

**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** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Acting Head of Department: 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.
- CLOSING DATE** : 01 July 2022
- NOTE** : 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. All costs associated with an application will be borne by the applicant. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?" then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14). For Management Echelon posts: 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 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 Department. Following the interview and technical exercise, the selection panel will recommend a candidate(s) 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. 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.

#### **MANAGEMENT ECHELON**

- POST 20/200** : **CHIEF DIRECTOR REF NO: C3/22/1**  
Directorate: Business Regulations and Governance
- SALARY** : R1 269 951 – R1 518 396 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane  
: An undergraduate qualification (NQF 7) in Economics / Business Studies / Management Studies / Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation. Forward planning and strategic thinking. Problem solving and decision-making.
- DUTIES** : Develop and facilitate policy and strategic and business plans. Provide leadership on the promotion of a healthy and fair-trading environment within the liquor industry. Facilitate and oversee business regulations. Promote and co-ordinate the provision of consumer protection services. Provide co-ordination, integration and interaction with national and local partners and stakeholder. Provide support services and facilitate compliance with the Liquor Board, Gambling Board and Consumer Court to relevant legislations.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 20/201** : **CHIEF DIRECTOR REF NO: C3/22/2**  
Directorate: Enterprise Development
- SALARY** : R1 269 951 – R1 518 396 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane  
: An undergraduate qualification (NQF 7) in Economics / Business Studies / Management Studies or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Valid driver's license (with exception

		of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation. Forward planning and strategic thinking. Problem solving and decision-making.
<b><u>DUTIES</u></b>	:	Develop Enterprise policies, strategies and business plans. Provide leadership and co-ordination in the implementation of enterprise strategies and plans. Promote and support SMME and Cooperatives. Provide leadership and monitoring of entrepreneurship training, development and marketing services. Interpretation and implementation of Branch strategy. Develop policies. Design planning frameworks and guidelines to operationalise strategy. Manage functions of Directors and Components. Ensure resources are available, Financial management, etc. Performance / Standards / Policies / M&E.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelsel Tel No: (015) 293 8678
<b><u>POST 20/202</u></b>	:	<b><u>DIRECTOR REF NO: C3/22/3</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R1 073 187 – R1 264 176 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane An undergraduate qualification (NQF7 level) in Supply Chain Management / Logistics / Financial Management / Accounting / Purchasing or equivalent as recognized by SAQA; Five (5) years of experience at middle/senior managerial level; A valid drivers license (with exception with people with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Skills and Knowledge: Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation; Computer literacy; Excellent verbal and written communication skills; Problem solving, analytical skills and computer literacy; Knowledge of LOGIS and BAS; Strong planning and coordination abilities; Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Public Service, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Manage the procurement of goods and services within the department (provide demand, acquisition, purchasing, contract, stores, warehouse and asset management); Manage demand analysis process in the department; Manage the implementation of the Departmental Annual Procurement Plans; Ensure compliance with Supply Chain Management Legislative Framework; Prepare monthly management reports on procurement and SCM Performance and provide early warning signs to management; Management of the Directorate staff and budget; Management of the Departmental Asset Register (including all the State Owned Nature Reserves); Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services; Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations; Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan; Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action; Monitor SCM supplier performance and complaints register; Manage strategic sourcing; Support the

various departmental Bid Specification, Evaluation and Adjudication Committees; Ensure the implementation of all procurement processes and procedures; Manage the relationship between the department and its different categories of service providers; Manage tender procurement processes in accordance with the PPPFA, related regulations and instruction notes and generally recognized financial practices to ensure the achievement of strategic objectives; Manage and assist in the compilation of Bids documents; Manage stock-taking and asset verification processes; Manage the safe guarding of assets; Manage the maintenance of assets register; Manage the assets disposal process; Prepare and compile the relevant financial management information for inclusion in the Interim and Annual financial statements; Ensure the achievement of operational targets; Develop procedure manuals / guidelines / practices / framework to ensure continues monitoring and evaluation of the SCM functions and standards; Plan, co-ordinate and ensure proper management of the department's government owned vehicles, subsidized vehicles, motor financial scheme and related services; Coordinate proper acquisition and disposal of motor transport; Manage and monitor vehicles operations and customer services; Manage technical services; Manage vehicles inspections and audit services; Manage inventory; Manage Project; Ensure the achievement of operational targets; Manage others and ensure that all contribute towards achievement of dept goals; Develop Guidelines / Practices/ Frameworks / M&E.

