

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 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.

CLOSING DATE : 25 June 2021

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. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be considered. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels of ranks pertaining to experience as compared to the Public Service, as well as at least 3 contactable references; (2) a copy of the applicants South African ID document; (3) a copy of the applicants drivers license; (4) a copy of Grade 12 certificate and all tertiary qualifications mentioned in the CV; (5) a SAQA verification report for foreign qualification. It is the applicants responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The certification of all attachments may NOT be older than six (6) months. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. 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. 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. 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 department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. A Pre-entry Certificate obtained from the National School of Government (NSG) is required for all SMS posts. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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. 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 19/144** : **DIRECTOR REF NO: C1/21/1**
Directorate: Transformation
- 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) as recognized by SAQA; An undergraduate qualification (NQF7) in Psychology / Industrial Psychology / Human Resource Management / Social Science or related field as recognized by SAQA will be an added advantage; Registration with a relevant professional statutory bodies; Five (5) years' experience at senior managerial level in Transformation / Employee Health and Wellness / Special Programmes; 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; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client orientation and customer focus; communication. Knowledge and Skills: Knowledge of EAP matters; Counselling skills; Interviewing skills; Planning and organizational skills; Research skills; Co-ordination skills; Decision making skills; Conflict management skills; Planning and organizational skills; Knowledge and understanding of policy analysis, development and interpretation; Development and implementation of policies; Composition and functioning of the public sector; Research and evaluation processes and procedures; Course design; HR policies; OHS Act and Regulations, HIV and AIDS policies; Batho Pele principles and the White Paper on Transformation; Transformation in the Public Service; Interpretation and analyses of Acts.
- DUTIES** : Provide strategic direction for the directorate; Provide employee health services; Develop and review policies and procedures related to Employee Health and Wellness and Special Programmes (EWH & SP); Develop EHW & SP programmes and initiatives; Human Resources Management and capacity development; Manage and facilitate the provision of transformation and special programmes; Manage and facilitate HIV & AIDS, TB programmes and develop the strategies for implementation; Manage and facilitate the provision of Employee Assistance Programmes (EAP); Ensure improvement and service delivery by developing Service Delivery Improvement Policy; Coordinate Service Delivery Improvement Plans in the department; Develop departmental policies and strategies on gender issues; Develop departmental guidelines and strategies on service delivery;

Ensure the implementation of the Batho Pele Change Management Programme; Manage Special Programmes; Monitor the implementation of Employee Equity Plan; Coordinate Diversity Management Programmes; Conduct research on analysis of departmental policies and procedures on Employment Equity; Development of an action plan for gender mainstreaming; Develop capacity building programmes to address social problems experienced by women; Ensure the achievement of operational targets; Manage others and projects ensuring that all contribute towards achievement of departmental goals; Develop Guidelines / Practices / Frameworks / M&E.

ENQUIRIES

:

Mrs S Pelsler Tel No: (015) 293 8678