

**PROVINCIAL ADMINISTRATION: LIMPOPO
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** : All 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.
- ENQUIRIES** : All General enquiries should be directed to Messrs Mathoma Reuben, Lukheli Packson, Mesdames, Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
- CLOSING DATE** : Friday the 31st July 2020 at 16H00
- 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 certified copies of educational qualifications, identity documents, Valid vehicle driver's License (where required) and a Comprehensive Curriculum Vitae or Resume. 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. 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 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. 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). NB: Those who previously applied for posts indicated as "re-advert" must submit a new application/s if they are still interested in those posts. 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.

MANAGEMENT ECHELON

- POST 14/62** : **DEPUTY DIRECTOR GENERAL: FINANCIAL GOVERNANCE REF NO: LPT/379**
Branch Financial Governance
Re-Advertisement

SALARY : R1 521 591 per annum (Level 15) (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Accounting/Financial Management /Auditing or related fields. 8-10 years' of working experience at a senior managerial level. Experience in the Public Sector financial environment and engagements with oversight structures at Senior Management Level and a CA qualification will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Knowledge Management, Service Delivery Innovation (SDI) and Communication. Problem-solving and analysis, Client orientation and Customer focus. Computer Literacy (MS Office Package at Advanced level). Honesty and Integrity. Knowledge And Skills: Knowledge and sound understanding of HR and financial management practices. 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. Extensive knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Treasury Instructions, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA) and other related prescripts and regulations. Extensive knowledge of GRAP and modified cash standards. Sound knowledge of the Public Audit Act, a good understanding of Supply Chain Management, Procurement Strategies and government financial systems including BAS, LOGIS and PERSAL. 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.

DUTIES : The successful candidate will report to the Head of the Department and will be required to: Provide support on the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments and Public Entities. Managing the implementation and provide support on financial information management systems and other relevant transversal systems. Monitoring and provide support on the implementation of Risk Management, including relevant Enterprise Resource Planning systems in all Provincial Departments and Public Entities. Monitor and Provide support on compliance in all Provincial Departments and Public Entities with the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts. Participate in oversight structure engagements and co-ordinate audit committee meetings. Improving audit outcomes and developing audit strategies and financial management policies. Oversee and co-ordinate the preparation of consolidated annual financial statements for departments and public entities. Oversee financial management capacity building programmes for provincial departments and public entities.

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

POST 14/63 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT INFORMATION SYSTEMS**
REF NO: LPT/ 439
Branch Financial Governance

SALARY : R1 251 183 per annum (Level 14) (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Financial Management/Accounting/Information Systems/Commerce or related fields. 5 years' of working experience at a senior managerial level. Membership of relevant professional body will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Knowledge Management, Service delivery Innovation (SDI) and Communication. Problem-solving and analysis, client orientation and Customer focus. Ability to work successfully under pressure and to partner with a dynamic leadership team. Honesty and Integrity. Knowledge And Skills: Knowledge in ICT operations, systems development, ICT governance and programme/project management. Knowledge of the PFMA and key legislative

frameworks. Knowledge and sound understanding of financial management information systems environment. Executive report writing skills. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Results-driven and service-orientated Ability to persuade and negotiate at all levels. Ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership.

DUTIES : The successful candidate will report to the Deputy Director General: Financial Governance and lead the Chief Directorate: Financial Management Information Systems. The incumbent will be required to ensure continuous business process improvements in the financial management information systems environment. Evaluate new systems proposals and provide recommendations. Ensure the implementation of financial management information systems in Provincial Departments. Ensure user support and data management. Provide cross organizational support. Develop and implement systems policies and procedures. Ensure effective and efficient systems support and user capacity building. Evaluate information systems infrastructure and recommend updates. Management of the system computer mainframe and support contractors. Manage the system/upgrade testing and implementation. Participate in national financial system development and implementation fora. Manage the resources of the Chief Directorate. Manage the relationship between the department and the stakeholders.

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

POST 14/64 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: LPT/26**
Branch Corporate Management Services

SALARY : R1 251 183 per annum (Level 14) (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/Public Administration/Management or related fields. 5 years' of working experience at a senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Knowledge Management, Service Delivery Innovation (SDI) and Communication. Problem-solving and Analysis, Client Orientation and Customer focus. Honesty and Integrity. Knowledge and Skills: Knowledge of Human Resources, Transformation and Security services policies and legislation governing Human Resources within the Public Service and SMS handbook. Knowledge of the PFMA. Knowledge and sound understanding of corporate services. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Results-driven and service-orientated. Ability to persuade and negotiate at all levels. Ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong. Ability to work successfully under pressure and to partner with a dynamic leadership team.