- ENQUIRIES** : Mrs S Pelsel Tel No: (015) 293 8678
- POST 20/203** : **DIRECTOR REF NO: C3/22/4**  
Directorate: Consumer Affairs
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane  
: An undergraduate qualification (NQF 7) in Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Economic management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation.
- DUTIES** : Develop and ensure implementation of policies, strategies and business plans. Promote and facilitate customer protection services. Promote, co-ordinate and monitor consumer education and advice. Facilitate and ensure business compliance. Manage projects. Ensure the achievement of operational targets. Manager others. Ensure that ll contribute towards achievement of departmental goals. Guidelines / Practices / Frameworks / M&E.
- ENQUIRIES** : Mrs S Pelsel Tel No: (015) 293 8678
- POST 20/204** : **DIRECTOR REF NO: C3/22/5**  
Directorate: Corporate Governance
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane  
: An undergraduate qualification (NQF 7) in Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by

SAQA. Five (5) years of experience at a middle/senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Interpret and implement economic related legislations. Knowledge of policy and legislation development and analysis. Knowledge of economic issues. Project management. Economic management. Labour relations. Financial and human resource management. Computer literacy. Leadership skills. Report writing. Presentation skills. Problem solving and analysis skills. Excellent communication skills. Interpersonal skills. Organization and delegation. Forward planning and strategic thinking. Problem solving and decision-making.

**DUTIES** : Develop and ensure implementation of policies, strategies and business plans. Provide administrative support and co-ordination to the Liquor Board. Provide supervision on liquor affairs education, awareness and advice. Promote and ensure business compliance and inspection. Manage projects. Ensure the achievement of operational targets. Manager others. Ensure that all contribute towards achievement of departmental goals. Guidelines / Practices / Frameworks / M&E.

**ENQUIRIES** : Mrs S Pelsel Tel No: (015) 293 8678

#### **OTHER POSTS**

**POST 20/205** : **DEPUTY DIRECTOR REF NO: C3/22/6**  
Directorate: Limpopo Wildlife Resorts: Business Development Management

**SALARY** : R882 042 – R1 038 999 per annum (Level 12), (an all-inclusive remuneration package)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : An NQF 6/7 qualification in Business Management or equivalent as recognized by SAQA. Three (3) to five (5) years' experience. A valid driver's license (with exception with people with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Knowledge of financial management. Planning and organizing. Project management. Computer literacy. Knowledge of relevant acts, policy directives and resolutions. Management and leadership. Analytical thinking. Communication (verbal & written) and negotiation. Policy development. Conflict management and problem solving. Interpersonal relations and networking abilities. Financial management. Planning and organization. Facilitation and presentation. Telephone etiquette.

**DUTIES** : Manage and implement infrastructure development plans in the reserves and resorts. Facilitate and manage the upgrading and rehabilitation of infrastructure projects in the reserves and resorts. Manage and implement maintenance programme plans and projects in the reserves and resorts. Manage the budget allocation for infrastructure projects.

**ENQUIRIES** : Mrs S Pelsel Tel No: (015) 293 8678

**POST 20/206** : **DEPUTY DIRECTOR REF NO: C3/22/7**  
Directorate: Employee Relations

**SALARY** : R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : An NQF 6/7 qualification in Labour Relations / Human Resource Management – Employee Relations / Labour Law or equivalent as recognized by SAQA. Three (3) to five (5) years relevant experience of which three years must be at Junior / Lower Management level. Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework

		governing the Public Service such as: Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Computer literacy. Negotiation skills. Planning and organizing. Time management. Strategic planning. Policy analysis and development. Group dynamics and diversity management. Facilitation skills. Leadership skills. Disciplinary management. Facilitation of grievances.
<b><u>DUTIES</u></b>	:	Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievances and disputes. Provide strategic advice to management on labour trends that may have a negative impact on operations of the Department. The provisions to manage, handle, coordinate, investigate, initiate and chair over disciplinary cases/hearings and implement the outcome of disciplinary cases and appeals. Conduct investigations on alleged acts of misconducts, grievances and disputes and recommend strategic course of action and or probable solutions to the HOD. Provide well-researched, sound labour relations opinions and advice to line managers, the HOD and MEC. Serve as the Initiator or Chairperson in disciplinary and grievance hearings. Facilitate and monitor implementation of disciplinary sanctions, outcomes of grievances and disputes. Ensure existence of an efficient and effective monitoring and evaluation system aligned to the regulatory framework and its reporting requirements relating to case management including case statistics. Ensure awareness workshops to line managers and employees on policies and legal framework regulating employment relationship. Represent the Department at the provincial Bargaining Councils and the dispute resolution Forums. To contribute to policy development and ensure implementation of employee relations policies in line with the national and provincial regulatory frameworks and directives.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelser Tel No: (015) 293 8678
<b><u>POST 20/207</u></b>	:	<b><u>DEPUTY DIRECTOR REF NO: C3/22/8</u></b> Directorate: Internal Control
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	An NQF 6/7 qualification in Auditing / Financial Accounting / Cost Accounting or equivalent as recognized by SAQA. Three (3) to five (5) years experience in Internal/External Auditing / Internal Control and Compliance at a supervisory/management (ASD) level. A valid driver's license (with exception with people with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Knowledge and understanding Finance and SCM Legislations, Public Sector policies and regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Intermediary knowledge of Public Service Act, Public Sector Fraud prevention strategies and guidelines. Problem solving, strategic and analytical thinker. Computer literate (especially MS Power Point and Excel). Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Establish an integrated internal control system. Facilitate assurance services providers. Coordinate sectional and the work of governance structures. Managing of unwanted expenditure. Conduct follow-up on exception reports.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelser Tel No: (015) 293 8678
<b><u>POST 20/208</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: C3/22/9</u></b> Directorate: Supply Chain Management: Acquisition Management
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	An NQF 6/7 qualification in Supply Chain Management / Financial Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. Three (3) to five (5) years' experience in Supply Chain Management. A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Knowledge of Legislative frameworks, Supply Chain Management Policy, Treasury

		practice and instruction notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Possess the required skills, sound written and oral communication. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analyzing and interpretation skills. Time management. Batho-Pele Principles. Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Coordinate, review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations. Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regards to financial and HR administration.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelsel Tel No: (015) 293 8678
<b><u>POST 20/209</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: C3/22/10</u></b> Directorate: Supply Chain Management: Demand Management
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	An NQF 6/7 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. Three (3) to five (5) years experience in Supply Chain Management. A valid drivers license (with exception with people with disabilities). Skills and Knowledge: Knowledge of Legislative frameworks, Supply Chain Management Policy, Treasury practice and instruction notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Finance Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Possess the required skills. Sound written and oral communication. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analyzing and interpretation skills. Time management. Batho-Pele Principles. Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Coordinate, review, collect and collate information for the annual departmental procurement plan. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plans. Coordinate compilation of Bid/Quotation specifications. Provide administrative duties to Bid Specification Committee. Coordinate the benchmarking of market-related prices, commodity (items) analysis and core-business of the enterprise. Facilitate deviation from normal procurement processes. Administration of Central Supplier Database (CSD). Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelsel Tel No: (015) 293 8678
<b><u>POST 20/210</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: C3/22/11</u></b> Directorate: Information Technology: Information Systems Management
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	An NQF 6/7 qualification in Information Technology / Engineering Computer Systems / Computer Sciences / Network/Information Systems as recognized by SAQA. Two (2) to three (3) years' experience in IT / ICT related field. Industry related qualification such as A+, N+, Security +, MCSA, MCSE, MCITP, ITIL/COBIT, IT project management. Microsoft Azure, Microsoft Office 365 and Microsoft Sharepoint certification and/or experience will be an added advantage. A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Knowledge in Microsoft Windows server 2016/2019, LAN administration, Wide Area Network, user administration, MS Active Directory 2016, MS Exchange 2019/Exchange Online. Knowledge of administering backup and security systems. Knowledge of Microsoft

Office/Office 365 and backup solutions, system development, database administration. Knowledge of government procurement processes. Server management. Legislative framework governing the Public Service such as Public Service Act, Labour Relations Act, PFMA. Good governance and Batho Pele Principles. Government decision making processes. Diversity management. Performance management. Government systems (BAS, PERSAL and LOGIS) and structures. Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Problem solving and analysis. People management and empowerment. Communication skills. Computer literacy. Presentation skills. Planning and organizing. Decision making skills. Report writing skills. Reliable, loyal and organized. Willing to work extended hours and to travel to various destinations. Be able to work in a team and independently. Must have the ability to work under pressure. Strategic focused. Proactive. Client service focused. Must have integrity and be committed.

