

**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** : Friday 19 August 2022 at 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 be 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. All shortlisted candidates for Senior Management Services (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 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 level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview.

MANAGEMENT ECHELON

<u>POST 27/167</u>	:	<u>DEPUTY DIRECTOR-GENERAL: ASSETS LIABILITIES & SUPPLY CHAIN MANAGEMENT REF NO: LPT/308</u> Branch: Assets Liabilities & Supply Chain Management
<u>SALARY</u>	:	R1 544 415 per annum (Level 15), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognised by SAQA. 8-10 years' experience at a senior managerial level in Financial Management / Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Exceptional ability to apply innovative thought, vision, drive and strong leadership. Extensive knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Treasury instructions, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA) Cash, Liabilities and Banking Management, Asset Management and other related prescripts and regulations. Extensive knowledge of GRAP and modified cash standards. Sound knowledge of the Public Service Act, Public Service Regulations, DPSA directives, Supply Chain Management Policies. Computer Literacy (MS Office Package at Advanced level), Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership, Knowledge and sound understanding of HR and financial management practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. 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.
<u>DUTIES</u>	:	Oversee Economic Management of movable tangible and non-tangible current and non-current assets in Provincial departments and public entities. Monitor Assessment of Provincial Departments and Public Entities in their overall performance on management of physical assets and inventory. Provide support through various means of communication, visits, and conducting forums. Oversee the implementation of Electronic Asset Management System to ensure fully compliant asset register. Monitor the annual physical asset verification and inventory stock taking. Oversee management of cash flow, revenue, banking, and liabilities within the Provincial Departments and Public Entities. Oversee the collection of debts, recovery of theft and losses, fruitless and wasteful expenditure. Monitor the write-offs of the theft and losses, and fruitless and wasteful expenditures as per TR Chapter 12. Monitor the payment of collected revenue by departments into Provincial Revenue Fund. Oversee the provincial cash flow projections and disbursements. Oversee the implementation of Transversal Policies and provide guidance of implementation thereof in Provincial Departments and Public Entities. Conduct workshop on approved policies to the

Departments. Issue circular on guidance of the implementation of the policies. Provide support and monitor the progress. Oversee the management of resources including HRM within the Branch. Sign performance agreements with the Chief Directors. Assess the bi-annual and annual performance of the Chief Directors. Manage the leave of staff members (Directors and Chief Directors) in the Branch. Filling of the vacant posts in the Branch. Sitting in recruitment panels as per invitation / appointment. Oversee the economic management of supply chain management in departments and public entities. Monitor the arrangements of transversal contract as per provincial need. Provide support on implementation of Provincial Procurement Strategy and E-Portal. Provide support and monitor compliance with SCM prescripts through various means of communication, visits, and conducting forums. Ensure management of transversal contracts & internal contracts in all Departments and Public Entities. Ensure management of CSD and advice clients of issues related to SCM. Support to the HOD and MEC. Interpretation and implementation of the Departmental Strategy. Achieve the strategic objectives of the Branch. Manage a group of functions. Tracking progress of the Branch and reporting appropriately. Oversight of Branch Programmes. Stakeholder relationship management (internal & external). Develop Strategic framework / M&E.

- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/168** : **CHIEF DIRECTOR: CORPORATE SERVICE REF NO: LPT/26**
Branch: Corporate Management Services
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at a senior managerial level in Human Resource Management / Human Resource Development / Public Administration / Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of Human Resources, Transformation and Security services policies and legislation governing Human Resources within the Public Service and SMS handbook. Knowledge of the PFMA. Knowledge and sound understanding of Corporate Services. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Results-driven and service-orientated. Ability to persuade and negotiate at all levels. Ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong. Ability to work successfully under pressure and to partner with a dynamic leadership team. 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, Customer Focus and Communication.
- DUTIES** : The successful candidate will report to the Deputy Director General: Corporate Management Services and lead Corporate Services internal operations of the Provincial Treasury. The incumbent will be required to: - Interpret and translate both current and future business needs into effective talent management plans. Perform business and budget planning. Implement organisational development models to support positive performance and a learning culture that promotes effective people management solutions. Conceptualise and implement talent management models that attract and retain productive teams for the Department. Drive and convene key institutional structures including the Local Consultative Forum, Employment Equity Forum, Skills Development Forum etc. Drive and facilitate the development of an effective HR information system that enhances decision making and informs the design of strategic interventions. Manage and oversee the human resource function, including: Recruitment; hiring and compensation; benefits administration and oversight as well as the provision of Labour Relations. Manage and oversee the employee utilization and capacity building directorate including the implementation of the Performance Management Development System. Ensure the management and administration of Bursaries, Learnerships and Internships. Ensure the management of the Resource Centre and provide In-service Training. Develop and oversee Work Skills Plan in accordance with the Sector Skills Plan. Oversee and manage training reports as required and as prescribed by SETA. Ensure the provision of Security Services including the implementation of MISS, provision of physical security and rendering of investigative services. Ensure the management of Transformation Services including the change management and service delivery improvement, gender focus and diversity management and the coordination of Employment Equity. Ensure

coordination of Employee Wellness programmes and Safety Health Environment Risk and Quality (SHERQ). Ensure implementation of Service Standards. Oversee all administrative functions within Corporate Services to ensure smooth daily operations. Develop and facilitate policy, strategic and business plans. Interpretation and implementation of Branch strategy. Develop Policies, design planning frameworks and guidelines to operationalise strategy. Manage functions of Directors and Component. Ensure resources are available, financial management, performance, standards, policies, M&E etc.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/169 : **DIRECTOR: TRANSFORMATION SERVICES REF NO: LPT/60**
Chief Directorate: Corporate Service

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE REQUIREMENTS : Head Office (Polokwane)
An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at middle/senior managerial level in Human Resource Management / Transformation. Valid driver's license (with exception of persons with disabilities). Knowledge and skills: Sound and in-depth knowledge of relevant prescripts, application of Human Resource Management policies and understanding of the legislative framework governing the Public Service such as; Employment Equity Act, Occupational Health and Safety Act, White Paper on Transformation of the Public Service, Employee Wellness Strategy, COIDA, Skills Development Act, Strategic Gender Framework, Basic Conditions of Employment Act, Labour Relation Act, Public Service Act, Administrative Justice ACT, Promotion of access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Negotiation skills, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills and Leadership skills. 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, Customer Focus and Communication.

