ANNEXURE T

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

: 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

: 11 October 2019

NOTE

: Direct your application quoting the relevant reference number, position and management area on the Z83. 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. Fingerprint 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. 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. 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. Note: The contents of the advertised posts will also be posted on the following websites:

MANAGEMENT ECHELON

POST 34/173 : DIRECTOR REF NO: C7/19/1
Directorate: Sector Development
Re-Advertisement: All applicants who previously applied need to apply again as the previous applications will not be considered.

SALARY : R1 057 326 – R1 245 495 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) in Economic Development / Business Management/Development/Entrepreneurship or equivalent as recognized by SAQA; Five (5) years’ experience at middle/senior managerial level; A post graduate degree will be an added advantage; Five (5) to ten (10) years’ experience of implementing industrial research within manufacturing and mining sector would be highly desirable; Experience in the development and implementation of sector support programmes; Valid vehicle driver’s license (with exception of persons with disabilities) core and process competencies: Knowledge: National and provincial legislative framework; Industrial development policy direction; Project management and appraisal; Economic imperatives and realities; Management Skills: Policy formulation; Strategic thinking; Planning and organizing; Financial management; Performance management and measurement; Risk management; Negotiation skills; Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

DUTIES : Manage the implementation of the Limpopo Industrial Master Plan in advancing the objectives of the Limpopo Development Plan; Produce Industry leading proprietary research that generates investment views and ideas in the manufacturing sector; Research and analysis impact of current as well as evolving macro themes and trends on manufacturing sector; Develop sector support plans in various sectors of the economy; Develop industry leading knowledge on sectorial key value creation drivers and response to various macro environments; identify and generate sector, intra-sector and cross sector investable ideas in Limpopo; Monitor and evaluate the implementation of industrial catalytic projects; Overseer and contribute to policy development and strategic and business planning; Implement and oversee the mining development strategy; Implement and oversee the capital and allied services strategy; Implement and oversee the Agro-processing strategy; Implement strategies to enhance the contribution of the Construction industry to economic growth and development.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678
NOTE : 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 posts advertised The employment decision shall be informed by the Employment Equity Plan of the Department.
POST 34/174 : DIRECTOR REF NO: C7/19/2
Directorate: Legal Administration
Re-Advertisement: All applicants who previously applied need to apply again as the previous applications will not be considered.

SALARY : R1 057 326 – R1 245 495 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) in Law or equivalent as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; Valid vehicle driver’s license (with exception of persons with disabilities) core and process 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 formulation Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus.

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 : Mrs S Pelser Tel No: (015) 293 8678
NOTE : 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 posts advertised The employment decision shall be informed by the Employment Equity Plan of the Department.

POST 34/175 : DIRECTOR REF NO: C7/19/3
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 057 326 – R1 245 495 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) 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; Valid vehicle driver's license (with exception of persons with disabilities).core and process 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**

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 posts advertised The employment decision shall be informed by the Employment Equity Plan of the Department.

**POST 34/176**

**DIRECTOR REF NO: C7/19/4**

Directorate: Security and Investigation Services

**SALARY**

R1 057 326 – R1 245 495 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) in either Policing/Investigation Management/Criminal Justice & Forensic Investigation/ Risk Management or equivalent as recognized by SAQA; Five (5) years’ experience at middle/senior managerial level in the Security Services; Extensive knowledge in Minimum Information Security Standards (MISS); Successful completion of six (6) months Security Management Course at State Security Agency; Valid vehicle driver’s license (with exception of persons with disabilities).Core And Process Competencies: Knowledge: Promotion of Access to Information Act; Physical Security; Personnel and Document Security; Communication Security; Security Investigation; Protection of Information Act; Access to Public Premises and Vehicles; Financial management Skills: Leadership; Good written and verbal communication; Conflict management and advance negotiation; Interpersonal relations, Investigative analysis; Analytical thinking; Time management; Project management; Change Management; Computer Literacy; Knowledge Management,
Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus.

**DUTIES**

- Initiate and contribute to policy development and strategic and operational planning; Manage implementation and adherence to the Minimum Information Security Standards (MISS); Manage and co-ordinate misconduct and criminal conduct investigations; Manage physical security and access control services; manage the departmental firearm administration system; Manage consultative and delegated commitments emanating from security management.

**ENQUIRIES**

**NOTE**

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 departments. 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 posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

**POST 34/177**

**DIRECTOR REF NO: C7/19/5**
Directorate: Limpopo Wildlife Resorts: Commercial Development and Operations

**SALARY**

R1 057 326 – R1 245 495 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) in Natural Science/Tourism/Environmental Management or equivalent as recognized by SAQA; A Masters degree/MBA will be an added advantage; Five (5) years’ experience at middle/senior managerial level; Valid vehicle driver’s license (with exception of persons with disabilities).Core and Process Competencies: Knowledge: Interpret and implement environment related legislations; Policy and legislation development and analysis; Conservation issues; Project management; Firearm management; Environmental law and enforcement; Environmental management; Labour relations Skills: Ability to work under pressure; Business management and negotiation skills; Strategic and analytical thinking; Strategy and policy formulation skills; Conflict management and problem solving; Report writing; Planning and organizing; Delegation and leading; Communication skills (written and verbal); Computer literacy; Human Resource Management; Budget and financial management; Community relations and labour relations; Leadership skills; Presentation skills; Change Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus

**DUTIES**

Oversee and contribute to policy development and strategic and business planning; Manage planning and development of Limpopo Wildlife Resorts; Monitor and co-ordinate business improvement and facilities utilisation and maintenance; Manage and co-ordinate community partnership, agreements and contracts pertaining to Limpopo Wildlife Resort activities; Manage business operations within Limpopo Wildlife Resorts.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**NOTE**

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 posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POSTS

POST 34/178 : DEPUTY DIRECTOR REF NO: C7/19/6
Directorate: Tourism: Tourism Registration and Compliance

SALARY : R869 007 – R1 023 645 per annum (Level 12) (All-inclusive remuneration package)
CENTRE : Head Office: Polokwane
REQUIREMENTS : A NQF 6 qualification in the Tourism field as recognized by SAQA; Three (3) – five (5) years’ relevant experience of which three years must be at Junior/ Lower Management level; Experience in Tourism Research, knowledge management and database development; Experience in tourism concepts including grading, customer service/service excellence and guiding unit standards; Extensive experience on working with communities; Valid vehicle driver’s license (with exception of persons with disabilities).

Core And Process Competencies: Knowledge: Registration regulations for tourism amenities and services (tourist guides, products and services); Limpopo Tourism Act (2018), Limpopo Tourism Growth Strategy, National Tourism Sector Strategy and National Tourism Act, 3 of 2014; Planning and organizing; Managerial; Computer literacy
Skills: Strategic and analytical thinking; Tourism research and knowledge management; Database development and management; Strategy and policy formulation; Conflict management and problem solving; Report writing; Management; Communication and negotiation; Adaptability; Administrative; Delegation and leading.

DUTIES : Develop and manage tourism knowledge services in the province; Develop and manage registration systems and standards for tourism amenities, services and tourist guides; Manage the development of communication and marketing strategies for tourism stakeholders, registered amenities, services and tourism guides; Manage compliance to the tourism amenities, services and tourism guides Act and regulations; Ensure the establishment of guide associations; Ensure enterprise promotion and quality assurance for all registered amenities, services and tourism guides; Develop and manage the tourism database in the province; Manage transformation of the tourist guides fraternity.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 34/179 : DEPUTY DIRECTOR REF NO: C7/19/7
Directorate: Employee Relations
Re-Advertisement: All applicants who previously applied need to apply again as the previous applications will not be considered.

SALARY : R733 257 – R863 748 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office: Polokwane
REQUIREMENTS : A NQF 6 qualification in Labour Relations/Human Resource Management/Employee Relations/Labour Law or equivalent as recognized by SAQA; Three (3) – five (5) years’ relevant experience of which three years must be at Junior/ Lower Management level; Valid vehicle driver’s license (with exception of persons with disabilities).

Core and process competencies: Knowledge: Relevant Acts, directives and resolutions; Training; HR matters; Performance Management and Development Systems; Labour relations; Finance; Technical procedures; Planning and organizing; Managerial; Computer literacy Skills: Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Management; Planning and organization; Delegation and leading.

