

**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** : 05 March 2021 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.

**MANAGEMENT ECHELON**

- POST 06/211** : **CHIEF DIRECTOR: PROVINCIAL COMMUNICATION SERVICES REF NO: OTP: 01/21/01 (X1 POST)**  
Branch: Stakeholder Management  
Re-Advertisement (Previous applicants should re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (all-inclusive package)  
: Polokwane (Head Office)  
: NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Senior Management Services (SMS) level. Qualification in Communication Studies, Media Studies and Journalism will be an added advantage. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Provide Human Resource Management Services. Manage Departmental Records, Facilities and Auxiliary Services. Manage HRD, PMDS and Employee Health and Wellness Programme. Monitor the Management of Information Communication Technology (ICT) Infrastructure and Security Services.
- ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

- POST 06/212** : **DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: OTP: 01 / 21 / 02 (X1 POST)**  
Chief Directorate: Financial Management
- SALARY** : R1 057 326 per annum (Level 13) (all-inclusive package)  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Qualification in Financial Management, Financial Accounting or Commerce will be a requirement. A valid driver's license with the exception of People with Disability.
- DUTIES** : The successful candidate will be required to: Manage payment of salaries and related claims. Manage payment of creditors and other general accounts.
- ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.
- POST 06/213** : **DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 01 / 21 / 03 (X1 POST)**  
Chief Directorate: Transformation
- SALARY** : R1 057 326 per annum (Level 13) (all-inclusive package)  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Qualification in Social Sciences and Public Management will be an added advantage. A valid Driver's License with the exception of People with Disability.
- DUTIES** : The successful candidate will be required to: Provide leadership and high-level of strategic direction and policy in the directorate. Manage the development and conducting of research and policy development. Manage, promote and support projects and programs. Develop and maintain good relations within the departments and all stakeholders.
- ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.
- POST 06/214** : **DIRECTOR: HUMAN CAPITAL INVESTMENT AND RESEARCH REF NO: OTP: 01 / 21 / 04 (X1 POST)**  
Chief Directorate: Provincial HRD Strategy and Policy
- SALARY** : R1 057 326 per annum (Level 13) (all-inclusive package)  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Qualification in Commerce, HRM, HRD or Training will be an added advantage. A valid Driver's License with the exception of People with Disability.
- DUTIES** : The successful candidate will be required to: Assist in the coordination of the development, review and implementation the Provincial HRD Strategy. Conduct research on the skills required by the Provincial economy. Assist in the coordination of the skills required by Special Integrated Projects and Special Economic Zone areas. Coordinate and manage partnerships with various stakeholders, e.g., SETAs, Private Sectors, NGOs, Training providers, National and provincial departments, etc. Facilitate skills development with various stakeholders for the youths in the province. Mobilize financial resources for youth development in the province. Facilitate for research in the skills relevant for job market in the province. Develop a database for skills required by the Provincial economy.
- ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

**POST 06/215** : **DIRECTOR: RECORDS AND FACILITIES MANAGEMENT SERVICES (WORK ENVIRONMENT) REF NO: OTP: 01 / 21 / 05 (X1 POST)**  
Chief Directorate: Administration Support

**SALARY** : R1 057 326 per annum (Level 13) (all-inclusive package)  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level. Certificate in Records and Knowledge Management will be an added advantage. A valid driver's license with the exception of people with disability.

**DUTIES** : Oversee Departmental HR, General Records and Knowledge. Oversee Facilities and Auxiliary services. Oversee implementation of the Promotion of Access to Information Act.

**ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

#### OTHER POST

**POST 06/216** : **CHIEF GIS PROFESSIONAL GRADE A: GIS REF NO: OTP: 01 / 21 / 06 (X1 POST)**  
Chief Directorate: Geographical Information System, Policy, Research and Development

**SALARY** : R898 569 per annum (all-inclusive package) (OSD)  
**CENTRE** : Polokwane (Head Office)  
**REQUIREMENTS** : NQF Level 7 (Bachelor's Degree / Postgraduate Diploma in GIS requiring a minimum period of study of four years in the related field e.g. Geo-informatics and Geographical studies) as recognized by the South African Qualifications Authority (SAQA). Minimum of six (6) years' experience in the relevant field (GISc Production, Grade A, B or C) is required. Compulsory registration with PLATO as a GISc Professional. A valid driver's license with the exception of people with disability.

**DUTIES** : The successful candidate will be required to: Provide strategic direction and leadership in the unit. Ensure the establishment and maintenance of Geo-Database and Website. Provide technical and functional GIS support to departments and municipalities. Manage Mapping services.

**ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: (015) 287 6293 / 6441 / 6665 / 6027 respectively.

#### DEPARTMENT OF SOCIAL DEVELOPMENT

*The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.*



**APPLICATIONS** : Applications should be addressed to, The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building. Ground Floor, Office no 30. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications.

**CLOSING DATE** : 12 March 2021 at 16h00  
**NOTE** : All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. Shortlisted applicants will be required to provide their original IDs on the day of the interviews for verification purposes. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as 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. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the

above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. NB: These positions will be filled on a three (03) years contract.

#### **OTHER POST**

- POST 06/217** : **SOCIAL WORK SUPERVISOR: GRADE 1 REF NO: DSD/2021/01 (X1 POST)**  
DSD Provincial Office: Early Childhood Development
- SALARY** : Grade 1: R384 228 + 37% In Lieu of Benefits  
**CENTRE** : Polokwane  
**REQUIREMENTS** : An undergraduate (NQF level 7) in Social Work as recognised by SAQA. Seven (07) years' experience as a Social Worker. Experience in the field of ECD and Partial Care will serve as an added advantage. Registration with South African Council for Social Service Professions (SACSSP). Valid driver's licence. Knowledge: Skills and Competencies: Knowledge of ECD Conditional Grants. Education and Social Development strategies and programmes pertaining to ECD. Government policies and approach to ECD. Programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Planning and organising skills. Policy implementation skills. Business ethics skills. Computer Literacy.
- DUTIES** : Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centres.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4426