DUTIES : Manage and facilitate the provisioning of employee health and wellness through coordination of HIV/AIDS, TB as well as any related diseases and rendering of Occupational Health and Safety services. Manage change and service delivery improvement mechanism through provision of Change Management and Batho Pele programmes as well as management of Service Delivery Improvement programmes. Manage Gender Focal Point Delivery Management through management and coordination of Diversity Management programmes as well as mainstreaming of gender, women, disability and all human rights programmes. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines/Practices/Frameworks/ M&E.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/170 : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: LPT/166**
Chief Directorate: Financial Management

SALARY : R1 073 187 per annum (Level13), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE REQUIREMENTS : Head Office (Polokwane)
An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Financial Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. Knowledge of variety of work ranges and procedures such as Managerial functions. Finance. Human Resource matters. Planning and organizing. Needs and priorities of stakeholders. Public Administration. Compilations of reports. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Computer Literacy, Adaptability during changes to meet the goals. 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 and Communication.

DUTIES : Provide Credit Management services. Provide payroll administration. Ensure management of debt, revenue and Bank reconciliation. Monitor and supervise the preparation of quarterly and annual financial statements. Monitor the budget of directorate. Attend to internal and external audit findings. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/171 : **DIRECTOR: EMPLOYEE UTILIZATION AND CAPACITY BUILDING REF NO: LPT/46**
Chief Directorate: Corporate Services

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE REQUIREMENTS : Head Office (Polokwane)
An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Human Resource Management / Development. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Management and Development policies and prescripts. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills audit. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. 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, Customer Focus and Communication.

DUTIES : Provide Training and Development Services. Implement workplace learning programs. Implement integrated adult education and training (AET) framework. Develop leadership development strategy. Develop workplace skills. Coordinate learning academy. Coordinate specialized programmes in collaboration with professional bodies. Ensure the implementation of the PMDS system. Develop, manage and monitor the implementation of performance management systems. Coordinate and administer performance management systems. Monitor compliance to Provincial PMDS Policy. Implementation of job evaluation results (upgrading). Ensure the implementation of youth development and talent management programmes. Implement career planning management programme. Implement talent management programmes. Manage internships, learnership, traineeship and bursaries. Co-ordinate Learning Networks and promote Awareness of Growth and Development. Manage the component. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/172 : **DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: LPT/225**
Chief Directorate: Economic and Fiscal Policy Oversight

SALARY : R1 073 187 per annum (Level 13), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE REQUIREMENTS : Head Office (Polokwane)
An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Economics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Practical demonstration of revenue research and financial management knowledge and skills. Extensive research and analytical experience in the economic field. Proven economic analysis and policy development, management and evaluation skills. Sound

		knowledge of Provincial Treasury functions and understanding of Fiscal Policy. Management experience. PFMA and Treasury Regulations. Knowledge of variety of work ranges and procedures such as:- Managerial functions. Human Resource matters. Planning and organizing. Compilations of reports. Research/analysing. Computer Literacy. Technical / standards / procedures. Needs and priorities of the department. Knowledge of Public Service Regulations, Public Service Act and DPSA directives. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Manage the determination and analysis of the key economic variables, interrelation and relevance to the budget. Manage and ensure the development of policy for institutional coordination and sector integration. Oversee and manage the analysis of social sector and economic investments through research. Management of the directorate to ensure achievement of the Annual Performance Plan and Operational Plan targets. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines / Practices / Frameworks / M&E.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/173</u>	:	<u>DIRECTOR: FISCAL POLICY ANALYSIS – REVENUE REF NO: LPT/229</u> Chief Directorate: Economic and Fiscal Policy Oversight
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Financial Management / Accounting / Economics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Practical demonstration of revenue research and financial management knowledge and skills. PFMA and Treasury Regulations. Managerial functions. Human Resource matters. Planning and organizing. Compilations of reports. Research analysing. Computer Literacy. Technical / standards / procedures. Needs and priorities of the department. Knowledge of Public Service Regulations, Public Service Act, DPSA directives, Human Resource Management and development. Ability to interpret and apply policy. Research. Report writing. Analytical thinking. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Manage the development, implementation and review revenue enhancement strategy. Ensure transparent and effective revenue management. Ensure collection of set target and provide support on revenue management. Determination of provincial revenue estimates for the MTEF and in-year provincial revenue adjustments. Ensure technical assistance and training is provided to departments and public entities on revenue generation endeavours. Manage the directorate to ensure achievement of annual performance plan and operational plans. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines / Practices / Frameworks / M&E.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/174</u>	:	<u>DIRECTOR: BUDGET MANAGEMENT CLUSTER 2 REF NO: LPT/245</u> Chief Directorate: Budget and Public Finance Management
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Financial Management / Accounting / Economics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Practical demonstration of revenue research and financial management knowledge and skills. PFMA and Treasury Regulations. Managerial functions. Human Resource matters. Planning and organizing. Compilations of reports. Research / analysing. Computer Literacy. Technical / standards / procedures.

		Needs and priorities of the department. Knowledge of Public Service Regulations. Public Service Act, DPSA directives, Human Resource Management and development. Client orientation and customer focus. Policy formulation. Ability to interpret and apply policy. Research. Report writing. Analytical thinking. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Manage the provincial budget. Coordinate the implementation of provincial budget. Analyse and provide support in the alignment of Provincial Strategic Plans, Annual Performance Plans and Budget Expenditure Plans. Develop a report on management of compensation of employees in the province. Evaluate the intergovernmental system for improved performance. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines / Practices / Frameworks / M&E.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/175</u>	:	<u>DIRECTOR SCM CLIENT SUPPORT REF NO: LPT/361</u> Chief Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations, PPPFA and SCM prescripts. Effective presentation and reporting skills. Strategic Leadership. Policies and Strategies. Operational Functions. Financial Management. Human Resource Management and Development. Public Service Act and Regulations. Strategic Business Planning. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Computer Literacy. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Provide strategic leadership to SCM Client Support services offered through the five district offices to SMMEs and general public on government procurement. Development and design of SCM strategies. Manage stakeholder relations with regard to implementation of SCM strategies. Manage SCM ICT support with suppliers and other stakeholders. Monitoring and Evaluation of SCM ICT systems, strategies and advisory services. Knowledge and Information management on SCM Operations and advisory services. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines / Practices / Frameworks / M&E.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/176</u>	:	<u>DIRECTOR: SYSTEMS ADMINISTRATION REF NO: LPT/444</u> Chief Directorate: Financial Management Information Systems
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' experience at middle/senior managerial level in Information Technology. Membership of relevant professional body will also be an additional advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply

innovative thought, vision, drive and strong leadership. Extensive knowledge of government transversal systems such as BAS, PERSAL & LOGIS. 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, Customer Focus and Communication.