DUTIES : Key Performance Areas: Administer, coordinate and initiate disciplinary hearings; Administer employee complaints, grievances and disputes; Manage and facilitate workshops in all labour relations activities.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678
POST 34/180: CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C7/19/8 (X2 POSTS)
Directorate: State Owned Nature Reserves

SALARY: R495 219 – R566 220 per annum (OSD)
CENTRE: Letaba Nature Reserve (X1 Post)
Makuya Nature Reserve (X1 Post)

REQUIREMENTS: A NQF 6 qualification in Environmental Management/Natural Sciences or equivalent as recognized by SAQA; Three (3) to five (5) years’ experience in the biodiversity/conservation/environmental field; Environmental Management Inspectorate (EMI) qualification; Valid firearm competency certificate; Valid vehicle driver’s license (with exception of persons with disabilities). Core and process competencies: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial); Management background; Ability to interpret and apply policy; Managerial skills; Policy formulation; Financial management; Knowledge on planning and organizing; Compiling reports; Knowledge to develop strategies related to protected areas; Computer literacy; Ability to use a firearm; Problem solving and conflict management skills; Communication skills; Change and diversity management skills.

DUTIES: Manage the infrastructure to ensure the functional utilization, maintenance and development thereof; Implement nature reserve management policies and guidelines; Preserve the biodiversity of the reserve to ensure the continued livelihood thereof; Provide environmental education to promote environmental awareness; Manage risk security aspects on the reserve; Manage internal and external relationships with all interested and affected stakeholders to the reserve; Perform and manage administrative and related functions; Manage short-term projects in provincial reserves.

ENQUIRIES: Mrs S Pelser Tel No: (015) 293 8678

POST 34/181: ASSISTANT DIRECTOR REF NO: C7/19/9
Directorate: Tourism; Tourism Planning, Destination Development and Promotion

SALARY: R470 040 – R553 677 per annum (Level 10)
CENTRE: Mopani District: Giyani

REQUIREMENTS: A NQF 6 qualification in Tourism and Hospitality or equivalent as recognized by SAQA; Three (3) – five (5) year’s relevant working experience of which three years must be at supervisory level/at Administrative Officer or equivalent level; Experience in spatial development planning and infrastructure development processes; Experience in community participation process will be a strong recommendation; Valid vehicle driver’s license (with exception of persons with disabilities) Core And Process Competencies: Knowledge: Business development; Tourism and environmental legislations and policies; Eco-tourism development principles; Signage policies; Project management; Performance Management System; Labour relations; Managerial; Computer literacy; Relevant acts, directives and resolutions Skills: Strong verbal and written communication; Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Adaptability; Administrative; Management; Planning and organizing; Delegation and leading.

DUTIES: Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province; Development and management of a provincial tourism spatial plan; Development of a provincial tourism infrastructure plan including signage; Manage route and icon development in support of Tourism Growth Strategy in the district; Management of regional services; Coordinate tourism events in the district; Coordinate stakeholder relations in the district; Implement rural tourism; culture and heritage and mass tourism strategies in the district.

ENQUIRIES: Mrs S Pelser Tel No: (015) 293 8678

POST 34/182: ASSISTANT DIRECTOR REF NO: C7/19/10
Directorate: Consumer Affairs; Consumer Protection And Secretariat

SALARY: R470 040 – R553 677 per annum (Level 10)
CENTRE: Mopani District: Giyani

REQUIREMENTS: A NQF 6 qualification in Commerce/Law/Business Management/Contract Management Consumer Science as recognized by SAQA Three (3) to five (5) years' experience in consumer matters Valid vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Knowledge of Consumer Affairs Act, Consumer Protection Act and other consumer protection laws Good writing skills and knowledge of drafting agreements Knowledge of Batho Pele principles, PFMA and rules governing public service Computer literacy.

DUTIES: Receive and record complaints of unfair business practices from consumers Conduct investigation of allegations of unfair business practices Administer the Consumer Affairs Act Mediate between consumers and service providers Prepare files for presentation before the Consumer Affairs Court.

ENQUIRIES: Mrs S Pelser Tel No: (015) 293 8678

POST 34/183: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: C7/19/11
Directorate: Environmental Compliance and Enforcement

REQUIREMENTS: A NQF 6 qualification in Nature Conservation/Natural Science/Environmental Science / Policing as recognized by SAQA; Three (3) to Five (5) years’ experience in biodiversity, stock theft investigation or related fields; Valid firearms competency; Valid vehicle driver’s license (with exception of persons with disabilities). Core And Process Competencies: Knowledge of environmental wildlife facility inspection/auditing, monitoring procedures and methodologies; A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential Skills required: Good communication skills (written and verbal); Project management; Conflict management; Ability to write a communicative report; Ability to interpret and apply environmental legislations; Good interpersonal relations; Good organization and planning management; Completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage.

DUTIES: Administer compliance monitoring in accordance with the Record of Decision (ROD), Environmental Management Plan (EMP) and permit applications; Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas); Coordinate and participated in compliance promotion/awareness; Perform and manage administrative and related functions; Develop and implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections; To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations; Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation; Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigation or prosecute criminal offences in respect of environmental legislations; Provide support to national and local government compliance inspection structures with a view to ensure government’s efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc; Investigate and open cases and case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province Participate and co-ordinate counter poaching operations.

ENQUIRIES: Mrs S Pelser Tel No: (015) 293 8678

POST 34/184: ASSISTANT DIRECTOR REF NO: C7/19/12

REQUIREMENTS: A NQF 6 qualification in Finance Management/Administration/Accounting or equivalent as recognized by SAQA; A minimum of three (3) – five (5) year’s relevant working experience of which three years must be at supervisory level in Payroll
Management/Salary Administration; Valid vehicle driver’s license (with exception of persons with disabilities).

Core And Process Competencies: Knowledge of Public Financial Management Act (PFMA), Treasury Regulations (TRs), Public Service Act and other related prescripts; Good working knowledge of Financial Management Systems (FMS), BAS and PERSAL; Ability to analyse and interpret Policies, Instruction Notes and Regulations; Ability to work under pressure and meet deadlines; Ability to effectively function as part of the team; Computer literacy (MS Excel, Word and PowerPoint); Ability to analyse and solve problems; Communication skills.

**DUTIES**

Ensure that employee’s salaries, deductions and salary claims are timeously paid; perform departmental tax reconciliation; Clear and reconcile all salary related suspense accounts; Checking the accuracy of various salary related allowances; Authorise transactions on Personnel and Salary Administration System (PERSAL); Authorise transactions on BAS system (i.e. journals and sundry payments, etc); Perform monthly reconciliation between PERSAL and BAS; Manage the distribution of payroll and IRP5; Attend to all salary related queries; Supervising all the resources resorting under control of this post; Attend to internal and external audit queries.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**POST 34/185**

ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C7/19/13

Directorate: Community Environmental Development: Environmental Awareness & Capacity Building

**SALARY**

R272 739 – R302 691 per annum (OSD)

**CENTRE**

Sekhukhune District: Lebowakgomo

**REQUIREMENTS**

A NQF 6 qualification (Degree/National Diploma) in Environmental Management/Natural Sciences or equivalent as recognized by SAQA; Zero (0) to two (2) years’ appropriate/recognizable experience in an area after obtaining the relevant qualification; Valid vehicle driver’s license (with exception of persons with disabilities).

Core And Process Competencies: Knowledge: Relevant acts, directives, resolutions, protocols and treaties; Conservation development, management and biosphere reserve; Environmental planning, auditing and organizing; Community based natural resources management; Stakeholder engagement; Knowledge of EPWP; Computer literacy; Financial management; Training; Technical procedures; Managerial Skills: Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Delegation and leading; Facilitation.

**DUTIES**

Ensure the implementation of Social responsibility projects, EPWP and environment special programmes; Coordinate implementation of Man and Biosphere Reserve activities in the district; Identify and implement community based natural resources management projects; Facilitate development and implementation of stakeholder’s environmental management programmes; Coordinate implementation of environmental management and conservation transformation programmes (women, youth and people living with disabilities); Facilitate identification and access to funding for community based environmental projects; Develop and implement district trees planting program; represent the department in district environmental management stakeholder’s forum meetings.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**POST 34/186**

ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C7/19/14

Directorate: Wildlife Trade and Regulations

**SALARY**

R272 739 – R302 691 per annum (OSD)

**CENTRE**

Vhembe District: Thohoyandou

**REQUIREMENTS**

A NQF 6 qualification in Environmental Management / Natural Sciences or equivalent as recognized by SAQA; Zero (0) to two (2) years’ appropriate/recognizable experience in an area after obtaining the relevant qualification; Environmental Management Inspectorate (EMI) course will be an added advantage; Valid firearm competency certificate (rifle and shotgun); Valid vehicle driver’s license (with exception of persons with disabilities).
Competencies: Knowledge of environmental legislations and multilateral environmental agreements; Computer literacy; Ability to work overtime; Leadership skills; Wildlife and trade skills; Investigation skills; Presentation skills; Communication skills; Conflict management; Monitoring and evaluation; People management.

