

PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE

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 this post. The candidature of persons whose transfer / promotion/appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane. Applications can also be e-mailed to vacancies@ledet.gov.za. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.ledet.gov.za/ / www.dpsa.gov.za/.
- CLOSING DATE** : 16 October 2020
- NOTE** : 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 this post will be provisional, pending the issue of a positive security clearance. Therefore the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. 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 six (6) 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. 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 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. The successful candidate should be in possession of the Senior Management Pre-entry Programme Certificate offered by the National School of Government. The course is available at the NSG under the name "Certificate for entry into the SMS" and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.

MANAGEMENT ECHELON

<u>POST 23/154</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: C2/20/1</u> Chief Directorate: Financial Management
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum (An all-inclusive remuneration package) (Level 14). Note: 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
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An undergraduate qualification (NQF 7) in Financial Management / Accounting or related field as recognized by SAQA; Five (5) years' experience at senior managerial level; Completion of the pre-entry certificate for Senior Management Services (SMS) is a mandatory requirement; Valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge of PFMA, legislation, policies, frameworks and relationship between different spheres of government in terms of DORA (Division of Revenue Act); Track record in preparing and management of strategic business plans, budgeting, expenditure and revenue would be an added advantage; Work ranges and procedures of managerial functions, finance, human resource matters, planning and organizing; Compilation of reports; Research and analyzing; Expenditure monitoring and evaluation; Management skills at senior level and a demonstrated capacity to interpret, analyse and present complex financial information; Financial and Risk analysis skills; Ability to interpret and apply policies; Economic and analysis skills; Financial management skills.
<u>DUTIES</u>	:	Managing the finance of the department; provide timely and accurate relevant, complete and suitable presentable financial results and trends in line with the PFMA and Treasury Regulations; Making contributions to financial aspects of the strategic planning process; Meeting external reporting and legal requirements (e.g. monthly reports and annual financial statements); Developing and maintaining systems of control which comply with prescribed norms; Manage transfers of funds to Parastatals and Municipalities; Provide sound budgeting control and financial management advice to the Accounting Officer; Ensure that the risks of the department are identified and adequately mitigated; Establish supply chain management system that is fair, equitable, transparent, competitive and cost effective. The interpretation and implementation of Branch strategy; Develop policies, design planning frameworks and guidelines to operationalise strategy; Managing functions of Directors and Components (ensure resources are available, financial management etc); Performance/Standards/Policies / M&E.
<u>ENQUIRIES</u>	:	Mrs S Pelsers Tel No: (015) 293 8678

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer.

Women and people living with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Department of Public Works, Roads and Infrastructure, Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
<u>FOR ATTENTION</u>	:	Acting Director HR Services Tel No: (015) 284 7466
<u>CLOSING DATE</u>	:	23 October 2020
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za . Applications must be completed in full, accompanied by certified copies of identity documents, valid driver's license (where applicable), educational qualifications 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 SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests

in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Due to a large number of application we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Administrative Justice Act.

MANAGEMENT ECHELON

<u>POST 23/155</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: S4/1/04/2020/01</u> Directorate: Office of the Chief Financial Officer
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Financial Management as recognised by SAQA. Minimum 5 – 10 years' working experience in the financial management environment with a minimum of five (5) years at middle management level. A valid driver's license, with the exception of applicants with disabilities. Competencies: Strategic capability and leadership, Programme and Project Management. Change management. Financial Management. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Communication. Knowledge of the PFMA and Treasury Regulations. Knowledge and understanding of accounting standards and practices, including International Financial Reporting Standards (IFRS). Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP).
<u>DUTIES</u>	:	Manage the provision of purchases, accounts and payments. Control and monitor departmental expenditure. Manage the purchasing process such as issuing department orders. Monitor timeous payment of service providers. Manage payment processing. Manage payment of vouchers. Negotiate with the service providers on delayed payments due to problems with regard to financial systems (e.g. when the systems are off-line). Manage relationship with diverse stakeholders at a strategic level (e.g. banks, contractors, donor funders, Auditor General and Treasury) Manage departmental payroll services. Manage the provision of salary related payments and allowances on Persal system, e.g. overtime, rural allowances, S&T claims etc. Manage termination services. Manage salary deduction. Manage all requisite tax reconciliations. Manage and coordinate the provision of bank reconciliation services. Manage and monitor clearing of bank consolidated accounts. Manage and monitor clearing of suspense accounts. Manage monthly closure of books of accounts. Manage and monitor the interface of deduction control account. Manage and process journals. Manage bookkeeping services. Manage annual cash-flow and preparation of annual financial statement. Liaise with Auditor-General, Provincial Treasury, and Financial institution, Internal Audit and National and Provincial Treasury. Manage allocation of departmental liabilities. Manage electronic bank rejection and re-issuing of payments. Manage and utilize resources (human, financial and equipment). Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilization of budget. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilization of human resources. Maintain the discipline environment. Facilitate and ensure the development of job descriptions of supervisees.
<u>ENQUIRIES</u>	:	Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, and Mr. Mathume Mabilo at Tel No: (015) 284 7353/7586/7663/7606/7607/7627.

<u>POST 23/156</u>	:	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S4/1/04/2020/02</u> Directorate: Office of the Chief Financial Officer
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Financial Management as recognised by SAQA. Minimum of 5-10 years' working experience in a financial management environment with a minimum of five (5) years at middle management level. A valid driver's license, with the exception of people with disabilities. Competencies: Strategic capability and leadership, Programme and Project Management. Change management. Financial Management. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Communication. Knowledge of the PFMA and Treasury Regulations. Knowledge and understanding of accounting standards and practices, including International Financial Reporting Standards (IFRS). Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP).
<u>DUTIES</u>	:	Manage the provision of budgetary services. Manage development of MTEF and adjustment budget for departmental programs. Develop and maintain the cost estimates database and forecasting models. Develop and implement a reprioritization plan. Assist and plan the department's annual budget process/ compilation. Analyse the department budgets to determine compliance to policies, principles and credibility. Determine annual budget allocation per function. Monitor and ensure measurable objectives and service delivery indicators in the departmental conditional grant budget. Advise the department on budget, revenue and expenditure trends, inclusive of putting together budget and revenue statement. Manage budget in line with Medium Term Expenditure Framework (MTEF) and Annual budget processes. Monitor that funds are spent effectively, efficiently and accounted for. Oversee and manage the drawing of the Departmental Revenue Budget. Monitor integration and synergy of budget priorities and assist in line with the Department's priorities. Manage the provision of revenue services. Analyse departmental revenue budgets to determine credibility and achievability. Control and monitor departmental expenditure. Manage and monitor monthly closure of books. Monitor and implement systems control. Monitor and ensure effective management of financial systems. Monitor the implementation and maintenance of financial systems. Monitor and manage interlinked system reports. Manage maintain and implement security measures. Manage the provision of system user support and training. Manage departmental debt management services for general and rental debt. Develop strategies and systems to recover debt to the department. Monitor monthly reconciliation of debt register. Liaise with legal services for irrecoverable debt and make recommendations for writing-off of irrecoverable debt outside the approved threshold. Manage the coordination of inter-related functions e.g. creation and linkage of staff debts on PERSAL system. Manage and utilise resources (human, financial and equipment). Facilitate the formulation and manage component's budget. Monitor and report on the expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance of and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain a disciplined environment. Facilitate and ensure the development of job description of supervisees.
<u>ENQUIRIES</u>	:	Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, and Mr. Mathume Mabilo at Tel No: (015) 284 7353/7586/7663/7606/7607/7627.