies and business solutions. Understanding of audit standards, Quality management System/s, Computer literacy, Operational compliance requirements, Relevant legislation, regulations and prescripts including Report writing skills and knowledge. Risk & Compliance Management, Governance and People Management and Leadership.

**DUTIES** : Develop, implement and maintain Business plans for the Unit. Introduce a culture of Internal Control & Compliance Management supported by policies and procedures. Implement, support and audit relevant quality assurance systems across the organisation. Recommend and implement an organisation wide quality assurance programme based on objectives set by the department. Use audits and corrective action to ensure continuous improvement. Report on the findings of monitoring and evaluation processes and make recommendations as appropriate. Ensure all systems (IT and paper) for storing and processing data are compliant with prevailing legislation. Plan financial, regulatory, compliance and operational audits. Lead and manage the audit co-ordination process together with the Director and other Executives. Establish an integrated internal control systems (including policies). Delegations framework. Conduct Internal Control and compliance assessments. Escalate issues relating to non- compliance. Departmental

governance frameworks. Effectively promote and practice good Corporate Governance. Ensure a positive and constructive culture. Effectively manage people, including developing strategic skills and fostering world-class delivery. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service. Provide sufficient resources in support of targets and objectives. Ensure effective and efficient management and utilisation of budget

**POST 27/180** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDH 06/06 (X1 POST)**

**SALARY** : R697 011 per annum (Level 11) [All Inclusive Remuneration Package]

**CENTRE** : Waterberg District

**REQUIREMENTS** : Qualifications and Competencies: A Bachelor's Degree or equivalent qualification in Financial Management / Logistics Management / Purchasing Management / Supply Chain Management / Public Finance Management at NQF level 6. A minimum of three (3) years working experience as an Assistant Director in the Supply Chain Management environment. A valid driver's licence (Attach Copy). Knowledge and Skills: Government procurement procedures and regulations; Preferential Procurement Policy Framework Act (PPPFA); Public Financial Management Act; Basic Accounting System; Treasury Regulations. Practical knowledge of LOGIS or any integrated financial systems. Computer literacy; Communication (verbal and written); Interpersonal relations; Organising; Analytical and decision making; Ability to capture information accurately and in detail; Leadership and management. Ability to work in tight deadlines and under pressure. Willingness to work beyond normal working hours and travel when required.

**DUTIES** : Manage the demand management plan and acquisition of goods, services and assets. Ensure that goods and services are procured in accordance with supply chain management prescripts. Provide advice and support to bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditure in procurement processes and report thereof. Advice on supply chain risks control and fraud prevention. Provide support to regions/client offices as required. Monitor compliance with supply chain code of conduct. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the Department. Report to Provincial Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide assets and facilities management services. Manage the Departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to hospitals and all health facilities within the district.

**ENQUIRES** : should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/181** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: LDH 06/07 (X1 POST)**

**SALARY** : R697 011 per annum (Level 11) [All Inclusive Remuneration Package]

**CENTRE** : Tshilidzini Hospital

**REQUIREMENTS** : Qualification and Competencies: Bachelor's degree or equivalent qualification in Financial Management / Accounting at NQF level 6. A minimum of five (5) years' experience at junior managerial level. A valid driver's licence (Attach copy). Knowledge and Skills: Knowledge and understanding of Government policies, financial management, supply management, and related Acts and Regulations such as the Public Finance Management Act (PFMA) as amended Treasury Regulations. Good communication (writing and verbal), interpersonal, managerial,