**DUTIES**
Regulate the wildlife industry; Training and monitor the training of previously disadvantaged individuals to enter the hunting industry; Monitor and regulate taxidermists; Investigate cases where Professional Hunters and Hunting Outfitters are involved; Liaison with other institutions regarding the hunting industry; Regulate and monitor the Game Translocation and reduction activities; Management of damage causing animals; Regulate the establishment and functioning of wildlife centres; Implement the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); Processing of permit applications for the use of natural resources; Maintenance of database; Report writing (monthly, quarterly and annual reports).

**ENQUIRIES**
Mrs S Pelser Tel No: (015) 293 8678

**POST 34/187**
**REVENUE OFFICER REF NO: C7/19/15**
Directorate: Financial Accounting: Revenue Management

**SALARY**
R257 508 – R303 339 per annum (Level 07)

**CENTRE**
Mopani District: Lenyenye Service Centre

**REQUIREMENTS**
A NQF 6 qualification in Financial Management/Accounting/Management Accounting or equivalent as recognized by SAQA; One (1) to two (2) years’ experience in Revenue Management; Valid vehicle driver’s license (with exception of persons with disabilities) core and process competencies: Knowledge of PFMA; DORA and Treasury Regulations; Knowledge of BAS; Computer literacy; People management and communication skills; Interpersonal relations and analytical skills.

**DUTIES**
Implement an effective, efficient and transparent system of revenue management; Clearing of exceptions in financial accounting; Manage the requisition, recording, safeguarding, issuing and reconciliation of revenue stock registers; Ensure that revenue is collected and banked as prescribed in the revenue policy and procedure manual; Ensure proper safe keeping of captured batches, journals and that supporting documents is attached; Compile monthly revenue management reports.

**ENQUIRIES**
Mrs S Pelser Tel No: (015) 293 8678

**POST 34/188**
**FINANCIAL ADMINISTRATIVE OFFICER REF NO: C7/19/16**
Directorate: Supply Chain Management: Acquisition Management

**SALARY**
R257 508 – R303 339 per annum (Level 07)

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**
A NQF 6 qualification in Financial Accounting or equivalent qualification in Supply Chain Management as recognized by SAQA; One (1) to two (2) years’ experience within Supply Chain Management; Valid vehicle driver’s license (with exception of persons with disabilities).Core And Process Competencies: Knowledge: Supply Chain Management Legislation; Public Finance Management Act; Treasury Regulations; Preferential Procurement Policy Framework Act and Regulations; Departmental SCM Policies; Broad Based Black Economic Empowerment Act; Computer literacy Skills: Communication skills (written and verbal); Conflict management; Problem solving and presentation skills; Time management; Strategic thinking; Adaptability; Administrative; Management; Planning and organization; Delegation and leading.

**DUTIES**
Ensure that procurement procedures are adhered to and the correctness of all submissions; Request goods and services quotations and ensure that all processes are followed; Ensure that requisitions are well recorded and captured; Register entities; Accurately register, distribute and file orders; Handle all enquiries related to quotations and requisitions.

**ENQUIRIES**
Mrs S Pelser Tel No: (015) 293 8678
**POST 34/189**: PERMIT OFFICER REF NO: C7/19/17 (X2 POSTS)  
Directorate: Wildlife Trade and Regulations

**SALARY**: R257 508 – R303 339 per annum (Level 07)

**CENTRE**: Head Office: Polokwane

**requirements**:  
A NQF 6 qualification in Public Administration/Management/Office Management as recognized by SAQA; One (1) to two (2) years’ experience; Valid vehicle driver’s license (with exception of persons with disabilities). Core and Process Competencies: Knowledge: Computer literacy; Administrative; Record keeping; Relevant acts, directives and resolutions Skills: Good communication skills; Interpersonal relations; Report writing; Analytical thinking; Conflict management and problem solving; Adaptability; Stress management.

**DUTIES**: Deal with permit applications for biodiversity conservation issues; Perform administrative and related functions; Records management; Maintenance of stationary; Report writing.

**ENQUIRIES**: Mrs S Pelser Tel No: (015) 293 8678

**POST 34/190**: FIELD RANGER REF NO: C7/19/18 (X4 POSTS)  
Directorate: Wildlife Trade and Regulations

**SALARY**: R145 281 – R171 138 per annum (Level 04)

**CENTRE**: Mopani District: Tzaneen Service Centre (X1 Post)  
Vhembe District: Malamulele Service Centre (X1 Post)  
Vhembe District: Musina Service Centre (X1 Post)  
Vhembe District: Thohoyandou Service Centre (X1 Post)

**requirements**:  
A NQF 4 qualification (Grade 12) as recognized by SAQA; Game ranging certificate; A NQF 6 qualification in Nature Conservation will be an added advantage; Valid firearm competency certificate (handgun, rifle, shotgun); Valid vehicle driver’s license (with exception of persons with disabilities). Core and process competencies: Knowledge in tracking and firearm handling; Verbal and written communication skills; Be able to work irregular hours (weekends, public holidays); Be able to travel as and when required.

**DUTIES**: Regulate the wildlife industry; Monitor and regulate taxidermists; Investigate cases where Professional Hunters and Hunting Outfitters are involved; Regulate and monitor the Game Translocation Industry; Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks; Management of damage causing animals; Processing of damage causing animal’s carcasses; Field patrol; Regulate and monitor wildlife centres; Monitor hunting activities; Conduct game farm inspections; Monitor game capture operations; Liaise with stakeholders and clients.

**ENQUIRIES**: Mrs S Pelser Tel No: (015) 293 8678

**POST 34/191**: CLEANER REF NO: C7/19/19 (X2 POSTS)  
Directorate: State Owned Nature Reserves

**SALARY**: R102 534 – R120 780 per annum (Level 02)

**CENTRE**: Doormdraai Dam Nature Reserve (X1 Post)  
Modjadji Nature Reserve (X1 Post)

**requirements**:  
A Grade 10 certificate; Qualification in AET will an added advantage; No experience needed core and process competencies: Understanding of basic hygiene practices; chemical handling skills, operating cleaning machinery; Knowledge of use and application of cleaning products and chemicals; Ability to follow instructions and communication skills.

**DUTIES**: Provision of cleaning services; Clean offices daily by: Dusting and waxing office furniture, sweeping tiled floor, vacuuming and shampooing carpeted floor, scrubbing floors, cleaning walls and glass doors, emptying and cleaning of dirty bins, removing of waste papers, freshen the office areas; Collect waste papers; Clean office windows; (Kitchen) clean basins, wash and keep stock of kitchen utensils, filling of aqua cooler; (Toilets) clean toilets daily, refill hand wash liquid, re-place toilet papers and hand towels, empty and wash waste bins; (Corridors, Passes and Elevator) sweeping of floors every morning, scrubbing and waxing of
floors and stairs, remove stains, open and close corridor windows at least once a month, clean elevator floor, clean mirror and elevator walls.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678
NOTE : Preference will be given to candidates from a local area adjacent to the protected area they will be based this requires proof of residence.

PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.

