

## PROVINCIAL ADMINISTRATION: LIMPOPO

## 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 representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite 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** : 02 November 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, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver's license should be submitted if an advertisement states that a valid driver's license is required should an advertisement states that a valid driver's license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. 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 considered. 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. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was 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. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. 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. The contents of the advertised posts will also be posted on the following websites [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.ledet.gov.za](http://www.ledet.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za). All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS 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. Subsequent to 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. The employment decision shall be informed by the Employment Equity Plan of the Department.

#### **MANAGEMENT ECHELON**

- POST 41/164** : **DIRECTOR REF NO: C3/18/1**  
 Directorate: Supply Chain Management  
 Re-Advertisement (All applicants who previously applied need to apply again as the previous applications will not be considered.)
- SALARY** : R1 005 063 – R1 183 932 per annum (Level 13) (An all-inclusive remuneration package). 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 in Supply Chain Management / Finance / Accounting / Public Administration / Logistics / Purchasing or equivalent as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; 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; Computer literacy; 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 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 Tel No: (015) 293 8678
- NOTE** : Employment Equity target for the post is Coloured or White females or people with disability. Candidates of the specific groups are encouraged to apply.

**POST 41/165** : **DIRECTOR REF NO: C4/18/2**  
Directorate: Internal Control

**SALARY** : R1 005 063 – R1 183 932 per annum (Level 13) (An all-inclusive remuneration package). 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 REQUIREMENTS** : Head Office: Polokwane  
: An undergraduate qualification (NQF 7) as recognized by SAQA in Financial Management / Risk Management / Internal Auditing as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; A valid driver's license. Competencies: Leadership, Planning and organizing; Coaching and developing people; Risk management capacity enhancement courses; Change management; Computer literacy; Strategic capacity in risk and compliance management; Analytical thinking; Communication and negotiation; Policy formulization; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Management; Delegation and leading.

**DUTIES** : Initiate and contribute to policy development, strategic and operational planning; Develop and implement internal control strategy for the department; Manage and implement fraud prevention strategies; Manage and co-ordinate inspection and internal auditing; Manage and monitor compliance.

**ENQUIRIES NOTE** : Mrs S Pelser Tel No: (015) 293 8678  
: Employment Equity target for the post is Coloured or White females or people with disability. Candidates of the specific groups are encouraged to apply.

**POST 41/166** : **DIRECTOR REF NO: C3/18/3**  
Directorate: Legal Administration

**SALARY** : R1 005 063 – R1 183 932 per annum (Level 13) (An all-inclusive remuneration package). 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 REQUIREMENTS** : Head Office: Polokwane  
: An undergraduate qualification (NQF level 7) in Law or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level. A valid driver's license. Competencies: Knowledge in Constitutional Law; Administrative and Procedural Law; Interpretation of Statutes, Law of Contracts; Civil and Criminal Procedure; Public Sector legislation and legislative processes; Demonstrable understanding of public service legislation, its application and policy development in the public service, labour law and legal practices; Labour / Employee relations; Computer literacy; Driving skills; Project management; Strategic planning; Language skills; Problem solving; Report writing; Conflict management; Statistical analysis; Adaptability; Communication and negotiation skills; Policy formulization.

**DUTIES** : Provide legal administrative services; Provide legal advice and guide litigation on behalf of the department; Draft and oversee drafting of agreements and contracts; Manage employee relations; Advise MEC on matters of appeal.

**ENQUIRIES NOTE** : Mrs S Pelser Tel No: (015) 293 8678  
: Employment Equity target for the post is Coloured or White females or people with disability. Candidates of the specific groups are encouraged to apply.

#### OTHER POSTS

**POST 41/167** : **DEPUTY DIRECTOR REF NO: C3/18/4**  
Directorate: Supply Chain Management: Acquisition Management  
Re-Advertisement (All applicants who previously applied need to apply again as the previous applications will not be considered)

**SALARY** : R697 011 – R821 052 per annum (Level 11) (All-inclusive remuneration package)

**CENTRE** : Head Office: Polokwane

- REQUIREMENTS** : Grade 12 plus an undergraduate qualification (NQF 6) in Supply Chain Management / Logistics / Purchasing / Financial Management / Accounting / Public Management or equivalent; 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 driver's license. Competencies: 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, e.g. 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 Pelser Tel No: (015) 293 8678
- NOTE** : Employment Equity target for the post is Indian males or people with disability. Candidates of the specific groups are encouraged to apply.