**DUTIES**

: Assist ICT management with daily operations and function of the network and systems. Ensure that network infrastructure can handle new initiatives aligned to e-Government. Ensure effective implementation of backup and backup strategies. Provide Security control and user access rights. Ensure that internet security, network security and physical security measures are taken against malicious harm and theft. Administer and monitor voice and data integrity for unified messaging, server management and storage management. Provide expertise and advice on network and technical support. Investigate new technologies and systems. Assist in management of ICT projects. Liaise with stakeholders. Assist in MTEF planning. Assist in development, review, monitoring and implementation of Information Communication Technology (ICT) policies. Implement, enforce and ensure adherence of IT policies and procedures. Assist in IT audits. Support departmental systems. Administer and monitor ICT Security. Assist in the implementation of ICT Disaster Recovery Plan. Ensure improved connectivity and bandwidth. Manage and maintain WAN, LAN, e-mail and internet connection. Troubleshoot, resolve and maintain ICT related issues. Assist with the procurement process of desktop and network equipment and services.

**ENQUIRIES**

: Mrs S Pelsler Tel No: (015) 293 8678

**POST 20/211**

: **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A REF NO: C3/22/12**  
Directorate: Wildlife Trade and Regulations

**SALARY CENTRE REQUIREMENTS**

: R276 831 – R307 230 per annum, (OSD)  
: Waterberg District: Modimolle  
: An NQF 6/7 qualification in Nature Conservation / Environment as recognized by SAQA. One (1) to two (2) years experience in nature / environment fields. Environmental Management Inspectorate (EIM) qualification will be an added advantage. A valid firearm competency certificate (rifle and shotgun). A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Knowledge of environmental legislations and multilateral environmental agreements. Computer literacy. Ability to work overtime. Leadership skills. Financial management. Logistics. Strategic management. Project management. Conflict management. Risk management. Personnel management.

**DUTIES**

: Regulate and monitor the wildlife industry. Management of damage causing animals. Training and monitor the training of previously disadvantaged individuals to enter the Hunting Industry. Monitor and regulate taxidermists. Investigate cases where Professional Hunters and Hunting Outfitters are involved. Liaison with other institutions regarding the Hunting Industry. Regulate and monitor the Game Translocation Industry. Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks. Regulate the establishment and functioning of wildlife centres. Implement the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Processing of permit applications for the use of natural resources. Maintenance of database. Report writing (monthly, quarterly and annual reports). Scanning of the means of verifications.