APPLICATIONS should be submitted to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 OR Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
CLOSING DATE : 04 October 2019 at 16H00. Late applications, emails or faxed applications will not be considered

NOTE : Applications must be submitted on Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by not more than three months certified copies of educational qualifications, identity documents, a Comprehensive Curriculum Vitae or Resume and a Valid Code EB vehicle driver’s License (where required) and exempting applicants with disabilities. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83 NB: You Are Kindly Requested To Complete A, B And C Of The Z83 Form In Full Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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 assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes The recommended candidates for appointments will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons) Please note that for re-advertised post, applicants who applied previously for the same post are advised to re-apply if they are still interested Late applications, emails or faxed applications 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 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Failure to comply with the above requirements will result in the disqualification of the application.
MANAGEMENT ECHELON

POST 34/192: CHIEF DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: LPT/337
Branch Assets, Liabilities & Supply Chain Management
Re-advertisement

SALARY: R1 251 183 per annum (Level 14) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS:
An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting/Legal/Supply Chain Management/Financial Management/Strategic Management or related field 5 years’ working experience at a senior management level Experience within Public Sector Supply Chain Management environment at Senior Management Level will be an added advantage Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership Programme and Project Management Financial Management People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices. People management skills Results-driven and service-orientated The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES:
Ensure compliance on SCM Regulatory Framework Develop policy, norms and standards Monitor and provide support on implementation of SCM policy, norms and standard Establish and oversee the governance mechanisms Monitor, evaluate and report on system, supplier performance and contract management. Monitor, evaluate and report on contract management Manage transversal and term contracts for common goods and services Manage vendor selection, product selection, vendor management tender processing and management, catalogues/vendor bulletin database management, management information monitor and provide support on transversal term contracts Ensure reporting on the state of contract management in the province Ensure development of Black Economic Empowerment. Support SMME development Identify new opportunities for transversal contracts. Manage and share contract management knowledge and information. Ensure management and monitoring of supplier performance Provide SCM Client support and develop SCM Capacity Provide client support on SCM strategies and SCM information management Ensure the implementation of provincial strategies for SCM ICT operations support and advisory services Ensure the engagement with government stakeholders and external stakeholders to support the development and implementation of Provincial SCM strategies and plans for improved SCM capacity, capability and performance Manage and support the implementation and provision of the SCM advisory services framework. Develop and implement monitoring and evaluation systems for SCM operations support and advisory services Manage and perform research on SCM operations support and advisory services good practices Ensure SCM operations support and advisory services-related knowledge and information Enhance compliance with procurement framework Provide advice on the development of policies regarding infrastructure procurement Monitor, evaluate and report on infrastructure procurement in the provincial administration Manage the development and review risk profile infrastructure procurement Ensure the enhancement of transparency and compliance with SCM processes Manage research conduct for best practices and new alternative solutions.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000
POST 34/193 : DIRECTOR: EMPLOYEE UTILIZATION & CAPACITY BUILDING REF NO: LPT/46
Chief Directorate Corporate Services

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/Development or related field 5 years’ working experience at a middle / senior management level Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project Management Financial Management, People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices People management skills audit Results-driven and service-orientated The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Management and Development policies and prescripts.

DUTIES : Compile the Workplace Skills Plan (WSP) Facilitate the provision of Bursaries. Provide Training and Development Services Implement workplace learning programs Implement integrated adult education and training (AET) framework. Develop leadership development strategy Develop workplace skills and do skills audit Coordinate learning academy Coordinate specialized programmes in collaboration with professional bodies Ensure the implementation of the PMDS System Develop, manage and monitor the implementation of performance management and development systems Coordinate and administer performance management and development systems Monitor compliance to Provincial PMDS Policy according to regulatory and development framework Implementation of job evaluation results (upgrading).Ensure the implementation of Youth Development and Talent Management Programmes Implement career planning management programme Facilitate and implement the outcomes of competency assessments. Implement talent management programmes Manage Internships, Learnerships, Traineeships and Bursaries. Convene and provide Secretariat to Skills Development Committee Co-ordinate Learning Networks and promote Awareness of Growth and Development Manage the component Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions and comply with reporting requirements Perform people management functions. Develop and manage the Directorate Budget.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/194 : DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: LPT/381
Branch Financial Governance

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Commerce /Auditing/Internal Audit/Risk Management or related field 5 years’ working experience at a middle/senior management level A postgraduate qualification in the mentioned fields and/or registration with a relevant professional body will be an added advantage Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project Management Financial Management, People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving
and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities the ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices People management skills Results-driven and service-orientate The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and its Regulations and other relevant public sector Human Resource policies and prescripts.

**DUTIES**

- Ensure the development and implementation of provincial risk management frameworks, guidelines and procedures Regular review of provincial risk management frameworks Development and communication of risk management guidelines and procedures ongoing research with regards to risk management best practices. Ensure standardization in the implementation of risk management processes across votes and public entities Monitor the implementation of enterprise risk management within votes and public entities Development of risk management maturity assessment tools Site visits to allow engagement with votes and public entities attendance of votes and public entities risk management committees Coordination of Provincial Risk Management Forum Assist with risk management capacity building within votes and public entities ongoing skills assessments as it relates to risk management capacity within votes and public entities Recommendation and coordination of risk management training to address skills gaps Recommendations for the appointment to boost risk management capacity where gaps exist. Establishment and enhancement of effective functioning of risk management governance structures with votes and public entities. Ensure ongoing training for the risk management committees Development and monitoring of a provincial risk profile Consultation with various stakeholders such as Provincial EXCO, National Treasury, boards of public entities, audit committees and external stakeholders affected by the operations of the provincial government Facilitate risk identification processes and risk evaluation within the Province Facilitate identification of risk treatment options and mitigation strategies Monitoring and reporting to the various provincial cluster committees including EXCO Enforce compliance with regulations as it relates to risk management Engage Accounting Officers and Accounting Authorities to improve buy in Ongoing consultations to enhance relationships in order to improve compliance Issuing of recommendations to address identified Gaps. Escalation of non-compliance to relevant structures

**ENQUIRIES**

- Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/195**

- **DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE REF NO: LPT/272**
- Chief Directorate Municipal Finance & Governance

**SALARY**

- R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

**CENTRE**

- Head Office - Polokwane

**REQUIREMENTS**

- An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management or related field 5 years’ working experience at a middle/senior management level Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Strategic Capability and Leadership, Programme and Project Management Financial Management People Management and Empowerment. Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities the ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices People management skills Results-driven and service-orientated The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.
DUTIES: Provide strategic expertise in Municipal Supply Chain Management at a provincial level (municipalities) and implementation of all Municipal Finance Management Act (MFMA) related functions at the allocated district. Monitor and review municipalities' compliance with Municipal Supply Chain Management Regulatory Framework and the roll out of SCM reforms. Provide guidance on the alignment of SCM process to the budget processes. Design assessment tools for monitoring SCM Advice municipalities on the interpretation of SCM legislative prescripts, regulations and related circulars. Monitor that the budget time-table is prepared and tabled within the regulated time frame. Assist municipalities in preparation of budgets in the regulated formats. Monitor and support municipalities on municipal budget planning and implementation, Risk Management, Internal Audit, Revenue and debt management, SCOA, Accounting related functions, Municipal Internship Programme and general compliance with MFMA, its related regulations and circulars. Manage human resources, financial resources and administrative activities relating to the allocated district.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/196: DIRECTOR: SYSTEMS ADMINISTRATION REF NO: LPT/444

Chief Directorate System Administration

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual's needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting / Financial Management / Financial Information Systems or related field. 5 years' working experience in Financial Information Systems at a middle/senior management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Extensive knowledge of government systems such as BAS, PERSAL & LOGIS will be an added advantage. Membership of relevant professional body will also be an additional advantage. Competencies: Strategic Capability and Leadership Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

DUTIES: Manage the provision of End-User support on financial systems. Define level of service to users in a documented service standard (information requirements, application uptime and response time). Ensure that all incidents reported by users are analysed and allocated to relevant resources for resolution. Ensure that second level operations support is provided to all users according to the service standards. Manage the escalation to National Treasury and Service Providers to minimise delays and cost escalations. Manage adherence to access management processes. Develop and guide the implementation of access management policies. Monitor the implementation of practices to control access to information. Ensure systems availability to support service delivery. Ensuring effective maintenance, support and security of systems and resources including networks, storage for the systems hosted in the province. Ensure that back-ups and disaster recovery function is in place, tested and are fully functional at all times. Manage the service level agreements with the service providers to ensure that the systems are available as per agreed standards. Manage the utilisation of applications and data. Develop and guide the implementation of financial systems policies. Monitor the implementation of system utilisation policies. Continuous audits and analysis of systems data to check the inappropriate utilisation of systems and identify breaches of policy by departments. Coordinate user and system controller for share systems information with the departments. Responsible for hands-on training on new functionality of
systems. Develop and implement checklists to monitor adherence to agreed system utilisation standards and processes. Manage the analysis and production of management information. Determine the current data and information needs of users, management, operations and regulatory reporting requirements. Ensuring the production and timely distribution of various required information analysis and reports to improve financial management and decision making. Develop and manage service level protocols with clients.