DUTIES

: Manage the provision of End-User support on Financial Systems. Manage adherence to access management processes. Review and update user requests. Ensuring effective maintenance, support and security of systems and resources including networks, storage for the systems hosted in the province. Ensure that back-ups and disaster recovery function is in place, always tested and are fully functional. Manage the service level agreements with service providers to ensure that the systems are available as per agreed standards. Manage the utilisation of applications and data. Develop and guide the implementation of financial systems policies. Monitor the implementation of system utilization policies. Continuous audit and analysis of system data to check the inappropriate utilization of systems. Conduct user and system controller forums to share system information with the departments. Responsible for hand-on training on new functionality of systems. Develop and implement checklists to monitor adherence to agreed system utilization standards. Manage the analysis and production of management information. Determine the current data and information needs of users, management operations and regulatory reporting requirements. Ensuring the production and timely distribution of various required information analyses and reports. Ensure systems availability to support service delivery. Improve financial management and decision making. Consolidate financial management reports. Create and maintain user friendly support environment. Analyse and report on the BAS control accounts. Support departments on managing HR issues emanating from the HRM report. Managing the Directorate budget in accordance with the financial prescripts. Managing operational activities of the division in accordance with Labour laws, Employment Equity and implementation of the PMS in alignment with the departmental risk plan. Managing the knowledge of employees and continuous capacity building. Ensure that annual performance targets are met. Draw, implement and manage the budget for the directorate. Ensure human skills development within the directorate. Identify risks affecting the achievement of the directorate's targets and plan on mitigating the identified risks. Ensure compliance to policies and procedures. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines / Practices / Frameworks / M&E.

ENQUIRIES

: Ms Kgadima MC Tel No: (015) 298 7000

POST 27/177

: **DIRECTOR: PERFORMANCE AUDITING & CONSULTING SERVICE REF NO: LPT/488**
Chief Directorate: Risk Based Auditing, Performance Auditing & Consulting Services

SALARY

: R1 073 187 per annum (Level 13), All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS

: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Performance Auditing / Internal Auditing / Auditing / Accounting. The Institute of Internal Auditors' PIA / CIA professional designation. Member of the Institute of Internal Auditors. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Internal Audit Standards, Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all other relevant prescripts. Computer Literacy and working knowledge of Teammate. Ability to interpret and apply policies. Adaptability during changes to meet the goals. Report writing. Knowledge and ability to apply Computer Assisted Audit Techniques. 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, Customer Focus and Communication.

- DUTIES** : Develop the annual and three-year strategic rolling plans for risk based and performance audits. Manage the implementation of the risk based and performance audits. Coordinate and manage adequate provisioning of financial and human resources to implement the audit plan. Coordinate and collaborate with other directorates within the Shared Internal Audit Services Branch, client departments, and other stakeholders in the Province to ensure that adequate consideration has been given to ensure completeness of the audit universe, to identify key sources of information, provide insight and advisory and eliminate duplications. Report regularly on the progress of the Annual Internal Audit and Operational plan implementation, to all relevant stakeholders including oversight committees. Implement the Quality Assurance Improvement Plan (QAIP). Ensure the achievement of operational targets. Manage the Directorate to ensure the achievement of Department goals. Develop guidelines / policies / practices / frameworks to ensure continuous monitoring & evaluation of the internal audit projects. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines / Practices / Frameworks / M&E.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/178** : **DIRECTOR: RISK BASED AUDITING REF NO: LPT/499**
Chief Directorate: Risk Based Auditing and Specialized Audit Services
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at middle/senior managerial level in Auditing / Internal Auditing / Accounting. The Institute of Internal Auditors' PIA / CIA professional designation. Member of the Institute of Internal Auditors. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Internal Audit Standards, Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all other relevant prescripts. Computer Literacy and working knowledge of Teammate. Ability to interpret and apply policies. Adaptability during changes to meet the goals. Report writing. Knowledge and ability to apply Computer Assisted Audit Techniques. 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, Customer Focus and Communication.
- DUTIES** : Develop the annual and three-year strategic rolling plans for risk based audits. Manage the implementation of the risk based audits. Coordinate and manage adequate provisioning of financial and human resources to implement the audit plan. Coordinate and collaborate with other directorates within the Shared Internal Audit Services Branch, client departments, and other stakeholders in the Province to ensure that adequate consideration has been given to ensure completeness of the audit universe, to identify key sources of information, provide insight and advisory and eliminate duplications. Report regularly on the progress of the Annual Internal Audit and Operational plan implementation, to all relevant stakeholders including oversight committees. Implement the Quality Assurance Improvement Plan (QAIP). Ensure the achievement of operational targets. Manage the Directorate to ensure the achievement of Department goals. Develop guidelines / policies / practices / frameworks to ensure continuous monitoring & evaluation of the internal audit projects. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines / Practices / Frameworks / M&E.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000

OTHER POSTS

- POST 27/179** : **DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: LPT/227**
Directorate: Macro Economic Analysis
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Economics or related field will be an added advantage. 3 years' experience at junior managerial level in macroeconomics / economic. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. DORA frameworks. Limpopo Provincial Government (LPG). Financial Management. Relevant legislation and Public Services Regulation. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of LPG political and executive structure. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Computer Literacy. 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, Customer Focus and Communication.
- DUTIES** : Analyse key economic variables, interrelation and relevance for the budget. Provide input to assist with the implementation of policy for institutional co-ordination and selection integration. Conduct socio economic analysis and research. Provide technical and strategic support in socio economic research, analysis and development.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/180** : **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS - REVENUE REF NO: LPT/231**
Directorate: Fiscal Policy Analysis
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting / Economics or related field will be an added advantage. 3 years' experience at junior managerial level in Financial Management / Accounting / Economics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. DORA frameworks. Limpopo Provincial Government (LPG). Financial Management. Relevant Legislation and Public Services Regulation. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of LPG political and executive structure. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Computer Literacy. Analytical thinking. Negotiation skills. Decision-making. Communication. Initiative. Verbal and writing skills. 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, Customer Focus and Communication.
- DUTIES** : Promote and enforce transparent and effective revenue management. Coordinate the determination of own revenue estimates for the MTEF. Provide advice on exploitation of all revenue sources and revenue tariffs. Provide advice and support on revenue management. Participate in the development of directorate's financial and administrative frameworks.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/181** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT CLUSTER 2 REF NO: LPT/249 & LPT/248 (X2 POSTS)**
Directorate: Budget Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting / or related field will be an added advantage. 3