**POST 41/168** : **DEPUTY DIRECTOR REF NO: C4/18/5**  
Directorate: Employee Relations

- SALARY** : R697 011 – R821 052 per annum (Level 11) (All-inclusive remuneration package)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF 6) in Employee/Labour Relations or equivalent as recognized by SAQA; Three (3) to five (5) years' experience at a lower management level; Valid driver's license. Competencies: Relevant experience in Employee Relations; Knowledge of the Public Service Act, Public Regulations, PFMA including all other Labour Law prescripts.
- DUTIES** : Initiate and proved strategic direction in the implementation and promotion of employment relations programme and interventions; Manage finalization of all grievances and complaints received from employees in the department; Manage finalization of all misconduct cases in the department; Provide training and advocacy on employee related matters in the department; Facilitate and provide a secretariat function to the Department Appeal Authority; Manage HR, financial and physical resources within the Employee Relations unit.
- ENQUIRIES** : Mrs S Pelser Tel No: (015) 293 8678
- NOTE** : Employment Equity target for the post is Coloured, Indian or White males or people with disability. Candidates of the specific groups are encouraged to apply.

#### **DEPARTMENT OF HEALTH**

- APPLICATIONS** : All applications should be addressed to: The Head of the Department, Department of Health, Private Bag X9302, Polokwane, 0700 and for hand delivery at No.18 College Street, New Building [Office No.060] Fidel Castro Building
- CLOSING DATE** : 02 November 2018
- NOTE** : Applications are hereby invited from suitable qualified candidates for a vacant post. 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. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. 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.

## OTHER POST

- POST 41/169** : **DEPUTY DIRECTOR: EVENTS MANAGEMENT & LIAISON SERVICES REF NO: LDH/10/01**
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11) (All-inclusive remuneration package)  
: Head Office (Polokwane)  
: Qualifications and Competencies: An appropriate Bachelor's degree or a three year National Diploma in Communication, Journalism or Public Relations at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. Experience in the management, monitoring, analysis and environmental scanning. Experience or thorough understanding of health. A valid driver's licence [Attach copy]. Knowledge and Skills: Broad knowledge and understanding of the Department's programmes and priorities. Sound and in-depth knowledge of relevant prescripts and application of human resource as well as an understanding of the legislative framework governing the Public Service. Understanding of the domestic and international media industry including the media coverage of the Department. Capacity to analyze and research media trends. Good background in turn around and change management strategy. Good communication, negotiation, facilitation, co-ordination, leadership, problem solving, planning and organizing skills. Policy analysis & development, group dynamics and diversity management. People, financial, time, change & knowledge management. Strategic planning and team player. Personal Attributes: Willing to work under changing and difficult circumstances. Responsiveness, pro-activeness, professionalism, accuracy, flexibility, co-operative, supportive, independent, diplomatic, team player, dynamic and objective note.
- DUTIES** : Facilitate and consolidate departmental communication strategy. Compile and edit the departmental internal and external publication. Co-ordinate departmental and transversal campaigns. Manage internet/website and internal info dissemination. Develop the departmental corporate branding. Develop the business plan in line with the strategic objectives of the department. Manage and co-ordinate liaison services. Organize, co-ordinate and market all events, projects and campaigns of the MEC and the department's program of action. Manage the implementation on policies, guidelines and procedures. Manage resources (physical, human and financial).
- ENQUIRES** : General enquires about advertised post 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.

## 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 2<sup>nd</sup> 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 NOTE** : 26 October at 16h00  
: Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at [www.gov.za/documents](http://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. 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**

<b><u>POST 41/170</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: LDT 01 /18</u></b>
<b><u>SALARY</u></b>	:	R1 189 338 per annum (Level 14) (All inclusive remuneration package). 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane) Qualifications: An undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA. An undergraduate qualification in finance and accounting will be an added advantage. 5 years of experience at a senior managerial level. Valid driver's licence (attach copy). 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.
<b><u>DUTIES</u></b>	:	Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour and policies) to ensure effective and efficient management of resources. Oversee effective integrated financial services and supply chain management systems within the Department in accordance with the PFMA. Provide strategic support and guidance to the Accounting Officer and Programme Managers. Oversee and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Facilitate the implementation of national norms and standards where applicable. Liaise with the relevant role – players in the financial environment regarding transversal financial matters. Ensure effective and efficient financial management/administration by collaborating in the development of training programmes by providing direct training in financial matters to officials of the Department
<b><u>ENQUIRIES</u></b>	:	Ms. N F Mpe Tel No: 015-294 8401 or M RJ Phihlela Tel No: 015 295 1166