**ENQUIRIES**

Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/197**

DIRECTOR TRANSVERSAL CONTRACTS MANAGEMENT REF NO: LPT/352

Chief Directorate Provincial Supply Chain Management

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive package which can be structured according to the individual’s needs)

**CENTRE**

Head Office - Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management or related field. 5 years’ working experience at a middle/senior management level. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Honesty and Integrity; Change Management; Computer Literacy; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

**DUTIES**

Manage the arrangement of transversal term contracts. Manage transversal and term contracts for common goods and services. Manage transversal and term contracts for critical material and resources. Manage vendor selection, product selection, vendor management, tender processing and management thereof. Manage need analysis of common commodities from provincial departments and public entities. Manage commodity and industry market analysis. Manage the development of terms of reference/specification for transversal contracts. Manage the appointment of transversal bid specification, evaluation and adjudication committee members. Manage the development of business case for transversal commodities. Ensure the provision of secretariat services to transversal bid committee. Manage the development and signing of contracts and services level agreements. Development and monitoring process strategies to ensure that desired objectives are achieved. Develop the development and monitoring process strategies to ensure that desired objectives are achieved. Render advice on transversal contracts to internal and external clients. Develop risk management strategy for transversal contracts. Monitor and support implementation of the Contract Management Framework. Monitor and support implementation of the Contract Management Procedures. Provide input on the review of SCM policy with regards to contract management. Manage supplier performance for transversal term contracts. Rolling out of all awarded transversal contracts. Development and maintenance of contract register for transversal contracts. Development of monitoring tools for supplier performance on transversal contracts. Development of monitoring tools for compliance with transversal contracts by departments and public entities. Monitor compliance by departments and public entities on transversal contract with SCM processes. Development of feedback mechanisms to contracted service providers with regard to compliance with transversal contracts. Ensure that contractors perform in accordance with the industry standards. Ensure that Contractors are meeting their obligations as stipulated in the contract. Ensure that price and payments terms are adhered to by end user departments towards the service providers.
ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/198 : DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PUBLIC
PRIVATE PARTNERSHIP REF NO: LPT/258
Chief Directorate: Infrastructure Management & Public Private Partnership

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package which can be structured
according to the individual’s needs)

CENTRE : Head Office – Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial
Management/Public Finance/Built Environment or related field. 5 years’ working
experience at a middle/senior management level. Valid vehicle (Code EB) driver’s
license (with exception of persons with disabilities) Competencies: Strategic
Capability and Leadership Programme and Project Management Financial
Management People Management and Empowerment Honesty and Integrity.
Change Management; Computer Literacy; Knowledge Management, Service
Delivery Innovation; Problem Solving and Analysis; Customer Orientation and
Communication Ability to Manage and oversee project implementation processes and activities. The ability to
work successfully under pressure and to partner with a dynamic leadership team Problem-solving skills and
innovative capabilities Knowledge and sound understanding of HR practices.
People management skills Results-driven and service-orientated The ability to
liaise with internal and external stakeholders and network widely Exceptional ability
to apply innovative thought, vision, drive and strong leadership Knowledge of the
Public Finance Management Act (PFMA), Public Service Act and Regulations and
other relevant government Human Resource policies and prescripts.

DUTIES : Manage infrastructure funding frameworks, long term planning and expenditure in
the province. Ensure the conducting of studies /research and benchmarking of
service delivery with other institutions within the public and private sector. Ensure
the conducting of preliminary evaluations of the model to identify the most suitable
model for the Limpopo Provincial Government Ensure development of financial and
economic appraisal models. Look at Interest Power Parity (IPPs), Nett Present
Value (NPVs) and Cost Benefit Analysis (CBAs) as different assessment models.
Monitor provincial infrastructure plans, budget and provide experts inputs to
provincial departments and public entities. Ensure the assistance of departments
in developing shareholder compacts for all public entities Ensure the conducting of
research on the performance of the public entities and identification of areas of
bottleneck or improvement Recommend best management practices for the public
entities Ensure the development appropriate restructuring model of non-core
functions for implementation Ensure the development, implementation and
monitoring of plan for proposed restructuring models. Develop and manage project
plans. Ensure the provision of administrative support for the execution of the plans
in the restructuring projects Ensure the development of terms of reference for the
appointment of transactional advisor Manage all relevant stakeholders including
transactional advisors ensure that all necessary resources required for the
implementation of the restructuring projects are mobilized and made available
Ensure that appropriate mandates and approvals are obtained during inception
stage and as well as during execution Communicate effectively with all relevant
stakeholders Manage the optimal utilization and maintenance of infrastructure by
provincial and municipal custodians Ensure the identification and analysis of
projects that have a potential for restructuring in order to improve service delivery.
Ensure analysis of various restructuring models in terms of its financial, legal and
social impacts and advice accordingly. Ensure the collating and analysis of raw
data for pre-feasibility studies Ensure analysis of risk matrix of restructuring models
Manage the use of alternative service delivery funding options for infrastructure for
provincial departments Advise accounting officers on various options for service
delivery improvement Identify and advise accounting officers on projects that need
to be restructured Advise project steering committee of the restructuring process to
ensure compliance with the PFMA and other public sector regulations. Monitor
technical assistance, advice and support on Provincial Infrastructure Performance
projects. Ensure the provision of assistance with project inception register Ensure
the assessment of capacity at institutions Ensure the identification and
development of PPP’s projects: Ensure the development of procurement documents of Request for Qualification (RFQ’s), Request for proposal (RFP’s) and Public Private & Partnership (PPP’s) agreements. Assess value for money criterion.

Manage all stakeholders including Transaction Advisor (TA’s). Negotiate Public Private & Partnership (PPP’s) agreements. Ensure assistance with line Departments and Municipalities regarding implementation of contract management.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

OTHER POSTS

POST 34/199: DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE: (REVENUE & DEBT MANAGEMENT) REF NO: LPT/302-306 (X5 POSTS)

Directorate Municipal Finance & Governance

SALARY: R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management/Accounting/Economics/Auditing or related field. A postgraduate degree or registration with a professional body will be an added advantage. 3 – 5 relevant years’ experience of which three years must be at Junior Management level within Financial Management/Accounting/Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities).

Competencies: Strategic Capability and Leadership Programme and Project Management Financial Management People Management and Empowerment. Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: Assess the tabled and adopted Medium Term Revenue and Expenditure Framework (MTREF) revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. Monitor and support municipalities in the implementation of indigent support policy. Support municipalities and municipal entities in the implementation of revenue related SCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) – 298 7000
POST 34/200: DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (FINANCIAL PLANNING & BUDGET) REF NO: LPT/282/283/289/290/291/295/296 (X7 POSTS)
Directorate Municipal Finance & Governance

SALARY: R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management/Accounting/Economics/Auditing or related field A postgraduate degree or registration with a professional body will be an added advantage 3 – 5 relevant years’ experience of which three years must be at Junior Management level within Financial Management/Accounting Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities).

COMPETENCIES: Strategic Capability and Leadership Programme and Project Management Financial Management People Management and Empowerment. Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities the ability to work successfully under pressure and to partner with a dynamic leadership team Risk Management Policies and practices Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely Exceptional ability to apply innovative thought, vision, drive and strong leadership Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: Manage municipal budget planning and implementation Monitor the budget time table within the regulated time frames. Analyze tabled budgets and review final budgets, provide feedback and support to municipalities Participate in tabled budget and midyear engagement sessions Analyze mid-year reports, perform project site visits, give inputs to the adjustment budget, provide feedback and support to municipalities and municipal entities Analyze the adjustment budget, provide feedback and support to municipalities and municipal entities Analyse, provide feedback and support municipalities and municipal entities on Section 71 reports. Perform budget verification and s71 reports verification Obtain and perform roll-over assessments and conduct consultative sessions Monitor and support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (MSCOA) project Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/201: DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE: (ACCOUNTING AND REPORTING) REF NO: LPT/274-276 (X3 POSTS)
Directorate Municipal Finance & Governance

SALARY: R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management/Accounting/Economics/Auditing or related field A postgraduate degree or registration with a professional body will be an added advantage 3 – 5 relevant years’ experience of which three years must be at Junior Management level within Financial Management/Accounting Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities)
project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices, Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Municipal Finance Management ACT (MFMA), the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

**DUTIES**

Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (MSCOA) project. Manage municipal accounting, reporting assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the Annual Financial Statement (AFS). Monitoring and review of the In-year accounting related reports. Participate in the audit steering committee meetings and Audit committee meetings for review of Annual Financial Statement (AFS). Analyse in year reports, give feedback and support to municipalities and entities. Support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (MSCOA) project. Monitor and support on the submission of the consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.