- years' experience at junior managerial level in Budget Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Networking and bonding, Planning and organizing. PFMA and Treasury Regulations. DORA frameworks. 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, Customer Focus and Communication.
- DUTIES** : Manage the provincial budget. Coordinate the implementation of provincial budget. Analyse and provide support in the alignment of Provincial Strategic Plans, Annual Performance Plans and Budget Expenditure Plans. Develop a report on management of compensation of employees in the province. Evaluate the intergovernmental system for improved performance.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/182** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (REVENUE & DEBT MANAGEMENT) REF NO: LPT/294**
Directorate: Municipal Finance & Governance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting or related field will be an added advantage. 3 years' experience at junior managerial level in Revenue Management. A postgraduate degree or registration with a professional body will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and Prescripts. PFMA, Treasury Regulations and DORA frameworks. 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, Customer Focus and Communication.
- DUTIES** : Assess the tabled and adopted MTREF revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. Monitor and support municipalities in the implementation of indigent support policy. Support municipalities and municipal entities in the implementation of revenue related mSCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/183** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE: (FINANCIAL PLANNING & BUDGET) REF NO: LPT/282**
Directorate: Municipal Finance & Governance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

<u>CENTRE REQUIREMENTS</u>	: Head Office (Polokwane) : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting or related field filed will be an added advantage. 3 years' experience at junior managerial level in Financial Management / Accounting / Economics. Registration with a professional body will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and Prescripts. PFMA, Treasury Regulations and DORA frameworks. 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, Customer Focus and Communication.
<u>DUTIES</u>	: Manage municipal budget planning and implementation. Monitor the budget timetable within the regulated time frames. Analyse tabled budgets and review final budgets, provide feedback and support to municipalities. Participate in tabled budget and mid-year engagement sessions. Analyse mid-year reports, perform project site visits, give inputs to the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyse the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyse, provide feedback and support municipalities and municipal entities on Section 71 reports. Perform budget verification and s71 reports verification. Obtain and perform roll-over assessments and conduct consultative sessions. Monitor and support municipalities and municipal entities in the implementation of mSCOA project. Provide feedback on MFM status to National Treasury and other stakeholders.
<u>ENQUIRIES</u>	: Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/184</u>	: <u>DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: (ACCOUNTING AND REPORTING) REF NO: LPT/276 & LPT/287 & LPT/298 (X3 POSTS)</u> Directorate: Municipal Finance & Governance
<u>SALARY</u>	: R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	: Head Office (Polokwane) : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting or related field will be an added advantage. 3 years' experience at junior managerial level in Financial Management / Accounting / Economics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Municipal Finance Management ACT (MFMA), the Public Finance Management Act (PFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and Prescripts. PFMA, Treasury Regulations and DORA frameworks. 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.
<u>DUTIES</u>	: Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Support municipalities and municipal entities in the implementation of mSCOA project. Manage municipal accounting, reporting assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the

AFS. Monitoring and review of the In-year accounting related reports. Participate in the audit steering committee meetings and Audit committee meetings for review of AFS. Analyse in year reports, give feedback and support to municipalities and entities. Support municipalities and municipal entities in the implementation of mSCOA project. Monitor and support on the submission of the consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/185 : **DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: (GOVERNANCE) REF. NO: LPT/277 & LPT/296 & LPT/297 (X3 POSTS)**
Directorate: Municipal Finance & Governance

SALARY : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management or related field will be an added advantage. 3 years' experience at junior managerial level in Financial Management / Accounting/ Economics. Registration with a professional body will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource. PFMA and Treasury Regulations. DORA frameworks. 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, Customer Focus and Communication.

DUTIES : Monitor and support Municipality on compliance with SCM regulation and other legislative reforms. Perform audits or reviews on SCM compliance, effectiveness of internal audit, risk management and other MFMA compliance matters in line with guiding tools. Participate in IGR structures. Monitor and support municipalities in implementation of mSCOA project. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to Supply Chain Management, Internal Audit, Risk Management. Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/186 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF. NO: LPT/ 413**
Directorate: Financial Accounting and Reporting

SALARY : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification Financial Management / Accounting / Economics or related field will be an added advantage. 3 years' experience at junior managerial level in Financial Management / Accounting/ Economics. A relevant professional body will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Variety of work ranges, procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Skills Development Act. Public Service Act. Public Service Regulations. Organizational communication effectiveness. Self-management. Networking and bonding, Team membership. Technical proficiency. GRAP standards.

		IFRS. MS EXCEL Intermediate Proficiency. Report writing. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Manage on appropriate financial accounting and reporting. Analyse monthly, quarterly and annual financial reports for public entities and provide feedback with recommendations. Coordinate the review of quarterly interim and annual financial statements for public entities. Coordinate quarterly and annual financial statements review reports to relevant Audit Committees. Organize the Financial Accounting and Reporting Forum (FARF) for public entities. Oversee the provision of secretarial services to the Financial Accounting and Reporting Forum for public entities. Prepare FARF reports to the Provincial Technical Committee on Finance (PTCF) / CFO Forum. Manage the Preparation of Consolidated Annual Financial Statements for public entities. Coordinate annual financial statements for public entities. Consolidate annual financial statements for public entities. Manage the printing of Consolidated Financial statements and audit reports. Manage the approval and submission of consolidated annual financial statements to Auditor General South Africa and the Provincial Legislature. Manage appropriate financial accounting practices. Participate in GRAP standard setting processes and national forums. Coordinate annual provincial inputs on GRAP standards projects. Conduct GRAP standards annual update workshop in the province. Manage the component. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions including performance management. Perform financial management functions.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/187</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: LPT/447</u> Directorate: Systems Administration
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Accounting / Financial Management / Information Technology / Financial Information Systems or related field will be an added advantage. 3 years' experience at junior managerial level in Information Technology or Financial Systems. Relevant professional body will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of variety of work ranges, procedures and Legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Skills Development Act. Public Service Act. Public Service Regulations. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management. Presentation Skills. Good understanding of the Treasury functions as it relates to financial management system administration. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Coordinate the provision of End-User support on Financial Systems. Coordinate adherence to access management processes. Coordinate and attend to user requests. Coordinate effective maintenance, support and security of systems and resources including networks, storage for the systems hosted in the province. Facilitate that back-ups and disaster recovery function is in place, always tested and are fully functional. Coordinate the service level agreements with service providers to ensure that the systems are available as per agreed standards. Coordinate the utilisation of applications and data. Coordinate user and system controller forums to share system information with the departments. Coordinate training on new functionality of systems. Coordinate the implementation of checklists to monitor adherence to agreed system utilization standards. Manage the analysis and production of management information. Determine the current data and information needs of users, management operations and regulatory reporting requirements. Ensuring the production and timely distribution of various required information analyses and reports. Ensure systems availability to support service delivery. Manage the component. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support

