ANNEXURE BB

PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER

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: 13 September 2019 at 16h00.

NOTE: 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. 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.

MANAGEMENT ECHELON

POST 30/431: CHIEF DIRECTOR: ADMINISTRATION SUPPORT REF NO: OTP: 06 / 19 / 01 (X1 POST)
Branch: Corporate Management

SALARY: R1 251 183 per annum (Level 14) (all-inclusive package)

CENTRE: Polokwane (Head Office)

REQUIREMENTS: NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years or equivalent qualification) as recognized by the South African Qualifications Authority (SAQA). At least ten (10) years’ experience of which five (5) years must have been in Senior Management Services (SMS) position. Experience in Human Resource Management will be an added advantage. A valid vehicle driver’s license.


ENQUIRIES: should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

POST 30/432: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: OTP: 06 / 19 / 02 (X1 POST)
Directorate: Supply Chain Management

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package)

CENTRE: Polokwane (Head Office)
**REQUIREMENTS**

**POST 30/433**
- NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years) in Accounting / Financial Management / Commerce / Supply Chain Management or relevant field. At least ten (10) years’ experience in Supply Chain Management of which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver’s license.

**DUTIES**
- The successful candidate will be required to: Manage and provide advice on the Departmental demand and acquisition. Manage provision transport management services. Manage provision of transaction and inventory management services. Provide supply chain management, performance management and information.

**ENQUIRIES**
- should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/434**
- **DIRECTOR: INTEGRITY AND SECURITY SERVICES REF NO: OTP: 06 / 19 / 04 (X1 POST)**
  - Directorate: Records and Knowledge Management

**SALARY**
- R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**
- Polokwane (Head Office)

**REQUIREMENTS**
- NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years). At least ten (10) years’ experience in Integrity and Security Management of which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver’s license.

**DUTIES**
- The successful candidate will be required to: Coordinate and Monitor establishment of the minimum anti-corruption capacity within provincial departments. Coordinate the implementation of anti-corruption education and awareness programmes. Monitor the implementation of recommendations made on completed cases. Coordinate and manage anti-corruption committees and forums. Develop and monitor the implementation of the whistle blowing mechanisms. Coordinate and monitor the development of information and management systems.

**ENQUIRIES**
- should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/435**
- **DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 06 / 19 / 05 (X1 POST)**
  - Directorate: Limpopo Youth Development

**SALARY**
- R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**
- Polokwane (Head Office)

**REQUIREMENTS**
- NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years). At least ten (10) years’ experience in Youth Development of
which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver’s license.

**DUTIES**

Responsibilities: The successful candidate will be required to: Provide leadership and high-level of strategic direction and policy in the directorate. Manage the development and conducting of research and policy development. Manage, promote and support projects and programs. Develop and maintain good relations within the departments and all stakeholders.

**ENQUIRIES**

should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/436**

**DIRECTOR: DEPARTMENT GOVERNMENT INFORMATION TECHNOLOGY OFFICE (DGITO) REF NO: OTP: 06 / 19 / 06 (X1 POST)**

Directorate: Department Government Information Technology Office (DGITO)

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**

Polokwane (Head Office)

**REQUIREMENTS**

NQF 7 in Computer Science or Information Technology (Relevant Bachelor’s Degree / Advanced Diploma requiring a minimum period of study of three years). At least ten (10) years’ experience in Information Technology of which five (05) years’ must have been in Middle Management Services (MMS) position. Computer literate. A valid vehicle driver’s license.

**DUTIES**

Responsibilities: The successful candidate will be required to: Oversee the development of policies and provide strategic direction in the Directorate. Oversee the development and maintenance of applications. Oversee the provision and maintenance of the ICT infrastructure. Oversee and utilize Human Resources in accordance with relevant Directives and Legislation. Oversee budget and ensure effective communication within the Division.

**ENQUIRIES**

should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/437**

**DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP: 06 / 19 / 07 (X1 POST)**

Directorate: Office of the Director General

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**

Polokwane (Head Office)

**REQUIREMENTS**

NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years or equivalent qualification). At least ten (10) years’ experience in Administration of which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver’s license.

**DUTIES**

The successful candidate will be required to: Provide Administrative Support to the Director General. Provide Secretariat support to the Director General. Manage the Director Generals office. Liaise with internal and external stakeholders.

**ENQUIRIES**

should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**OTHER POST**

**POST 30/438**

**ADMINISTRATIVE OFFICER (DISABILITY ASSISTANT) REF NO: OTP: 06 / 19 / 08 (X1 POST)**

Chief Directorate: State Law Advisory Services (Legal Services)

**SALARY**

R257 508 per annum (Level 07) (all-inclusive package)

**CENTRE**

Polokwane (Head Office)

**REQUIREMENTS**

Grade 12 / NQF 4 or equivalent qualification. At least one (1) year experience working with visually impaired people. A valid vehicle driver’s license.

**DUTIES**

The successful candidate will be required to: Provide disability support services. Provide driver messenger services to persons with disabilities. Translate documents into accessible blind people format (braille). Provide sighted guide service and interpret the visual environment to people with visual disabilities. Provide administration services. Administer logistics for meetings. Administer travel logistics.
ENQUIRIES should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.