**ENQUIRIES**

Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/202**

DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE PARTNERSHIP REF NO: LPT/261

Directorate: Infrastructure Management & Public Private Partnership

**SALARY**

R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

**CENTRE**

Head Office - Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Built Environment /Financial Management or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years’ experience of which three years must be at Junior Management level in Built Environment or Financial Management. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, People Management and Empowerment, Honesty and Integrity, Change Management, Computer Literacy, Knowledge Management, Service Delivery, Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

**DUTIES**

To manage the performance of infrastructure delivery by Sector Departments. Provide assistance to infrastructure funding frameworks, long term planning and expenditure in sector departments. Develop the infrastructure budget against work in progress, commitments and cost norms if applicable. Develop the pre-feasibility studies. Develop the business plans for Sector Departments. Infrastructure Grants...
in collaboration with National Treasury and relevant National Sector Departments. Develop the financial roll in line with sector specific criteria. Facilitate the review of minimum of 5% of all infrastructure projects where spending exceeded 20% of the contract value and express an opinion on whether the spending was justified.

Assess the pre-feasibility studies: Assess provincial infrastructure plans, budgets and provide expert inputs to provincial departments. Assess the integrated development plans and sector plans. Develop the infrastructure procurement strategies/plans prepared by Sector Department. Analyse the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts and professional service providers to implement their own projects and make recommendations. Consolidate the progress of project/programme of infrastructure Plans, SDBIPs and related information sources. Provide support to enforce the optimal utilization and maintenance of infrastructure by Sector Departments. Develop the maintenance plans and budgets for immovable assets by Sector Departments. Assess that the immovable assets transferred to Sector Departments are budgeted for and operated effectively and efficiently. Provide promotion of alternative service delivery funding options for infrastructure for Sector Department. Conduct studies/research and benchmark of service delivery with others institutions within the public and private sector. Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide support on PPP projects. Provide assistance with project inception register. Assess capacity at institutions. Identify and develop PPP’s projects. Develop the procurement documents of RFQ’s, RFP’s and PPP’s agreements. Provide assistance in line with Departments and municipalities regarding implementation of contract management.

**ENQUIRIES**

Ms Kgadima Conny at Tel No: (011) 298 7000

**POST 34/203**

**DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE PARTNERSHIP REF NO: LPT/265**

Directorate Infrastructure Management & Public Private Partnership

**SALARY**

R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual's needs)

**CENTRE**

Head Office - Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting / Built Environment or related field. A postgraduate degree will be an added advantage. Three years must be at Junior Management level within Financial Management/Accounting/Built Environment. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership Programme and Project Management. Financial Management, People Management and Empowerment, Honesty and Integrity, Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

**DUTIES**

To manage the performance of infrastructure delivery by Municipalities. Manage the contribution of infrastructure funding frameworks, long term planning and expenditure in the Province. Assess the infrastructure budget against work in progress, commitments and cost norms if applicable. Assess the pre-feasibility studies, assess the business plans for Municipal Infrastructure Grants in collaboration with National Treasury and relevant National Sector Departments. Assess the infrastructure budgets in line with sector specific criteria. Manage the review of a minimum of 5% of all infrastructure projects where spending exceeded
20% of the contract value and express on option on whether the spending was justified. Manage the municipal infrastructure plans, budgets and provide expert inputs to municipalities and public entities. Assess the integrated development and sector plans. Assess the infrastructure procurement strategies / plans prepared by Municipalities and Municipal Public Entities. Assess the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts, professional service providers and municipalities to implement their own projects and make recommendation. Provide progress with projects/programmes against updated Consolidated Infrastructure Plans, SDBIPs and related information sources. Manage optimal utilization and maintenance of Infrastructure by provincial and municipal custodians. Facilitate the development of maintenance plans and budgets for immovable assets by Municipalities in collaboration with Provincial Local Government Departments. Manage the assessments to ascertain that immovable assets transferred to Municipalities are budgeted for and operated effectively and efficiently. Manage the alternative service delivery funding options for infrastructure for municipalities. Conduct studies/research and benchmark of service delivery with others institutions within the public and private sector. Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide technical assistance, advice and support on PPP projects. Develop the procurement documents of RFQ’s, RFP’s and PPP’s agreements. Provide assistance in line with Departments and municipalities regarding implementation of contract management.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/204: DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS (REVENUE) REF NO: LPT/231
Directorate Fiscal Policy Analysis

SALARY: R733 257 per annum (Level 11) (All-inclusive package which can be structured according to the individual’s needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting/Economics or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years’ experience of which three years must be at Junior Management level in Revenue Management. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Knowledge of the Medium-term Expenditure Framework as well as legislation governing budgets within the Public Sector, such as the PFMA and Treasury Regulations. Sound knowledge of provincial treasury functions and an understanding of fiscal framework and government priorities. Proficiency in the in-year monitoring and quarterly reporting. Computer literacy, research and presentation skills. Analytical skills. Deadline-driven Reliable and dependable. Strategic Capability and Leadership Programme and Project Management. People Management and Empowerment. Honesty and Integrity. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Results-driven and service-orientated. The ability to liaise with internal, external stakeholders and network widely.

DUTIES: Benchmarking on revenue enhancement best practices. Contribute to the development and review of revenue enhancement strategies. Ensure development of revenue enhancement strategies by departments and entities in alignment of the Provincial Strategy. Contribute to discussions regarding an equitable division of revenue on revenue enhancement allocation. Coordinate revenue enhancement bilateral meetings to unearth own revenue collection potential. Facilitate the identification of new sources of revenue and revenue enhancement projects. Promote and enforce transparent and effective revenue management. Ensure the development and implementation of revenue management policies, procedures and processes (internal control systems) by provincial government in alignment of the provincial policy. Analyze and report on revenue collection performance. In Year
Monitoring (IYM) Conduct site visits on various revenue collecting institutions. Provide inputs to the development of treasury circulars, guidelines and instruction notes on revenue matters Analyze refunds out of provincial revenue in line with relevant prescripts Provide support on recovery of revenue debts and produce reports Coordinate the determination of own revenue budget estimates Interacts with other Directorates that impact on revenue generation and budget planning. Provide revenue budget analysis reports for Medium Term Expenditure Committee (MTEC) hearings; bilateral meetings and benchmark exercises Coordinate inputs to the determination of tariff guidelines and revenue forecasting capacity Assess and recommend on revenue tariffs proposals from the departments Maintain tariff database/register and ensure implementation of such tariffs. Coordinate training on revenue matters Provide advices on the identified risks relating to revenue collection/generation and ensure corrective measures are implemented. Participate in the development of Directorate’s financial and administration frameworks. Provide inputs on the development of directorate operational plans activities and implementation thereof.

**ENQUIRIES**

Ms Kgadima Conny at Tel No: (015) 298 7000

**POST 34/205**

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING REF NO: LPT/426

Directorate Financial Management Capacity Building

**SALARY**

R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual's needs)

**CENTRE**

Head Office - Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA Qualifications in Financial Management/Information System/Public Finance/Training Management/Public Administration or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level in Financial and Development Environment/Public Finance Valid vehicle (Code EB) driver's license (with exception of persons with disabilities) Competencies: Knowledge of the Medium-term Expenditure Framework as well as legislation governing budgets within the Public Sector, such as the PFMA and Treasury Regulations Sound knowledge of Provincial Treasury functions and an understanding of fiscal framework and government priorities Proficiency in the in-year monitoring and quarterly reporting Computer literacy, research and presentation skills. Analytical skills Deadline driven Reliable and dependable Strategic Capability and Leadership Programme and Project Management People Management and Empowerment Honesty and Integrity Ability to Manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities People management skills Results-driven and service-orientated the ability to liaise with internal, external stakeholders and network widely.

**DUTIES**

Provide transversal systems financial management capacity in departments. Identify transversal systems financial management skills needs. Provide budget inputs and projections. Request HOD approval of transversal systems training schedule. Request for nominations for transversal systems training from provincial departments through the offices of the Chief Financial Officers. Monitor submission of nominations from provincial departments through departmental Systems Controllers Manage provision of transversal systems training Prepare Operational Plan Manage the provision of training on the following systems: BAS, LOGIS, and any other financial systems implemented by the province Attend National Treasury’s monthly and quarterly Training Forums Update New BAS versions and segments details in the training manuals Attend Provincial Financial Systems Forums Conduct Quality Assurance Preparation of Transversal Systems Training Reports Create Database of officials trained of financial systems on Excel Spreadsheet Inform Chief Financial Officers of the affected departments on non-participation of the nominated officials Consolidate monthly and quarterly reports for financial systems training conducted Compile quarterly and annual report to Cluster Audit Committees Manage the subordinate. Sign Performance Agreements
of subordinates Monitor individual performance of each official Promote Team Work Coordinate Information Sharing Sessions Problem solving.