		functions. Perform people management functions including performance management. Perform financial management functions.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/188</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING REF NO: LPT/425</u> Directorate: Financial Management Capacity Building
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Public Finance / Training Management / Public Administration or related field will be an added advantage. 3 years' experience at junior managerial level in Financial Management / Training and Development / Public Finance environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Skills Development Act. Public Service Act. Public Service Regulations. Batho-Pele Principles and programmes. South African Qualification Authority (SAQA). National Qualification Framework (NQF) requirements. Labour Relations Act (LRA). Sector Education Training Authority (SETA). Education and Training Authority (ETA). Capacity Development Strategy (CDS). 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Develop annual training schedule in consultation with stakeholders. Manage financial management training. Coordinate short and long-term capacity building training programmes. Coordinate non-formal learning. Manage financial management capacity in departments and public entities. Identify financial management skills needs. Coordinate client satisfaction survey. Coordinate training administration. Manage subordinates and stakeholder relationships. Oversee administrative support functions. Prepare, submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/189</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING (FINANCIAL SYSTEMS TRAINING) REF NO: LPT/426</u> Directorate: Financial Management Capacity Building
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Public Finance / Training Management / Public Administration or related field will be an added advantage. 3 years' experience at junior managerial level in Financial Management / Public Finance / Financial Training Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of variety of work ranges, procedures and Legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho-Pele Principles and programmes. Government Financial Systems: PERSAL / BAS / LOGIS. Ability to interpret and apply policies. Analytical and innovative thinking. Report writing and workshop presentation. Computer Literacy. Organizing. Adaptability during changes to meet the goals. Change / diversity management. 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 , Customer Focus and Communication.
<u>DUTIES</u>	:	Develop annual training schedule in consultation with stakeholders. Manage PERSAL / BAS / LOGIS training. Attend various Fora. Manage administrative support functions. Coordinate client satisfaction survey. Manage Systems trainings at National Treasury for Courses not offered in Limpopo and submit logistical arrangements. Moderation of scripts and submission of reports. Manage subordinates and stakeholder relationships. Oversee administrative support functions. Prepare, submit monthly and quarterly reports.

- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/190** : **DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/395**
Directorate: Governance, Monitoring & Compliance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Internal Auditing / Financial Management or related field will be an added advantage. 3 years' experience at junior managerial level in Governance, Compliance or Internal Audit. Valid vehicle driver's license (with exception of persons 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, Customer Focus and Communication. Knowledge and skills: Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity. PFMA and Treasury Regulations. Public Service Act, Public Service Regulation, Companies Act and King III.
- DUTIES** : Coordinate the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 of Treasury Regulations. Ensure that the Audit Committee are utilised effectively and efficiently as a tool to improve Governance and Performance in Limpopo provincial Government. Facilitate amendment of Audit Committee Charter for approval and implementation. Develop related party transactions for all 11 Departments on a quarterly basis. Coordinate, arrange and attend Audit Committee Cluster and Central Audit Committee Meetings. Finalise meeting agendas with Chairpersons within the agreed turnaround time. Issue meeting packs to members and all stakeholders within the agreed turnaround time. Review all minutes and ensure distribution to Members and all stakeholders within turnaround time. Coordinate all payments of members sitting fees. Ensure that the Provincial Technical Committee on Finance (PTCF / CFO Forum) meetings are taking place. Conduct benchmark exercises to improve operational efficiencies within PTCF and Audit Committees. Manage the availability of secretariat functions for governance forums.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/191** : **DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/391**
Directorate: Governance, Monitoring & Compliance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Internal Auditing / Financial Management or related field will be an added advantage. 3 years' experience at junior managerial level in Governance, Compliance or Internal Audit. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Organizing. PFMA and Treasury Regulations. Public Service Act, Public Service Regulation, Companies Act and King III. Adaptability during changes to meet the goals. 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, Customer Focus and Communication.
- DUTIES** : Manage the implementation of compliance to norms, standards, policies and guideline. Support Standing Committee on Public Accounts (SCoPA) on PFMA and other governance matters during and after public hearings. Execute oversight (monitoring) on the implementation of SCoPA and cabinet resolutions. Develop templates for SCoPA and cabinet resolutions reporting. Contribute to drafting SCOPA resolutions based on recommendations of committees. Conduct information sessions to SCoPA and related committees. Undertake the promulgation of the Provincial Finance Act

(Unauthorized Expenditure). Execute oversight over unwanted expenditures (unauthorized, irregular, fruitless and wasteful expenditure). Review all applications for condonement of irregular expenditure and advise the Irregular Expenditure condonement Committee on applications received. Support and serve as secretariat to the Irregular expenditure condonement Committee. Communicate Provincial Treasury view to all public institutions on applications received for condonement. Monitor payments made within 30 days in line with section 38 (1) (f) of the PFMA. Maintain a register and file of all Acts issued in terms of the PFMA by the Legislature. Ms Kgadima MC Tel No: (015) 298 7000

ENQUIRIES

POST 27/192

DEPUTY DIRECTOR: CAPRICORN SUPPLY CHAIN MANAGEMENT SERVICES REF NO: LPT/362
Directorate: SCM Client Support

SALARY

R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS

Head Office (Polokwane)
An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Supply Chain Management / Financial Management or related field will be an added advantage. 3 years' experience at junior managerial level in Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Computer Literacy. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. PFMA, Treasury Regulations, PPPFA and SCM prescripts. Ability to interpret and apply policy. 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, Customer Focus and Communication.