**ENQUIRIES**

: Mrs S Pelsler Tel No: (015) 293 8678



<b><u>POST 20/212</u></b>	:	<b><u>SYSTEM ANALYST REF NO: C3/22/13</u></b> Directorate: Information Technology: Information Systems Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 – R307 890 per annum (Level 07) Head Office: Polokwane An NQF 6/7 qualification in Information Management/Technology / Computer Science / Systems related as recognized by SAQA. One (1) to two (2) years' experience as a system analysis or related field. Microsoft Office 365 and Microsoft SharePoint certification and/or experience will be an added advantage. A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g. Public Service Act, Labour Relations Act, PFMA, etc. Business process analysis and modelling. Experience in project leading and management. System development and database administration. Negotiation skills. Presentation skills. People management skills. Time management. Communication (formal and informal). Interpersonal skills. Responsiveness. Pro-active. Professionalism. Accuracy. Flexibility. Supportive. Willingness to work under pressure. Focused. Client oriented.
<b><u>DUTIES</u></b>	:	Identify systems in the department. Establish user forums of all the systems. Assess the systems. Assess the environment system owners. Identify systems operation. Identify problem and modification process. Revise previous documentation. Develop small system and database. Test functionality of the systems and databases. Train system users. Troubleshoot and upgrade the corrupted system and database. Install the systems and database. Update the content management system. Update the scripts. Identify the fault. Resolve database and systems problems. Update the IT helpdesk system. Identify the database users. Record the system and database information. Assign users access rights. Revoke users' access rights. Maintain data system administration. Monitor and assess the existing systems. Implement small database. Installation and upgrading of systems. Rectify administering database.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelsel Tel No: (015) 293 8678
<b><u>POST 20/213</u></b>	:	<b><u>FIELD RANGER REF NO: C3/22/14 (X9 POSTS)</u></b> Directorate: Wildlife Trade and Regulations
<b><u>SALARY CENTRE</u></b>	:	R147 459 – R173 706 per annum (Level 04) Mopani District: Klaserie Service Centre (X1 Post) Mopani District: Phalaborwa Service Centre (X2 Posts) Mopani District: Tzaneen Service Centre (X1 Post) Vhembe District: Malamulele Service Centre (X2 Posts) Vhembe District: Musina Service Centre (X1 Post) Vhembe District: Thohoyandou Service Centre (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	An NQF 4 qualification (Grade 12) as recognized by SAQA. Game ranging certificate. A NQF 6 qualification in Nature Conservation will be an added advantage. Valid firearm competency certificate (handgun, rifle, shotgun). A valid driver's license (with exception with people with disabilities). Skills and Knowledge: Tracking and firearm handling. Report writing skills. Verbal and written communication skills. Be able to work irregular hours (weekends, public holidays). Be able to travel as and when required.
<b><u>DUTIES</u></b>	:	Management of damage causing animals. Processing of damage causing animal's carcasses. Field patrol. Regulate the wildlife industry. Monitor of hunting activities. Conduct game farm inspections. Monitor game capture operations. Liaise with stakeholders and clients. Monitor and regulate taxidermists. Investigate cases where Professional Hunters and Hunting Outfitters are involved. Regulate and monitor the Game Translocation Industry. Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelsel Tel No: (015) 293 8678
<b><u>POST 20/214</u></b>	:	<b><u>FIELD RANGER REF NO: C3/22/15 (X11 POSTS)</u></b> Directorate: State Owned Nature Reserves
<b><u>SALARY CENTRE</u></b>	:	R147 459 – R173 706 per annum (Level 04) Doorndraai Nature Reserve (X3 Posts) Hans Merensky Nature Reserve (X2 Posts)

		Maleboch Nature Reserve (X1 Post) Masebe Nature Reserve (X2 Posts) Modjadji Nature Reserve (X1 Post) Schuinsdraai Nature Reserve (X1 Post) Wonderkop Nature Reserve (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An NQF 4 (Grade 12) qualification as recognized by SAQA. A valid firearm competency certificate (handgun, rifle, shotgun). Physically fit. No criminal records. Valid driver's license and PDP (with exception with people with disabilities). Skills and Knowledge: Problem solving and analysis, client orientation and customer focus, communication. Related training is essential (from SAWC, or any other accredited institution). Computer literacy (with certificate) will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist with the protection of the reserve and its natural environment resources which will include nature conservation patrols. Inspect and repair boundary fence. Warn visitors on unauthorized actions in reserves and report non-compliance. Assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gather biological and ecological data. Report on areas for rehabilitation and monitor rehabilitation areas. Assist with the monitoring and control of recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas. Assists with wildlife management in other areas and communities.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelser Tel No: (015) 293 8678
<b><u>POST 20/215</u></b>	:	<b><u>CLEANER REF NO: C3/22/16 (X4 POSTS)</u></b> Directorate: Logistical Support Services: Infrastructure Support
<b><u>SALARY CENTRE</u></b>	:	R104 073 – R122 592 per annum (Level 02)
	:	Capricorn District: Polokwane (X2 Posts) Mopani District: Giyani (X1 Post) Mopani District: Tzaneen Service Centre (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 / AET certificate. No experience needed. Skills and Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organizing and people skills
<b><u>DUTIES</u></b>	:	Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipments. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms twice a day and clean accordingly. Clean windows on the inside at least quarterly on a rotational basis. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparation of meetings in the boardroom. Serving water/tea/coffee. Request cleaning materials.
<b><u>ENQUIRIES</u></b>	:	Mrs S Pelser Tel No: (015) 293 8678