ENQUIRIES
Ms Kgadima Conny at Tel No: 015) 298 7000

POST 34/206
DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE (AUDIT COMMITTEE AND OTHER GOVERNANCE STRUCTURES) REF NO: LPT/395
Directorate: Governance, Monitoring & Compliance

SALARY
R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE
Head Office - Polokwane

REQUIREMENTS
An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Commerce/Internal Auditing / Public Administration or related field. A postgraduate degree will be an added advantage 3 – 5 relevant years’ experience of which three years must be at Junior Management level within Governance and Compliance Monitoring, Auditing, Coordination of Governance Structures such as Audit Committees and SCOPA Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Networking and building bonds Customer service orientation Decision making Organizational communication effectiveness Self- management Strategic Capability and Leadership Programme and Project Management Financial management. People Management and Empowerment Honesty and Integrity Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Ability to Manage and oversee project implementation processes and activities The ability to work successfully under pressure and to partner with a dynamic leadership team Risk Management Policies and practices Problem-solving skills and innovative capabilities Knowledge and sound understanding of HR practices People management skills Results-driven and service-oriented the ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource.

DUTIES
Ensure that Audit Committee is used effectively and efficiently as a tool to improve Governance and Performance in Limpopo Provincial Government Facilitate amendment of the Audit Committee Charter for approval and implementation. Develop related party transactions for all 12 Departments on a quarterly basis and circulate annual transaction database to the Auditor General Coordinate, arrange and attend Audit Committee Cluster and Central Audit Committee Meetings. Review all the Minutes and ensure distribution to Members and relevant Stakeholders within turnaround time Ensure that the Provincial Technical Committee on Finance / Chief Financial Officer's Forum Meetings are taking place. Conduct Benchmarking Exercises to improve operational Efficiencies within CFO Forums, PTCF, and Audit Committees.

ENQUIRIES
Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/207
DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: LPT/55
Directorate: Employee Utilization and Capacity Building

SALARY
R733 257 per annum (Level 11) (all-inclusive package which can be structured according to the individual’s needs)

CENTRE
Head Office – Polokwane

REQUIREMENTS
An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Human Resource Management/Personnel Management or related field A postgraduate degree will be an added advantage 3 – 5 relevant years’ experience of which three years must be at Junior Management level in Performance Management Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) PERSAL Training (Attach the PERSAL Training Certificate/Results) Competencies: Strategic capability and Leadership. Programme and Project Management Financial management Change Management Knowledge Management Service Delivery Innovation Problem-solving and Analysis People Management and Empowerment Planning and
DUTIES

Develop, manage and monitor the implementation of Performance Management and Development System. Advice line managers and staff on the implementation of departmental recognition and reward framework. Coordinate moderation process and provide technical support Monitor quality assurance. Ensure service delivery by measuring performance Facilitate the HOD’s PMDS/Contracting review. Facilitate a joint departmental moderation committee and the branch moderation committee Ensure synergy and co-ordination of the PMDS with other HR programs, e.g HRD Develop systems and processes for the attainment of a performance management culture in the Department Design, develop and facilitate capacity building program on performance management within the Department. Manage and monitor the Senior Management Services performance agreements. Continuously ensure service delivery by measuring performance Manage and ensure the implementation of the PMDS Policies applicable in the public service for all categories of employees Manage and ensure compilation of seniority list and long term service awards Ensure linkages of the PMS with the strategic objectives of the department Manage payment of performance bonuses and pay progression. Facilitate implementation of performance management systems Coordinate moderation process and provide technical support Ensure compliance to Provincial PMDS Policy Advice management and staff on policy matters with specific reference to PMDS none compliance Advice both line managers and staff on the developments of performance agreements and performance instruments to ensure that these are in line with the departmental strategic goals and the unit operational plans Organize awareness and facilitate capacity building program on performance management Submit PMS improvement plan in order to ensure effectiveness and efficiency of the system Facilitate grievances related to PMDS. Monitor and evaluate the effectiveness of the system and provide regular reports. Submit proposals where changes are necessary and to ensure the effectiveness and efficiency of the system Conduct research, audits and analysis of the system. Develop performance improvement programs Advise management and the department on performance management practices, procedures, guidelines and policies Conduct research and impact analysis pertaining to performance management practices, procedures, processes and policies in the Department. Monitor PMDS practices, policies and procedures and ensure compliance with legislation Make recommendations on areas affecting service delivery with an aim of improvement Manage Resources (Physical and Human) Development of operational and business plan. Compile Job Descriptions for the subordinates Evaluate and monitor performance and appraisal of employees Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management Assess subordinate on quarterly basis. Control leave register Maintain and update the inventory list Ensure proper utilization of equipment's.

ENQUIRIES

Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/208

ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSCON) REF NO: LPT/179
Directorate: Financial Accounting

SALARY

R376 596 per annum (Level 09)

CENTRE

Head Office – Polokwane

REQUIREMENTS

An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/Financial Accounting or related field. 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Financial Accounting/Financial Systems. BAS and LOGIS System controller's course certificates are essential Valid vehicle (Code EB) driver's license (with exception of persons with disabilities) Competencies: Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Economic Reporting Framework, Standard Chart of Accounts, Government Accounting Standards (GRAP), Departmental policies and procedures, Planning and Organizing Client service orientation Organizational communication effectiveness. Self-management Team leadership Change management.
DUTIES : Systems effectively maintained, including, transaction processing rules, item processing rules, item function rules, parameters and linking printers to users, and the facilitation of 3rd party interfaces Identify, implement and maintain workflow groups and workflows. Create and maintain user accounts. Monitor and facilitate the clearing of interface exceptions, control and suspense accounts. Provide system, technical, functional and other support to users, investigating issues experienced and consult national treasury or provincial help desk where required. Support the system provider in user acceptance testing. Identify and provide both informal and formal training of users. Provide support in the compilation and maintenance of departmental procedure manuals. Report on system controller activity. Ensure monthly, year-end closure and clearing of suspense accounts. Monitoring user activities daily Prepare financial reports assist with all book-keeping functions.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/209 : ASSISTANT DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/255

Directorate: Public Finance and Data

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA Qualification in Accounting/Statistical analysis/Economics or related field 3 - 5 year’s relevant working experience of which three years must be at supervisory level in government financial modelling, financial data manipulation, models development, financial management and reporting. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Microsoft Office Suite (MS Office Package) Spreadsheet Modelling and Forecasting techniques Planning and Organizing Data mining techniques including the ability to perform relational data mining between various data sources such as SQL, PERSAL, BAS, SAP and Vulindlela Networking and building bonds Financial management. Information Technology Systems and support Conversant with PFMA, Treasury Regulations, Division of Revenue Act and Budget processes Report evaluation and writing skills Programme and Project Management Financial Management Change Management Technical Proficiency Service Delivery Innovation Problem-solving and Analysis Client Orientation and Customer Focus Communication Honesty and Integrity.

DUTIES : Prepare analysis tools to analyse budget inputs and update analysis tools with recent data Prepare analysis tools and tables for monthly reporting. Development and maintenance of financial and reporting models Formatting documents (tables) /presentations including inserting tables/charts for budget analysts. Ensure credibility of budgets and revenue and expenditure are a true reflection of information recorded on BAS and related systems. Ensure that inputs are provided promptly for consolidation of IYM and other reports. Preparation of tools used during annual MTEC discussions, benchmark and bilateral meetings engagements. Provide technical support in drafting of annual provincial budget guidelines in line with provincial budget reforms and formats. Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF estimates Consolidation of budget inputs of departments for contribution to the tabling of provincial estimates of Provincial Revenue and Expenditure and Appropriation Act. Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Maintain and ensure proper management of financial records. Participate in the development of Directorate’s financial and administration frameworks.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/210 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT CLIENT SUPPORT

Directorate: Supply Chain Management Client Support

SALARY : R376 596 per annum (Level 09)
CENTRE: Waterberg District

REQUIREMENTS:
An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Supply Chain Management/Financial Management or related field. 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Supply Chain Management/Financial Management or related field. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Microsoft Office Suite (MS Office Package), Spreadsheet Modelling and Forecasting techniques, Networking and building bonds, Supply Chain Management and practices, Financial Accounting Risk Management policies and practices, Information Technology Systems and support, Programme and Project Management, Financial Management Change Management Networking and building bonds, Technical Proficiency Service Delivery Innovation, Problem-solving and Analysis Planning and Organizing, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

DUTIES:
To provide SCM client support to government stakeholders and external stakeholders. Provide SCM capacity building for suppliers. Conduct workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Provide stakeholder support on the implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation of SCM knowledge and information strategy. Provide support on supplier registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the usage of existing government SCM ICT platforms. Develop SCM operation support and advisory service related knowledge and information. Manage subordinate. Monitor sick/annual leave. Monitor performance. Develop job description for subordinates.