DUTIES

Provide SCM capacity building for suppliers. Development of SMME Capacity Development Strategy related to public sector procurement. Facilitate the development of the capacity building program in liaison with other relevant stakeholders. Develop SCM support tools for SMME Development. Conduct workshop and awareness roadshow with suppliers and communities on public sector SCM policies and procedures updates. Conduct workshops and awareness roadshows with suppliers on existing SCM ICT platform. Provide stakeholder support manage human resource management administration. Stakeholder relations management for SMME Development. Provide support to government stakeholders and external stakeholder to support the development and implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation SCM knowledge and information strategy. Monitor support on online supplier's registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the usage of existing government SCM ICT platforms. Provide support to SCM officials of departments and public entities on the usage of central supplier database and other online SCM ICT platforms. Develop SCM operation support and advisory services related knowledge and information. Manage subordinate. Monitor sick / annual leave. Monitor performance. Develop job descriptions for subordinates.

ENQUIRIES

POST 27/193

DEPUTY DIRECTOR: QUALITY ASSURANCE & TECHNICAL SUPPORT SERVICES REF NO: LPT/461
Branch: Shared Internal Audit Services
Directorate: Quality Assurance & Technical Support Services

SALARY

R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS

Head Office (Polokwane)
An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Internal Auditing / Auditing or related field will be an added advantage. 3 years' experience at junior managerial level in Internal Auditing / Auditing / Accounting. Member of the Institute of Internal Auditors. Institute of Internal Auditors' Quality Assurance certificate. Institute of Internal Auditors' PIA / CIA professional designation will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Computer Literacy and working knowledge of Teammate. Ability to manage and oversee quality assurance and improvement plan.

The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills, analytical and innovative thinking. Knowledge and sound understanding of Internal Audit Standards. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all other relevant prescripts. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation. Computer Literacy. Leadership. Organizing. 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, Customer Focus and Communication.

DUTIES : Develop and manage quality assurance and improvement plan. Conduct continuous and internal quality assurance reviews for the Branch in term of IIA professional standards. Conduct quality assurance reviews to ensure that all internal audit projects are in conformance to all IIA's mandatory standards. Provide Teammate technical support. Conduct readiness assessment to prepare for the mandatory 5 yearly external QAR. Provide technical support in the implementation of the Provincial Combined Assurance Framework. Coordinate training and provide technical support for continuing professional development requirements of the IIA (SA) and EUCB. Source best practices to address identified areas of improvements and to continuously innovate the Branch's processes. Review staff compliance with SIAS's Internal Audit Methodology. Oversee the Internal Auditor Technician (IAT) programme and identify areas of improvement from learner's logbook. Provide SCM logistic administrative support to the branch.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/194 : **DEPUTY DIRECTOR: RISK BASED AUDITING REF NO: LPT/467, LPT/501, LPT/529 (X3 POSTS)**
Branch: Shared Internal Audit Services

SALARY : R744 255 per annum (Level 11) (All-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS : Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Internal Auditing / Auditing or related field will be an added advantage. 3 years' experience at junior managerial level in Internal Auditing / Auditing / Accounting. Member of the Institute of Internal Auditors. Institute of Internal Auditors' PIA / CIA professional designation. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Computer Literacy and working knowledge of Teammate. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills, analytical and innovative thinking. Knowledge and sound understanding of Internal Audit Standards. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all other relevant prescripts. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation. Advanced computer skills (Microsoft Word, Excel & PowerPoint). Leadership. Organizing. 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, Customer Focus and Communication.

DUTIES : Assist in the development of the annual and three-year strategic rolling audit plan. Implementation of the audit plan. Collaborate with other directorates within the Shared Internal Audit Services Branch, client departments, and other stakeholders in the Province to ensure that adequate consideration has been given to ensure completeness of the audit universe and eliminate duplications. Report regularly on the progress of the Annual Internal Audit and Operational plan implementation; to all relevant stakeholders including oversight committees. Implement recommendations of

		the Quality Assurance Assessment Reports. Manage the sub-directorate to ensure the achievement of operational targets and Department goals.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/195</u>	:	<u>DEPUTY DIRECTOR: RISK BASED AND FRAUD AUDIT REF NO: LPT/519</u> Branch: Shared Internal Audit Services
<u>SALARY</u>	:	R744 255 per annum (Level 11), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Internal Auditing / Auditing / Accounting / Law or related field will be an added advantage. 3 years' experience at junior managerial level in Internal Auditing / Auditing / Accounting / Law. CFE qualification. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge and ability to apply Computer Assisted Audit Techniques will be an added advantage, Computer Literacy and working knowledge of Teammate. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills, analytical and innovative thinking. Knowledge and sound understanding fraud investigations, risk and governance assessments. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all Fraud and Corruption prescripts. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Report writing. Workshop presentation. Advanced computer skills (Microsoft Word, Excel & PowerPoint). 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Assist in the development of the annual and three-year strategic rolling fraud audit unit plan. Implementation of the audit plan. Collaborate with other directorates within the Shared Internal Audit Services Branch, client departments, and other stakeholders in the Province to ensure that adequate consideration has been given to ensure completeness of the audit universe and eliminate duplications. Report regularly on the progress of the Annual Internal Audit and Operational plan implementation; to all relevant stakeholders including oversight committees. Implement recommendations of the Quality Assurance Assessment Reports. Manage the sub-directorate to ensure the achievement of operational targets and Department goals.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/196</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: LPT/204</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Logistics / Transport Management or related field will be an added advantage. 3 years' experience at junior managerial level in logistics / Transport management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. National Government Motor Transport Policy. Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Provide fleet (Both subsidized and state owned vehicles). Manage subsidized vehicles, Scheme B, Middle Management and Motor Finance scheme cars. Manage GG vehicles. Ensure that GG vehicles in operation are maintained.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000

<u>POST 27/197</u>	:	<u>DEPUTY DIRECTOR: FACILITIES & AUXILIARY MANAGEMENT SERVICES REF NO: LPT/116</u> Directorate: Records Management and Auxiliary Services
<u>SALARY</u>	:	R744 255 per annum (Level 11), (All-inclusive package)e which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Supply Chain Management / Logistics / Public Administration or related field will be an added advantage. 3 years' experience at junior managerial level in Supply Chain Management / Public Administration / Facility Management / Disaster Management / Auxiliary Services. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development 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. Ability to implement Government Immovable asset Management Plan (GIAMA).Understanding of Occupational Health and Safety Act, no. 85 of 1993. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Maintain infrastructure and allocation of office accommodation. To ensure the provision and maintenance of technology services. Ensure the provision of Housekeeping / Auxiliary Services. To ensure the provision of labour saving devices and office equipment. To facilitate the provision of office furniture and equipment. Manage human resource within the sub-directorate.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/198</u>	:	<u>DEPUTY DIRECTOR: TRAINING & DEVELOPMENT REF NO: LPT/47</u> Directorate: Employee Utilization & Capacity Building
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Human Resource Development or related field will be an added advantage. 3 years' experience at junior managerial level in Human Resource Development. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development 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. Negotiation skills. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Conduct skills audit and identify training and development needs of employees. Compile Workplace Skills Plan and ensure that training needs of employees are incorporated on the WSP. Implement WSP. Develop leadership development strategy. Manage staff bursaries. Coordinate Skills Development Committee meetings. Manage AET Learnership. Manage iimplementation of Compulsory Induction Programme (CIP) for newly appointed employees. Co-ordinate and conduct orientation and induction programme. Manage resources and budget of the sub-directorate. Coordinate generic training programmes and management development programmes. Compile quarterly and annual training reports for submission to relevant stakeholders such as OtP, DPSA, and PSETA.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000