DUTIES : The successful candidate will report to the Deputy Director General: Corporate Management Services and lead Corporate Services internal operations of the Provincial Treasury. The incumbent will be required to: - Interpret and translate both current and future business needs into effective talent management plans. Perform business and budget planning. Implement organisational development models to support positive performance and a learning culture that promotes effective people management solutions. Conceptualise and implement talent management models that attract and retain productive teams for the Department. Drive and convene key institutional structures including the Local Consultative Forum, Employment Equity Forum, Skills Development Forum etc. Drive and facilitate the development of an effective HR information system that enhances decision making and informs the design of strategic interventions. Manage and oversee the human resource function, including: Recruitment; hiring and compensation; benefits administration and oversight as well as the provision of Labour Relations. Manage and oversee the employee utilization and capacity building directorate including the implementation of the Performance Management Development System. Ensure the management and administration of Bursaries, Learnerships and Internships. Ensure the management of the Resource Centre and provide In-service Training. Develop and oversee Work Skills Plan in accordance with the Sector Skills Plan. Oversee and manage training reports as required and as prescribed by SETA. Ensure the provision of Security Services including the implementation of MISS, provision of physical security and rendering of

investigative services. Ensure the management of Transformation Services including the change management and service delivery improvement, gender focus and diversity management and the coordination of Employment Equity. Ensure coordination of Employee Wellness programmes and Safety Health Environment Risk and Quality (SHERQ). Ensure implementation of Service Standards. Oversee all administrative functions within Corporate Services to ensure smooth daily operations.

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

POST 14/65 : **DIRECTOR: MUNICIPAL FINANCE GOVERNANCE - WATERBERG DISTRICT REF NO LPT/300**
Chief Directorate Municipal Finance & Governance

SALARY : R1 057 326 per annum (Level 14) (to be structured according to individual needs) Centre Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management/Accounting/Economics/Auditing or related fields will be an added advantage. 5 years' of working experience at a middle/senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capacity and Leadership. Programme and Project Management. Financial Management and Change Management. People Management and Empowerment. Knowledge Management, Service Delivery Innovation (SDI) and Communication. Problem-solving and Analysis, Client Orientation and Customer focus. Honesty and Integrity. Knowledge And Skills: 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. 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. Knowledge and sound understanding of HR practices. 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

DUTIES : Provide strategic expertise in municipal National Treasury Internal Audit Framework and Risk Management Framework at a provincial level (Municipalities) and implementation of all MFMA related functions at the allocated district. Monitor and review municipalities' compliance with MFMA on internal audit (IA) and risk management (RM). Provide guidance on the alignment of Internal Audit and Risk management process to the budget processes. Design assessment tools for monitoring IA and RM. Advise municipalities on the interpretation of relevant 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, mSCOA, SCM, 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 Conny Kgadima Tel No: (015) 298 7000

OTHER POSTS

POST 14/66 : **DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (SEKHUKHUNE DISTRICT) REF NO: LPT/288**
Directorate Municipal Finance Governance

SALARY : R733 257 per annum (Level 11) (to be structured according to individual needs)
CENTRE : Head Office - Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Accounting/Economics/Auditing or related fields will be an added advantage. A postgraduate degree or registration with a professional body will be an added advantage. Three (3) years' relevant working experience of which three (3) years' must be at Junior Management level within Financial Management/Accounting. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Change Management. Honesty and Integrity. Knowledge And Skills: 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. Knowledge and sound understanding of HR practices. 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. 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.
<u>DUTIES</u>	:	Monitor and support municipalities on compliance with SCM regulation and other legislative reforms. Perform audits or reviews on SCM compliance, effectiveness of internal audit, risk management and other MFMA compliance matters in line with guiding tools. Participate in IGR structures. Monitor and support municipalities in implementation of MSCOA project. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to Supply Chain Management, Internal Audit and Risk Management. Provide feedback on MFM status to National Treasury and other stakeholders.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/67</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE (LEGISLATURE OVERSIGHT) REF NO: LPT/ 391</u> Directorate Governance, Monitoring & Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (to be structured according to individual needs) Head Office (Polokwane) An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Commerce/Internal Audit/Public Administration or related fields will be an added advantage. Three (3) years' relevant working experience of which Three (3) years' must be at Junior Management level in Advising the Standing Committee on Public Accounts and or Governance, Monitoring including Compliance. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Networking and building bonds. Planning and organising. People Management and Empowerment. Problem solving and analysis. Decision making. Financial Management. Honesty and Integrity Organisational communication effectiveness. Self-management. Knowledge And Skills: Legislation, Regulations and policies. Supply Chain Management Policies and practices. Financial Accounting. Risk Management and Asset Management Policies and practices. Budget submission. Information Technology Systems and support. Economic and business models and tools. Conduct project appraisals. Corporate communication.
<u>DUTIES</u>	:	Execute oversight on the implementation of SCOPA resolutions and support SCOPA during sittings and draft resolutions based on recommendations of committees. Prepare quarterly reports for HOD's forum, Audit committee and EXCO. Review audit annual financial statements to detect occurrence of unauthorised expenditure. Document motivation to the Legislature on consideration of the unauthorised expenditure. Undertake the promulgation of the Provincial Finance Act (Unauthorized Expenditure Bill), subject to House resolutions. Monitor departments on the implementation of unauthorized expenditure act. Perform oversight on all public institution on matters of unwanted expenditures. Facilitate the condonement of irregular expenditure by the relevant authority. Monitor compliance with payment of service providers within 30 days or as per contract. Monitor complaints received from service providers on non-payment of services and goods delivered. Monitor progress reports on cases of financial misconduct reported. Perform supervision of staff members within the sub-unit.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: (015) 298 7000
<u>POST 14/68</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: LPT/204</u> Directorate Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (to be structured according to individual needs) Head Office - Polokwane An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Public Administration/Economics/Public Finance / Accounting / Logistics / Financial Management or related fields will be an added advantage. Three (3) years' relevant working experience of which three (3) years must be at Junior Management level within Logistics/Fleet Management. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: People Management and Empowerment. Problem solving and analysis. Honesty and Integrity. Planning and organizing. Problem solving and decision making. Financial management. Self-management. Team membership. Client

