

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

- APPLICATIONS** : The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.
- FOR ATTENTION** : Ms. Suzan Mahlase / Mr. Junior Maboya / Ms. Moipone Mathole
- CLOSING DATE** : 24 March 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidates will be subjected to a security clearance. The successful candidates must be willing to sign an oath of secrecy with the Department. All shortlisted candidates for these 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. The successful candidates will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. 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 assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme).
- ERRATUM:** Kindly note that the post of Chief Director: Provincial Communication Services with Ref No: OTP 01/21/01 advertised in Public Service Vacancy Circular 06 dated 19 February 2021, the responsibilities of the post was advertised with the incorrect responsibilities, the correct responsibilities are as follows: 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. The closing date for the post of Chief Director: Provincial Communication Services has been extended to the 19 March 2021 at 16h00.

## MANAGEMENT ECHELON

<b><u>POST 07/141</u></b>	:	<b><u>HEAD OF DEPARTMENT: SPORT, ARTS &amp; CULTURE REF NO: OTP/03/21/01</u></b> (Five (5) Years Fixed Term Contract)
<b><u>SALARY</u></b>	:	R1 521 591 per annum (SMS Grade D, Salary Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
<b><u>CENTRE</u></b>	:	Polokwane: Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Sport/ Arts / Culture will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.
<b><u>DUTIES</u></b>	:	The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic direction to ensure efficient, effective and developmental support oriented system in the following: Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:- Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Institutional integration and integrated governance, Arts, culture, museum, heritage and language services promoted, improve access to library and archive information and Sport and recreation programmes implemented. Render administrative and technical advisory support to the Executing Authority. Promote inter and intra-government relations and represent the department in various fora. Direct support to the MEC. Provide strategic leadership of the Department. Regional Integration Implementation of MISS. Managing a corporate/enterprise through leading people and task execution management. Design Strategic Planning Frameworks.
<b><u>ENQUIRIES</u></b>	:	Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360
<b><u>POST 07/142</u></b>	:	<b><u>HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF TRANSPORT &amp; COMMUNITY SAFETY REF NO: OTP/03/21/02</u></b> (Five (5) Years Fixed Term Contract)
<b><u>SALARY</u></b>	:	R1 521 591 per annum (SMS Grade D Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A post graduated qualification in Transport Management/Policising will be an added advantage; Valid driver' license (exempting applicants with disabilities). Core and Process Competencies: Strategic

Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

**DUTIES**

: Provide strategic leadership and direction to ensure efficient, effective and developmental support oriented system in the following: Establishing and implementing the strategic direction of the department to ensure alignment with departmental strategic objectives; Monitor and ensure the implementation of the strategic and business plans; Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include: Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review; Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy; Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Regulate and monitor transport services through transport licensing, public transport monitoring and intensified traffic law enforcement operations; Develop and implement transport and infrastructure plans and ensure such plans support current and future growth of the transport sector; Provide provincial police oversight services, establish and maintain partnerships with community safety stakeholders; Promote economic development through effective and efficient transport development and transport operator empowerment programs; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks.

**ENQUIRIES**

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