

**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** : 26 November 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. 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 40/142** : **CHIEF DIRECTOR: PGITO REF NO: OTP: 09 / 21 / 01 (X1 POST)**
Branch: Institutional Development Support
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. ICT, ICT Governance and E-Governance will be an added advantage. Five (5) years' experience at a Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Ensure the provision of strategic advice, support and implementation of ICT strategy. Ensure negotiations and management of transversal vendor contracts. Ensure the implementation of Records Management. Ensure the implementation of knowledge and information management.
- ENQUIRIES** : should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM at Tel No: 015 287 6665 / 6027 / 6293 / 6441 respectively.

- POST 40/143** : **DIRECTOR: PREMIER'S ADVISORY COUNCIL (BUSINESS) SECRETARIAT - PEGAC - REF NO: OTP: 09 / 21 / 02 (X1 POST)**
Branch: Stakeholder Management Coordination
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. Social Sciences and Economics will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Coordinate and Support the Premier's Economic Growth Advisory Council (PEGAC) and its Technical Working Groups (TWGs). Serve as the Secretariat of PEGAC and its TWGs. Provide support in the consolidation and mainstreaming of the inputs of PEGAC and its TWGs into the Limpopo Development Plan (LDP), the Executive Council (EXCO) of the Province and its Clusters. Support the projects and programmes identified as the 5-year plans of the respective TWGs. Interact with high profile members of PEGAC in the persons of Members of EXCO, Private Sector individuals, Academic Institutions Lecturers, Civil Society members, Labour Unions etc. Manage the staff, funds and operations in the Premier Economic Growth Advisory Council Secretariat Directorate.
- ENQUIRIES** : should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM at Tel No: 015 287 6665 / 6027 / 6293 / 6441 respectively.
- POST 40/144** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 09 / 21 / 03 (X1 POST)**
Branch: Institutional Development Support
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. Organisational Development, Operations Management, Human Resources Management or Business Administration will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Provide strategic direction on the implementation of Organizational Work-study within the Provincial Administration. Coordinate, Monitor and Evaluate Organization and work-study services within the Provincial Administration. Coordinate, Monitor and Evaluate and Job Evaluation within the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM at Tel No: 015 287 6665 / 6027 / 6293 / 6441 respectively.
- POST 40/145** : **DIRECTOR: LABOUR RELATIONS COORDINATION REF NO: OTP: 09 / 21 / 04 (X1 POST)**
Branch: Institutional Development Support
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. Labour Relations, Industrial Relations, Human Resources Management, Bachelor of Law (LLB) or Labour Law will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Ensure coordination and implementation of collective agreements, Council and Chamber Resolutions in the

ENQUIRIES

Provincial Administration. Ensure coordination and representation of the employer in collective bargaining and Labour Relations consultive Forums. Conduct and manage collective bargaining and Labour Relations forums at both National and Provincial Level. Oversee coordination of capacity building on the Grievance Rules and Disciplinary Code and Procedure in the Provincial Administration.

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