

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Applications should be forwarded to the Head of Department; Department of Agriculture and Rural Development; Private Bag X9487; Polokwane 0700 or be Handed in at Office 48, Temo Towers Floor 2 at 67/69 Biccard Street; Polokwane 0699
- CLOSING DATE** : 30 July 2021 at 16H30
- NOTE** : The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Applications should be submitted on the prescribed New 2021 Z83 form (Obtainable from any Public Service Department by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application should be accompanied by a recent updated comprehensive Curriculum Vitae (CV) with experience or on the Internet at www.gov.za). Each application for employment (Z83 form) must be duly signed and initialed comprehensively detailed, i.e. positions held and dates). Applicants must submit copies of qualifications; identity document and driver's license and other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interviews. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You Are Kindly Requested To Complete Part A, B And C Of The Z83 In Full. Applications received after the closing date, faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 55 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

**OTHER POST**

- POST 25/358** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER: OFFICE OF THE MEC SUPPORT SERVICES REF NO: LDARD 01/2021**
- SALARY** : R733 257 per annum, (An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
- CENTRE** : Head Office: Office of the MEC Support Services.
- REQUIREMENTS** : An appropriate Degree or equivalent qualification in Public Management/Human Resource Management or equivalent qualification at NQF level 7 as recognised by SAQA. 3-5 years' experience at management level. 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. A valid driver's license (Attach copy). Knowledge, Competencies and Skills: Organizational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem Solving and Decision-Making, Project Management and Team Leadership.

**DUTIES** : Manage the administrative and coordination activities within the office of the Member of the Executive Council (MEC). Liaise with internal and external roleplayers with regard to matters relating to the portfolio of the Member of the Executive Council (MEC). Render a Cabinet/executive council support service to the Member of the Executive Council (MEC) Governance. Supervise employees.

**ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Mrs. Thema T.M Tel No: (015) 294 3000

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** : The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at Mowaneng Building, No. 40 Hans Van Rensburg Street in Polokwane at Office No. A013, General Records (Registry), Ground floor; Emailed to Maboyaj@premier.limpopo.gov.za

**FOR ATTENTION** : Ms. Suzan Mahlase / Mr. Junior Maboya, Ms M Mathole

**CLOSING DATE** : 12 August 2021

**NOTE** : Applicants must submit copies of qualification, Identity Document and Drivers license. Submission of certified copies will be limited to shortlisted candidates. Please clearly indicate the reference number of the position which you are applying for. All shortlisted candidates will be subjected to security clearance. The appointment is subjected to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidate must be willing to sign an oath of secrecy with the Department; Foreign nationals are requested to attach SAQA accreditation or any accredited service provider of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. 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; Candidates who previously applied need not re-apply as their applications will be taken into consideration; 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 01 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); All shortlisted candidates for these post 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 candidate 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 a candidate 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. The recommended candidate will be subjected to security clearance procedures; Applications must be emailed/ submitted on or before the closing date and no late applications will be accepted. Failure to comply with the above will result in immediate disqualification.

## MANAGEMENT ECHELON

<b><u>POST 25/359</u></b>	:	<b><u>HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY REF NO: OTP/25/21/01</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 Head of Department 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 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least eight to ten (8-10) years of experience at a senior management level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996); Post graduate qualification in Transport Management/Policing will be an added advantage; Valid driver's licence (with the exception of applicants with disabilities); 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; Personal Attributes: Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Conflict Resolution.
<b><u>DUTIES</u></b>	:	The successful candidate will be the Head of Department and Accounting Officer responsible for: 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; Leadership and Management Strategy.
<b><u>ENQUIRIES</u></b>	:	Ms. Suzan Mahlase Tel No: 015 287 6030/ Mr. Junior Maboya Tel No: 015 287 6290/Ms M Mathole Tel No: 015 287 6360