<u>POST 27/199</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL ASSET MANAGEMENT REF NO: LPT/317</u>
		Directorate: Provincial Asset Management
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Economics / Accounting or related field will be an added advantage. 3 years' experience at junior managerial level in Asset Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of PFMA, Treasury Regulations, National Assets Management Framework GRAP, SCOA and Modified Cash Standard (MCS) Guide Extensive knowledge of BAUD, BAS and LOGIS or related systems. Good understanding of procurement & payment systems and process. Good understanding of budgeting and expenditure. Knowledge of Financial Disclosure Notes. Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. Ability to analyze financial reports and provide inputs to financial statements. Ability to work under pressure. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Manage the safeguarding of assets. Manage the maintenance of asset registers. Manage the disposal of assets. Analyze the reconciliations, reports and financial statements of departments and public entities. Ensure implementation of the policies and procedures for fixed movable assets and inventory in provincial departments and public entities. Ensure performance of reconciliation between the Asset Registers and Ledger Accounts, between the bin cards, LOGIS and stock on the shelves and storerooms. Ensure completion of Financial Disclosure notes on a quarterly basis. Produce quarterly compliance reports of all departments on a quarterly basis. Assist the Departments and Public Entities in addressing audit queries. Arrange provincial forum and provide secretarial duties during those forums.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/200</u>	:	<u>DEPUTY DIRECTOR: MOPANI SUPPLY CHAIN MANAGEMENT SERVICES REF NO: LPT/366</u>
		Directorate: SCM Client Support
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Supply Chain Management / Financial Management or related field will be an added advantage. 3 years' experience at junior managerial level in Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to interpret and apply policy. Analytical and communication. Presentation skills. Ability to operate computer. Adaptability during changes to meet the goals. PFMA, Treasury Regulations, PPPFA and SCM prescripts. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Provide SCM capacity building for suppliers. Development of SMME Capacity Development Strategy related to public sector procurement. Facilitate the development of the capacity building program in liaison with other relevant stakeholders. Develop SCM support tools for SMME Development. Conduct workshop and awareness roadshow with suppliers and communities on public sector SCM policies and procedures updates. Conduct workshops and awareness roadshows with suppliers on existing SCM ICT platform. Provide stakeholder support manage human resource management administration. Stakeholder relations management for SMME Development. Provide support to government stakeholders and external stakeholder to support the development and implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation SCM knowledge and information strategy. Monitor support on online supplier's registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the

		usage of existing government SCM ICT platforms. Provide support to SCM officials of departments and public entities on the usage of central supplier database and other online SCM ICT platforms. Manage subordinate. Leave management of sub-ordinates. Monitor performance of the sub-program. Regular reporting to stakeholders on the SCM Client Support services.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/201</u>	:	<u>DEPUTY DIRECTOR: WATERBERG SUPPLY CHAIN MANAGEMENT SERVICES REF NO: LPT/376</u> Directorate: SCM Client Support
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package) which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Supply Chain Management / Financial Management or related field will be an added advantage. 3 years' experience at junior managerial level in Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to interpret and apply policy. Analytical and communication. Presentation skills. Ability to operate computer. Adaptability during changes to meet the goals. PFMA, Treasury Regulations, PPPFA and SCM prescripts. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Provide SCM capacity building for suppliers. Development of SMME Capacity Development Strategy related to public sector procurement. Facilitate the development of the capacity building program in liaison with other relevant stakeholders. Develop SCM support tools for SMME Development. Conduct workshop and awareness roadshow with suppliers and communities on public sector SCM policies and procedures updates. Conduct workshops and awareness roadshows with suppliers on existing SCM ICT platform. Provide stakeholder support manage human resource management administration. Stakeholder relations management for SMME Development. Provide support to government stakeholders and external stakeholder to support the development and implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation SCM knowledge and information strategy. Monitor support on online supplier's registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the usage of existing government SCM ICT platforms. Provide support to SCM officials of departments and public entities on the usage of central supplier database and other online SCM ICT platforms. Manage subordinate. Leave management of subordinates. Monitor performance of the sub-program. Regular reporting to stakeholders on the SCM Client Support services.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/202</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/255</u> Directorate: Public Finance & Data Management (All Votes)
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Accounting / Financial Management or related field will be an added advantage 3 years' experience at supervisory managerial level in financial Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. PFMA and Treasury Regulations. DORA frameworks. Competencies: Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Project Management. Financial Management.
<u>DUTIES</u>	:	Receive and record reports for IYM submissions (hard copies and soft copies) from department's and public entities. Arrange logistics towards the hosting of quarterly expenditure monitoring bilateral, conditional grand's bilateral and budget, revenue and expenditure forum meetings. Assist in preparation and development of reports for

conditional grand's and quarterly expenditure monitoring bilateral. Assist in the assessment and analysis of business plans for conditional grand's allocated programmes.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/203 : **ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: LPT/234**
Directorate: Fiscal Policy Analysis (Revenue)

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting / Economics or related field will be an added advantage. 3 years' experience at supervisory managerial level in Revenue Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Planning and organizing. Compilation of reports. Analysing. Computer. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. PFMA and Treasury Regulations, Public Service Act and Regulations. Competencies: Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals.