ENQUIRIES: Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/211: ASSISTANT DIRECTOR: PROVINCIAL ASSETS MANAGEMENT REF NO: LPT/327
Directorate Provincial Assets Management

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office - Polokwane

REQUIREMENTS:
An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/Accounting/Commerce or related field. 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Asset and Inventory Management. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). COMPETENCIES: Microsoft Office Suite (MS Office Package), Spreadsheet Modelling and Forecasting techniques, Networking and building bonds, Supply Chain Management and practices, Financial Accounting Risk Management policies and practices, Information Technology Systems and support, Programme and Project Management, Financial Management, Change Management Networking and building bonds, Technical Proficiency, Service Delivery Innovation, Problem-solving and Analysis Planning and Organizing, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

DUTIES:
Provide support on Provincial Assets Management Policies and guidelines. Development and review of Policies, guidelines, practice notes and facilitate training on policies. Provide support on Inventory Management. Facilitate inventory registers, stock-taking, techniques (ROL, EOQ and Valuation), warehousing. Compile financial reports on assets. Provide support on the maintenance of Asset Registers. Provide support to departments and entities on Asset Verifications, Safeguarding of assets, Assets Disposals, Asset Transfers, Assets Valuations and compile reports on assets. Facilitate transparent and economic practices to deal with asset disposal in the provincial administration. Facilitate the capacitation of asset and inventory management section in the departments and entities. Identify Asset and Inventory Management capacity gaps and coordinate strategies to address the capacity gaps.
ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/212 : ASSISTANT DIRECTOR: BANKING SERVICES REF NO: LPT/334
Directorate: Banking, Cash and Liabilities Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Banking / Financial Management or related field 3 - 5 year’s relevant working experience of which three years must be at supervisory level in supervisory level in Banking or Cash Management Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system) Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management.

DUTIES : Maintenance of signing profiles in the PMG accounts of all 12 departments. Maintenance of banking online system-user profiles Maintenance of ACB limits for payments (BAS and PERSAL) Reconciliation of provincial bank charges. Reconciliation of interests received against the contracted rates. Handling of banking queries and providing technical support Preparing inventory plans for face value documents used by all provincial departments Ordering and issuing of face value document to departments. Storage and retrieval of used face value documents Disposal of obsolete face value documents.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/213 : ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT CAPACITY REF NO: LPT/427- 428 (X2 POSTS)
Directorate: Financial Management Capacity Building

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA. Qualification in Financial Management/Public Finance/Training Management/Public Administration or related field 3 - 5 year’s relevant working experience of which three years must be at supervisory level in Financial Management, Training, Development and Public Finance Environment Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Microsoft Office Suite (MS Office Package) Spreadsheet Modelling and Forecasting techniques. Networking and building bonds Supply Chain Management and practices Financial Accounting. Risk Management policies and practices Information Technology Systems and support Programme and Project Management Financial Management Change Management Networking and building bonds Technical Proficiency Service Delivery Innovation Problem-solving and Analysis Planning and Organizing Client Orientation and Customer Focus. Communication Honesty and Integrity.

DUTIES : Provide short financial management training interventions to provincial departments and public entities Identification of relevant short and long-term financial management capacity building training programmes Facilitate request for nominations from provincial departments and public entities Screen nomination forms and scheduling of nominated officials Prepare and submit financial management course specification to Supply Chain Management Monitor regular attendance of training by nominated officials Compile financial management capacity building reports Provide short and long-term financial management qualification programmes Request new intakes nominations from provincial departments Screen new intakes from provincial departments Monitor regular attendance of contact sessions by nominated officials Compile report on short and long-term financial management qualification programmes Assess financial management capacity building in provincial departments and public entities. Facilitate internal and external logistical arrangements on financial management
capacity building assessment Assist in the development of Terms of References for impact evaluation Attend quarterly meetings and forums with relevant stakeholders Liasie with appointed service provider on regular basis and provide feedback Provide administrative support functions Provide regular communication with relevant stakeholders Issue confirmation letters to nominated officials to provincial departments and public entities. Distribute results and certificates to officials. Arrange venue, facilities and catering for financial management training programmes.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/214 : NETWORK CONTROLLER REF NO: LPT/95-96 (X2 POSTS)
Directorate: Information Communication Technology

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office – Polokwane
REQUIREMENTS : NQF Level 6 (3-year tertiary qualification) as recognized by SAQA Qualification in Information Technology/Computer Science or related field 2 years’ relevant working experience in ICT network and server administration ICT security training, experience in Cisco products and Microsoft System Centre Configuration Manager (SCCM) environment will be an added advantage A valid vehicle (Code EB) driver’s license (with exception of persons with disabilities) Competencies: Windows Server Microsoft exchange, Microsoft SharePoint, ITIL, ICT Networks ICT security ICT Governance Programme and Project Management Financial Management. Change Management Technical Proficiency Service Delivery Innovation Problem-solving and Analysis Planning and Organizing Client Orientation and Customer Focus Communication Honesty and Integrity.

DUTIES : To facilitate information communication technology operations. Provide end user and network technical support. Provide assistance to end users with their ICT challenges. Provide secure windows domain and secure server application environment Provide and manage LAN services Ensure efficient, reliable and secured network environment Monitor network performance and test vulnerabilities Provide ICT infrastructure capacity monitoring and planning. Provide and maintain a reliable systems and data backup and restore service. Implement ICT infrastructure Change Request. Plan and implement ICT infrastructure changes efficiently.

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

POST 34/215 : SENIOR ADMINISTRATIVE OFFICER: HOD SUPPORT REF NO: LPT/10
Component: HOD’s Office

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office – Polokwane
REQUIREMENTS : NQF Level 6 (3-year tertiary qualification) as recognized by SAQA Qualification in Public Management/Office Management or related field 2 years’ relevant working experience in Office Management Competencies: Networks and building bonds. Planning and Organizing Problem-solving and decision-making Customer service orientation Diversity citizenship Organizational communication effectiveness. Problem analysis Microsoft Office Suite (MS Office Package) Windows Server. Programme and Project Management Financial Management Change Management Networking and building bonds Technical Proficiency Service Delivery Innovation Planning and Organizing Client Orientation and Customer Focus Honesty and Integrity.

DUTIES : Render a professional and efficient administrative support to the office Arrange meetings, take minutes during meetings and distribution (act as Secretary) Order and issue stationery, equipment and furniture and ensure effective functioning of the same Dealing with S & T claims Logistical support during meetings (arrange the venue, refreshments, technological support, etc. Retrieval of e-mails Maintain a data-base of contact numbers and addresses. RSVP to invitations to the Deputy Director. Provide support by co-ordination of documents within the office Attend to all correspondences timeously and draft correspondences, i.e memos, letters, minutes, etc Assist the HOD’s Office with discussion documents, presentations and documentation of meetings Communicate verbally and in writing to relevant
stakeholders. Ensure the security profile and classification of documentation and information related to the office. Developing and administering an effective electronic document management system. Facilitate the existence of a functional corporate management system. Effective and efficient co-ordination of regular/periodic management meetings. Act as secretariat during EXCOM and other important departmental meetings. Assist in the consolidation of office strategies documents such as strategic plans, operational, quarterly and annual reports. Ensure appropriate support to all departmental employees needing assistance in the HOD’s office. Keeping abreast of all current functional of the department for proper advice. Support the department in projecting positive image. Perform ad hoc duties. Control leave register. Assist in the development of operational business plan. Maintain and update the inventory list. Ensure proper utilization of equipment.

ENQUIRIES : Ms Kgadima Conny @ (015) 298 7000

POST 34/216 : LOGISTICS PRACTITIONER REF NO: LPT/201
Directorate: Supply Chain Management

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000

ENQUIRIES : Ms Kgadima Conny at Tel No: (015) 298 7000