

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

- APPLICATIONS** : The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.
- FOR ATTENTION** : Mr. Junior Maboya / Mr. Mzamani Masangu
- CLOSING DATE** : 10 August 2018 at 16h00
- NOTE** : Applications must be submitted on a prescribed signed Form Z.83 (obtainable from any Public Service department or on the internet at www.gov.za/documents.) 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 duration/dates) as well as certified copies of all qualifications, endorsed academic record/transcript, Identity Document and valid driver's license. Failure to submit certified copies 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. If you are applying for more than one position, submit separate applications for each post. 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 South African Qualification Authority (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 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.

MANAGEMENT ECHELON

- POST 29/69** : **HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF HEALTH REF NO: OTP/11/18/02**
(Five (5) Years Fixed Term Contract)
- SALARY** : R1 782 687 per annum (SMS Grade D, salary Level 16). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : An undergraduate qualification NQF 7 and a post graduate qualification NQF level 8 recognised by SAQA. At least Eight (8) – ten (10) years of experience at a senior management level (Three (3) years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A qualification in Medical or Health Sciences will be an added advantage. Ability to interact at both Strategic and operational levels. Proven managerial skills. Track record in preparation of management of strategic plans, business plans and budgeting. Proven skills and abilities in Health Management. 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, Policy formulation, Analytic thinking and Proven management skills; Ability to interact at both strategic and operational levels. Personal Attributes: Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Communication/ Conflict Resolution

- DUTIES** : Establish strategic direction of the department to ensure alignment with mandates by: Providing Departmental Management and Planning. Providing financial management and corporate services in the department. Providing Executive authority and management support. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive health care services in the province. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive curriculum and education development programmes in the province. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human and physical) by; providing financial management and corporate services in the Department.
- ENQUIRIES** : Mr. Junior Maboya /Mr. Mzamani Masangu at Tel No: 015 287 6290 / 6095 respectively.
- POST 29/70** : **HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS AND INFRASTRUCTURE REF NO: OTP/11/18/01**
(Five (5) Years Fixed Term Contract)
This is a re-advertisement and applicants that have previously applied for the post of HoD: PWRI need not to re-apply as their applications will be taken into account.
- SALARY** : R1 370 973 per annum (SMS Grade D, salary Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA. At least 8 -10 years' experience at a senior managerial level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A post graduated qualification in Financial/ Business Management/ Administration/ Assets and Infrastructure Management will be an added advantage. 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.
- DUTIES** : 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. Ensure the provision of strategic guidance and 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). Manage the provision of infrastructure planning and design services. Provide 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.

ENQUIRIES : Mr. Junior Maboya / Mr. Mzamani Masangu at Tel No: 015 – 287 6290 / 6095 respectively.

POST 29/71 : **HEAD OF DEPARTMENT: SPORT, ARTS AND CULTURE REF NO: OTP/11/18/03**
(5) Years Fixed Term Contract)

SALARY : R1 370 973 per annum (SMS Grade D, salary Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

CENTRE : Polokwane (Head Office)

REQUIREMENTS : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA. At least eight (8) – ten (10) years of experience at a Senior Managerial level (Three (3) years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). Post graduate in Financial/ Business Management/ Administration/ Social Science/Public Administration will be an added advantage. 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, Policy formulation and Analytic thinking.

DUTIES : Establishing strategic direction of the department to ensure alignment with mandates by: Rendering support and Advice to the MEC on the core mandates of Department; Ensuring development and transformation of Sport and Recreation services in the Province; Providing strategic guidance and support in the delivery of cultural, language, museum, heritage, library and archives services; Guiding the development and implementation of the departmental strategic plans in line with national, provincial and departmental strategic goals and objectives; Acting as Accounting Officer of the department in terms of the Public Service Act, Public Finance Management Act, Treasury Regulations and the Public Service Regulations; Advising the Executive Authority on departmental strategic programmes and objectives; Performing management functions in relation to the mandates and activities of the department in line with the Constitution; Managing service delivery improvement plan of the department; Managing the performance of the department, including submission of Annual Performance plans and reports, ensure implementation and monitoring of the NDP and LDP; ensuring that financial and physical resources of the department are expended cost effectively and efficiently; Providing strategic Human Resource management of the Department; Providing and managing the departmental assets (movable and immovable), and Ensuring that eight Gender Principles are effectively and efficiently implemented.

ENQUIRIES : Mr. Junior Maboya /Mr. Mzamani Masangu at Tel No: 015 287 6290 / 6095 respectively.