

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.

- APPLICATIONS** : All applications must be forwarded to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 OR Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
- CLOSING DATE** : 01 July 2022 @ 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. 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 to provide passport numbers, If an applicant responds “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 the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable, A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. 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 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. 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.

OTHER POST

- POST 21/726** : **DEPUTY DIRECTOR: CAA TRAINING OFFICER REF NO: LPT/425/1**
Directorate: Financial Management Capacity Building (Training)
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), to be structured according to individual needs
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualifications in Financial Accounting / Financial Management / Public Finance / Training Management and registered as a Chartered Accountant (SA). 2 years' experience as accredited SAICA assessor will be an added advantage. 3 relevant years' experience of which three years must be at Junior Management level within Financial Management Training and Capacity Development for Public Sector. Valid vehicle (Code EB) driver's license with exception of persons with disabilities. Knowledge and skills; 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: Thorough understanding of the Public Service Regulatory Framework, prescripts and directives. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good planning and organizing skills.
- DUTIES** : Analyse and interpret policies affecting departments and the SAICA programme and ensure congruence including but not limited to academic progress, study leave, salary progression. Develop and maintain recruitment, placement and retention policies of SAICA required and the Chartered Accounting Internship Programme. Recommend major change to these policies. Manage relationship with stakeholders. Interface and manage the training between department/ primary sites. Interact with SAICA. Oversee/manage the services provider by service providers to the Chartered Accounting Internship Programme (Learner Tracking System) (GRAP updates) (Simulation). Liaise with subject matter experts, mentors and assessors. Ensure that trainees are inducted on the nature of the programme and proper use of reporting tool. Establish secondment partners. Interface between departments regarding trainer movement. Establish academic support programme for trainees. Provide expert advice aligned to the departments APP and strategic plan. Manage compliance on monitoring and evaluation. Advise primary sites on compliance with South African Institutes of Chartered Accountant (SAICA) training regulation. Ensure compliance to SAICA framework. Ensure assessments are conducted as required by SAICA. Implement oversight role. Advise on SAICA compliance. Report to Chartered Accountant Internship Programme steering committee. Manage financial administration. Perform budget management for Chartered Accountant Internship Programme. Authorise the payment for board courses and SAICA qualification examinations. Authorise and control trainer's salaries, establish salary scales relating to trainers and the progression in terms of performance and academic achievements. Authorise the purchase of assets for Chartered Accountant Internship Programme (PPE and IT). Manage assets (IT Assets). Manage contracts. Manage CAA Trainers. Mentor and coach team members. Manage the discipline of team members and undertaking disciplinary actions if necessary to the PT policies. Manage the workload of team members. Monitor manage the day-to-day workflow in team. Manage and administer the staff appraisal system/ process. Identifying development areas for all staff and put into place a development plan. Project manage the Chartered Accountants Academy including but not limited to establishment of training rotation plan with specific arrears of exposure in order for trainees to gain all their SAICA competencies.
- ENQUIRIES** : Ms Kgadima Conny Tel No: 015 298 7000

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

- APPLICATIONS** : Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- FOR ATTENTION** : Head of Department
- CLOSING DATE** : 01 July 2022 at 16:00
- NOTE** : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to provide certified copies of qualifications and other relevant documents on or before the day of the interview. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 21/727** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S4/3/9/9**
Component: Finance
- SALARY** : R1 073 187 per annum (Level 13), (to be structured according to individual needs)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Financial Management, Cost & Management Accounting/ Accounting as recognised by SAQA. Five (5) years' experience at middle/ senior management level within the financial management environment. Valid driver's license, with the exception of applicants 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. Knowledge of the PFMA & Treasury Regulations. Knowledge and understanding of accounting standards and practices, including International Financial Reporting Standards (IFRS), Generally

DUTIES

Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP).

: Manage the provision of budgetary services. Manage development of MTEF and adjustment budget for departmental programs. Develop and maintain the cost estimates database and forecasting models. Develop and implement a reprioritisation plan. Assist and plan the department's annual budget process/ compilation. Analyse the department budget to determine compliance to policies, principles and credibility. Determine annual budget allocation per function. Monitor and ensure measurable objectives and services delivery indicators in the departmental conditional grant budget. Advice the department on budget, revenue and expenditure trends, inclusive of putting together budget and revenue statement. Manage budget in line with Medium Term Expenditure Framework and annual budget process. Monitor that funds are spent effectively and accounted for. Oversee and manage the drawing of Departmental Revenue Budget. Monitor integration and synergy of budget priorities and assist in line with the department's priorities. Manage the provision of revenue services. Analyse departmental revenue budgets to determine credibility and achievability. Control and monitor departmental expenditure. Manage and monitor monthly closure of books. Monitor and implement systems control. Monitor and ensure effective management of financial systems. Monitor and manage interlinked system reports. Manage, maintain and implement security measures. Manage the provision of system user support and training. Manage departmental debt management services for general and rental debt. Develop strategies and systems to recover debt to the department. Monitor monthly reconciliation of debt register. Liaise with legal services for irrecoverable debt and make recommendations for writing-off irrecoverable debt outside the approved threshold. Manage monthly closure of books. Manage the coordination of inter-related functions e.g creation and linkage of staff debts on PERSAL system. Manage and utilize resources (human, Financial & equipment). Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage projects. Ensure the achievement of operational targets. Manage others. Ensure that all contribute towards achievement of departmental goals. Develop Guidelines/ Practices/ Frameworks and M&E.

ENQUIRIES

: Ms. Mokonyane MD, Ms Ledwaba RE, Ms. Hanyane NP, Mr Seleka BN, Mr. Moabelo MJ, Mr. Malemela MA, Mr. Mabilo MM, Ms. Mathebula WT at Tel No: 015 284 7353 / 7570/7586/7663/7606/7607/7627/7578.