		report writing, planning, organisational and analytical skills. Ability to work independently under extreme pressure. Sound leadership skills.
<b><u>DUTIES</u></b>	:	Provide supply chain management and reporting. Provide assets management and reporting. Provide accounts payable and salary administration. Provide budget & revenue management and reporting. Provide transporting management and logistical services. Respond to audit queries, develop and implement remedial measures. Liaise with stakeholders in relation to financial management. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.
<b><u>ENQUIRES</u></b>	:	should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<b><u>POST 27/182</u></b>	:	<b><u>ASSISTANT DIRECTOR [FINANCE]: INFRASTRUCTURE DELIVERY REF NO: LDH 06/08 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: A Bachelor's degree or equivalent qualification in Accounting / Cost and Management Accounting / Auditing / Commerce at NQF level 6. A minimum of three (3) years' relevant experience in Financial / Management Accounting or Auditing of which two (2) years should be at supervisory level. Valid driver's license (Attach Copy). Knowledge and Skills: Understanding of all relevant Acts, financial prescripts, applicable legislations. Ability to interact at both strategic and operational level. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standards and GRAP. Practical knowledge and understanding of BAS and LOGIS of any integrated financial system. Advanced computer skills including MS Office (Excel and Word). Client relation and management skills. Organisational, planning, presentation, problem solving, decision making, analytical and both written and verbal communication skills. Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the review of the general ledger accounts of Departments for CAPITAL PROJECTS. Ensure that the ledger accounts are reconciled to the Trial Balance. Conduct monthly CAPEX account variance analysis on behalf of the Department on actual expenses versus approved budget allocations. Implement changes within the infrastructure Accounting Unit and to continuously improve processes to meet the requirements of the applicable accounting standards and ensure that the quality requirements have been properly defined and adhere to. Review and conduct an analysis of Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Ensure that accounting months are closed in compliance with prescripts. Ensure that accounting periods are successfully closed in compliance with prescripts. Maintain a credible Capital asset register, capital projects commitments, reconcile the CAPEX (Capital Expenditure) and ensure that completed projects are transferred to the Department of Public Works.
<b><u>ENQUIRES</u></b>	:	should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<b><u>POST 27/183</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LDH 06/09 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: A Bachelor's degree or equivalent qualification in Financial Management at NQF level 6. A minimum of three (3) years' experience in Asset Management environment of which two (2) years should be at supervisory level. A valid driver's licence (Attach Copy). Knowledge and Skills: Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts. Knowledge of Supply Chain Management within the Public Sector. Strategic Financial Management skills; Strategic Leadership capability.

- Communication skills (verbal & written). Computer literacy; Project Management skills.
- DUTIES** : Maintain a credible and effective asset register and assist with monthly and AFS reporting. Assist in performing monthly BAS and LOGIS reconciliations and manage asset movement and bar coding. Conduct monthly reconciliation of asset database and spot checks. Liaise with inventory controllers and provide support and training thereof. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage asset verification and disposals process.
- ENQUIRES** : should be directed to Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
- POST 27/184** : **ASSISTANT DIRECTOR: BID ADMINISTRATION REF NO: LDH 06/10 (X1 POST)**
- SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : Qualifications and Competencies: A Bachelor's Degree or equivalent qualification in Supply Chain Management / Financial Management / Logistics / Purchasing Management at NQF level 6. Three (3) years relevant supervisory experience in Supply Chain Management. Hands-on approach on Acquisition Administration. A valid driver's licence (Attach Copy). Knowledge and Skills: Knowledge, understanding and application of Public Finance Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPFMA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and related Legislations. Good leadership and communication (verbal and written) skills, presentation skills, meeting procedures, conflict resolution, customer and quality management, computer literacy and knowledge of legal aspects in Supply Chain Management.
- DUTIES** : Facilitate the opening and closing of bids and quotations adverts. Check and verify quotations and bids received. Facilitate the evaluation process of quotations and bids. Prepare bid awards for publication in the Tender Bulletin and departmental website and provide feedback to End Users. Prepare, consolidate and report bid awards on a monthly and quarterly basis to Provincial Treasury and facilitate reporting at National Treasury Contract Award portal. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development, assess staff performance and apply discipline.
- ENQUIRES** : should be directed to Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
- POST 27/185** : **SENIOR ADMINISTRATION OFFICER: DEMAND MANAGEMENT REF NO: LDH 06/11 (X1 POST)**
- SALARY** : R299 709 per annum Level 08  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : Qualifications and Competencies: Bachelor's degree or equivalent qualification in Economics / Quantitative Management / Financial Management / Business Management or Equivalent in Financial / Logistics / Purchasing Management/Commerce at NQF level 6. A minimum of three (3) years relevant experience in Demand and Acquisition Management. A valid driver's license (Attach Copy). Knowledge and Skills: Knowledge on conducting market research and developing strategies. Computer literacy. Problem solving skills. Presentation skills. Analytical and creative thinking. Planning and organising skills. Ability to work independently and under pressure. Good communication and writing skills. In depth knowledge of LOGIS, mainframe/on-line and BAS or any procurement integrated system, PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.
- DUTIES** : Perform expenditure analysis with respect to goods and services Procured. Conduct market research as per procurement plan, and Compile market research report with sound research recommendations. Apply appropriate research



methodology and recommend appropriate sourcing strategy. Maintain database of market researched commodities. Monitor supplier performance and regular engagement with internal and external stakeholders. Prepare monthly and quarterly reports, facilitate the nomination and rotation of suppliers from central supplier database, development of specifications, chairing of specification committee meetings. Assist in coordination of the demand plan from districts, branches and all departmental institutions.

**ENQUIRES**

: should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.