orientation and customer focus. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Supply Chain Management Policies, Public Service Act and Regulations and other relevant government Human Resource. Knowledge and sound understanding of HR practices. Good understanding of applicable Logistics, Transport Management, Supply Chain Management prescripts, Asset Management Framework, Public Finance Management Act and Treasury Regulations. Computer literacy. Excellent command in Microsoft Excel

DUTIES : Manage Departmental Fleet (Both subsidized and State vehicles). Ensure that State vehicles in operation are maintained regularly. Attend to applications for Scheme A and B, MMS and SMS Schemes. Monitor and facilitate payment of fuel claims for SMS and MMS schemes. Monitor and facilitate payment of fuel claims for scheme A and B. Monitor and conduct monthly inspection on subsidized vehicles. Handle cases of under and over utilization of fleet. Conduct quarterly inspection on Scheme A vehicles (Subsidized motor vehicles). Update Asset registers for Scheme A and B, MMS and SMS vehicles. Assist officials with documents as requested by SARS.

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

POST 14/69 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (CAPRICORN DISTRICT) REF NO: LPT/278**
Directorate Municipal Finance Governance

SALARY : R376 596 per annum (Level 9)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Accounting/Economics or related fields will be an added advantage. An undergraduate degree or registration with a professional body will be an added advantage. Three (3) years' relevant working experience within Administration/Financial Management/Accounting /Audit. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Planning and organising. Effective Organisational communication. Financial Management. People Management and Empowerment. Honesty and Integrity. Knowledge And Skills: Basic 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. Ability to implement processes and activities. The ability to work successfully under pressure and meet deadlines. Ability to partner with a dynamic leadership team. Basic understanding of financial management, supply chain risk management and internal audit. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely.

DUTIES : Monitor the submission of MFMA related reports. Review implementation of the Internship programme in line with the National Treasury Regulations. Review compliance with s75 of the MFMA. Co-ordinate Municipal fora/workshops in terms of venues and facilities. Provide administrative support.

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

POST 14/70 : **ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSCON) REF NO: LPT/179**
Directorate Financial Accounting
Re-advertisement

SALARY : R376 596 per annum (Level 9)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Financial Accounting or related fields will be an added advantage. Three (3) year's relevant working experience within Financial Management/Financial Systems. BAS Training Certificates. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Planning and Organizing. Client service orientation. Organizational communication effectiveness. Self-management. Change management. People Management and Empowerment Problem solving and analysis. Financial Management. Honesty and Integrity. Knowledge And Skills: Extensive knowledge of Public Finance Management Act (PFMA), National Treasury Regulations and guidelines. Knowledge of Economic Reporting Framework, Standard Chart of Accounts and Government Accounting Standards (GRAP). Understanding of Departmental processes, policies and procedures. Knowledge of Basic Accounting System. Computer literacy.

