

**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** : 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](mailto:vacancies@ledet.gov.za)
- CLOSING DATE** : 23 September 2021
- NOTE** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: 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. Note: 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](http://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. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the applicants responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. If certified, 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. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.ledet.gov.za](http://www.ledet.gov.za) / [www.dpsa.gov.za](http://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.

#### **OTHER POST**

- POST 31/208** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER (PERMANENT) REF NO: C3/21/1**  
Directorate: MEC's Private Office
- SALARY** : R733 257 – R863 748 per annum (Level 11), (An all-inclusive remuneration package)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An appropriate NQF 7 qualification in Public Administration or equivalent as recognized by SAQA; Three (3) to five (5) years' experience at management level; A valid drivers license (with exception with people with disabilities). Core And Process Competencies: Broad knowledge and understanding of the functional areas covered by the Member of the Executive Council (MEC) portfolio; Proven management competencies; Working knowledge of the political and parliamentary processes in South Africa; Computer literacy. Knowledge and Skills: Organizational communication effectiveness; Problem analysis; Self-management; Budgeting and Financial management; Customer focus and responsiveness; Developing others; Planning and organizing; Problem solving and decision-making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Manage the administrative and coordination activities within the office of the Member of the Executive Council (MEC); Liaise with internal and external role players with regard to matters relating to the portfolio of the Member of the Executive Council (MEC); Render a executive council support service to the Member of the Executive Council (MEC); Supervise employees.
- ENQUIRIES** : Mrs S Pelser Tel No: (015) 293 8678