

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

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 18 September 2020 at 16h00
- NOTE** : The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) will be subjected to a compulsory competency-based assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All applicants applying for an SMS post are required to obtain a pre-entry certificate for Senior Management Service (SMS) post. The full details can be sourced from the following link: [https://www.thensg.gov.za/training-course/sms\\_pre-entry\\_programme/](https://www.thensg.gov.za/training-course/sms_pre-entry_programme/). Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days, seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Applicants are requested to visit the Office of the Premier website for additional information on the post.

**MANAGEMENT ECHELON**

- POST 20/183** : **CHIEF DIRECTOR: PROVINCIAL COMMUNICATION SERVICES REF NO: OTP: 09 / 20 / 01 (X1 POST)**  
Branch: Stakeholder Management
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (all-inclusive package) (Level 14)  
: Polokwane (Head Office)  
: NQF Level 7 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Communication Studies, Media Studies and Journalism) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' experience in the field and with five (5) years' experience at a Senior managerial level. A valid vehicle driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Manage research and media liaison services. Improve capacity and efficacy of the Chief Directorate to deliver quality services. Manage corporate communication in the Province. Coordinate, monitor and evaluate implementation of the Provincial Communication Strategy. Provide strategic support and leadership to Communication Services in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S or Mr. Chidi CS at Tel No: (015) 287 6027 / 6293 / 6441 / 6665 / 6308 respectively.

- POST 20/184** : **CHIEF DIRECTOR: STRATEGIC HUMAN RESOURCE MANAGEMENT REF NO: OTP: 09 / 20 / 02 (X1 POST)**  
Branch: Institutional Development Support
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (all-inclusive package) (Level 14)  
: Polokwane (Head Office)  
: NQF Level 7 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Public Administration, HRM, Human Resource Development) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' experience in the field and with five (5) years' experience at a Senior managerial level. A valid vehicle driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Coordinate, monitor and evaluate implementation of Human Resource Management Practices in the Provincial Administration. Coordinate, monitor and evaluate implementation of Organizational Work-study and Job Evaluation in the Provincial Administration. Coordinate Labour Relations Services in the Provincial Administration. Coordinate Labour Relations Services in the Provincial Administration. Coordinate and monitor Employee Health and Wellness Programmes in the Provincial Administration. Coordinate and manage Career incidents of all Provincial Heads of Departments. Coordinate monitor and support the implementation of Human Resource, Labour Relations and Employee Health and Wellness policies, prescripts and programmes in all Provincial Departments. Standardise the implementation of Human Resource, Employee Health and Wellness, Organisational Work-study and Job Evaluation in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S or Mr. Chidi CS at Tel No: (015) 287 6027 / 6293 / 6441 / 6665 / 6308 respectively.
- POST 20/185** : **CHIEF DIRECTOR: PROVINCIAL HRD STRATEGY AND POLICY REF NO: OTP: 09 / 20 / 03 (X1 POST)**  
Branch: Institutional Development Support
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (all-inclusive package)  
: Polokwane (Head Office)  
: NQF Level 7 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Public Administration, HRM, HRD, Strategic Management) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' experience in the field and with five (5) years' experience at a Senior managerial level. A valid vehicle driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Ensure the provision of strategic direction on the implementation of HRD strategy and policy within and outside the Provincial Administration. Ensure the coordination of Public Sector HRD Programmes across Provincial Departments. Ensure the coordination and manage Human Capital Investment and Research and youth skills development. Ensure the coordination of Performance Management Development System in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S or Mr. Chidi CS at Tel No: (015) 287 6027/6293 / 6441 / 6665 / 6308 respectively.