- DUTIES** : Ensure that the BAS System is effectively maintained, including transaction processing rules, item processing rules, item function rules, parameters and linking users to printers and the facilitation of 3rd party interfaces. Provide access control for users in functional areas such as security profiles, group profiles and resetting of passwords. Setting up of the security process which include the creation of functional groups, User IDs and workflow groups. Preparation of Conversions from the previous financial system to the new one. Create and maintain user accounts in the Department. 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. Adherence to the latest BAS notices as published on the BAS website to ensure procedures are adhered to. 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 Conny Kgadima Tel No: (015) 298 7000
- POST 14/71** : **ASSISTANT DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO: LPT/348**
Directorate SCM Governance & Compliance
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 9)
: Head Office - Polokwane
: An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Supply Chain Management/Logistics/Purchasing Management / Financial Management or related fields will be an added advantage. Three (3) years' relevant working experience within Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: People Management and Empowerment. Problem solving and analysis. Honesty and Integrity. Planning and organizing. Problem solving and decision making. Financial management. Self-management. Team membership. Client orientation and customer focus. Knowledge and Skills: Supply Chain Management Policies, Legislation, Regulations and Supply Chain Management Policies and Practices. Extensive knowledge of Public Finance Management Act (PFMA), National Treasury Regulations and guidelines, Preferential Procurement Policy Framework Act (PPPFA).
- DUTIES** : Conduct Research. Assist in the development of SCM Policies (Practice Notes, Guidelines and Circulars). Conduct SCM Compliance Assessments (Monitoring Visits & Assessment of bid documents). Provide advice to institutions. Conduct Workshops (in-house capacity building workshops). Arrange SCM Forums. Management and publication of the Provincial Tender Bulletin and eportal. Advertisement of bids Bulletin and eportal. Analyse procurement plans and deviation reports. Preparation of various reports. Conduct assessment of bid documents prior advertisement. Assisting in the development of Supply Chain Management Policies (Practice Notes, guidelines and Circulars).
- ENQUIRIES** : Ms Conny Kgadima Tel No: (015) 298 7000
- POST 14/72** : **SENIOR ADMINISTRATION OFFICER SCM CLIENT SUPPORT CAPRICORN SUPPLY CHAIN MANAGEMENT SERVICE REF NO LPT/365**
Directorate SCM Client Support
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 8)
: Head Office - Polokwane
: An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Public Administration/Public Management/or related fields will be an added advantage. Two (2) years' relevant working experience within Supply Chain Management support. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Good communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Organizing skills. Reporting skills. Conflict management. Leadership skills. Knowledge and Skills: Knowledge of Supply Chain Management Framework, PPPFA of 2000, its accompanying regulations, BBBEE Act and its Codes and Treasury Regulations.
- DUTIES** : Provide tendering advisory support services to SMMEs. On-line registration of suppliers on the National Central Supplier Database. Keep and maintain internal control registers.

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

POST 14/73 : **TRANSPORT OFFICER REF NO: LPT/209**
Directorate Supply Chain Management

SALARY : R316 791 per annum (Level 8)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Transport Management/Logistics or related fields will be an added advantage. Two (2) years' relevant working experience within Logistics /Fleet Management. Valid vehicle driver's license (with exception of persons with disabilities). Competencies: Planning and organizing. Problem solving and decision making. Financial management. Self-management. Team membership. Client orientation and customer focus. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Supply Chain Management Prescripts, Assets Management Framework and other relevant government Human Resource. Computer Literacy. Good understanding of applicable Logistics, Transport Management, Supply Chain Management prescripts, Asset Management Framework, Public Finance Management Act and Treasury Regulations.

DUTIES : Plan, co-ordinate allocation and utilization of fleet within the Department. Facilitate the licensing and registration of State Vehicles. Facilitate for the maintenance and repairs of State Vehicles. Attend to applications for authority to drive State Vehicles. Allocate and inspect State vehicles. Prepare payments for running costs, maintenance, transits costs and car wash services for State vehicles. Prepare monthly reports for the usage of fleet. Handle accident related matters on State Vehicles. Ensure that all registers are kept up to date (e.g. asset register, accident register, disposal register).

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

POST 14/74 : **CLEANER REF NO: LPT/133**
Directorate Records & Auxiliary Services

SALARY : R102 534 per annum (Level 2)
CENTRE : Head Office - Polokwane
REQUIREMENTS : AET Certificate (Adult Education Training) or Grade 10. Relevant working experience in Cleaning Environment. Certificate in cleaning will be added advantage. Competencies: Ability to operate cleaning machines e.g. vacuum cleaner. Ability to work under pressure, good communication and interpersonal skills. Ability to read and write.

DUTIES : Perform cleaning services of routine nature. Perform cleaning tasks e.g. sweeping, scrubbing and mopping of floors. Cleaning of offices, passage/corridors and windows; Cleaning, dusting and polishing of furniture in offices. Cleaning of carpets in offices, passages/corridors and boardrooms. Cleaning of the building's exterior/surroundings i.e. cleaning parking bays and related external areas etc. Checking and emptying of dustbins in offices, corridors and other related areas within the departmental complexes. Refilling of water bottles (i.e. Aqua- coolers and Urns) placed in various areas within departmental complexes. Taking care of equipment's like microwaves and fridges in kitchens and offices in the department and report dysfunctionality of such equipment's.

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