DUTIES : Provide support with implement of revenue enhancement strategy to ensure maximization of target. Provide inputs into the transparent and effective revenue management. Provide inputs in the determination of own revenue estimates for MTEF. Coordinate and facilitate the revision of tariff processes. Coordinate and consolidate provincial database and tariff registers.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/204 : **ASSISTANT DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PPP REF NO: LPT/263**
Directorate: Provincial Infrastructure Performance & PPP

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Management / Accounting or related field will be an added advantage. 3 years' experience at supervisory managerial level in Financial Management / Accounting. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: In-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development 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. Negotiation skills. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

DUTIES : Provide assistance to infrastructure funding frameworks, long term planning and expenditure in the Province. Assess provincial infrastructure plans, budgets and provide expects inputs to provincial departments and public entities. Provide support to enforce the optimal utilization and maintenance of infrastructure by provincial and municipal custodian. Provide support of alternatives services delivery funding options for infrastructure for provincial departments. Provide support on PPP projects.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/205 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE GOVERNANCE: MOPANI, CAPRICORN & VHEMBE DISTRICTS REF NO: LPT/285, LPT/278 & LPT/299 (X3 POSTS)**
Directorate: Municipal Finance Governance: Mopani, Capricorn & Vhembe Districts

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting or related field will be an added advantage. 3

years' experience at supervisory managerial level in Financial Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Planning and Organizing. Compilation of reports. Standards/procedures. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Adaptability during changes to meet the goals. Financial Legislations and policies (MFMA, PFMA, Treasury Regulations, etc). Competencies: Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation.

DUTIES : Facilitate municipal budget planning and implementation. Assist to collect information from municipalities on budgets. Assist in monitoring municipalities' compliance to provision of municipal budget. Assist checking local government fiscal resources and compliance with the Municipal Finance Management Act (MFMA). Review implementation of the internship programme in line with the National Treasury regulation. Review compliance with section 75 of the MFMA. Co-ordinate municipal forum/workshops in terms of venues and facilities. Facilitate municipal accounting, reporting assets and liability management. Assist in performing oversight on month and year-end submission. Monitor submission of Annual Financial Statements on time. Assist in performing oversight role on financial reporting and compliance to accounting norms and standards. Facilitate revenue and debt management matters. Assist in monitor revenue management planning process. Assist in revenue management and implementation process. Assist in revenue management processes and reporting. Assist in revenue management administrative matters and IGR engagements. Provide administrative support.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/206 : **ASSISTANT DIRECTOR: PROVINCIAL ASSET MANAGEMENT REF NO: LPT/323**
Directorate: Provincial Asset Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting or related field will be an added advantage. 3 years' experience at supervisory managerial level in movable Fixed Assets and Inventory in Public Sector. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to perform reconciliation between Asset Register and Ledger Account. Reconciliation, Microsoft excel and PowerPoint presentation, Planning and organizing. Problem solving and decision-making. Creative thinking. Customer service orientation. Knowledge of Treasury Regulations, PFMA, National Assets Management Framework. Extensive knowledge in management of movable asset management and Inventory management. Knowledge of Modified Cash Standard Guide, GRAP and SCOA charts. Extensive knowledge of any electronic movable asset management system, BAS and LOGIS / related system. Understanding of procurement & payment systems. Ability to analyse financial reports and provide inputs to financial statements. Competencies: Problem solving and decision-making. Creative thinking. Customer service orientation. Decision-making. Project Management. People Management.

DUTIES : Provide support on provincial Asset Management policies and guidelines. Provide support on Inventory Management. Provide support on maintenance of Asset Registers. Provide support on safeguarding of assets to departments and public entities. Facilitate transparent and economic practices to deal with asset disposal in the provincial administration. Facilitate the capacitation of asset and inventory management sections in the departments and public entities.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/207 : **ASSISTANT DIRECTOR: BANKING, CASH & LIABILITIES MANAGEMENT REF NO: LPT/333**
Directorate: Banking, Cash & Liabilities Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management or related field will be an added advantage. 3 years' experience at supervisory managerial level in Cash Management, Banking, Debtors, and Liabilities management in Public Sector. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Analytical skills and interpersonal

relations. Government Financial Systems such as BAS, PERSAL and LOGIS or related systems. PFMA, DoRA, Treasury Regulations, Modified Cash Standard (MCS) Guide Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & Powerpoint) coupled with good writing, communication, presentation and interpersonal relations skills. Ability to enforce compliance to ensure sound administration and management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Reconciliation and confirmation of all revenues deposited into Provincial Revenue Fund (PRF), viz Equitable Share, Conditional Grants, Own Revenue, Surrenders & Donations. Assessment and disbursement of BAS payments processed by departments using BAS Cash Blocking Functionality. Preparation of provincial statement of daily bank balances. Capturing of withdrawals from the CPD account held at SA Reserve Bank. Compiling instructions for funding of PMG accounts in line with payments disbursed in both PERSAL & BAS. Confirmation of PERSAL Bank Credit Transfers for processing by the bank. Releasing of Bank Credit Transfers using Online Banking System on action dates of BAS payments. Forecasting of daily cash requirements of departments and compiling instructions for investment of surplus funds in the CPD at SA Reserve Bank. Reconciliation of CDP account. Compiling and issuing of statements of transfers to departments. Preparation of cash flow management reports and presentations. Preparation of BAS journal papers and capturing of journals in PRF BAS database. Reconciliation of PRF account and closing of books of accounts periodically. Compilation of PRF financial statements. Visiting departments and public entities to assess compliance with cash management prescripts. Arrangement of Cash Management Forum meetings, taking of minutes and following-up on resolutions.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/208 : **ASSISTANT DIRECTOR: SCM GOVERNANCE REF NO: LPT/378**
Directorate: SCM Governance and Compliance

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Accounting or related field will be an added advantage. 3 years' experience at supervisory managerial level in Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to interpret and apply policy, Analytical and innovative thinking, Research, Report writing, Workshop presentation and facilitation, PFMA, Treasury Regulations, PPPFA and SCM prescripts. Competencies: Leadership, Organizing, Project Management, Conflict Management, Financial Management, Strategic Management, Policy formulation, Adaptability during changes to meet the goals, Change/ diversity management, Negotiation skills and People Management.

DUTIES : Provide support on development of policy, norms and standards. Implement SCM policy, norms and standards. Establish governance mechanism. Evaluate and report on system, supplier performance and contract management.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/209 : **ASSISTANT DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO: LPT/347**
Directorate: SCM Governance and Compliance

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Commerce / Supply Chain Management / Public Administration or related field will be an added advantage. 3 years' experience at supervisory managerial level in Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to interpret and apply policy, Analytical and innovative thinking, Research, Report writing, Workshop presentation and facilitation, PFMA and Treasury Regulations. PPPFA and SCM prescripts. Competencies: Leadership, Organizing, Project Management, Conflict Management, Financial Management, Strategic Management, Policy formulation, Adaptability during changes to meet the goals, Change/ diversity management, Negotiation skills and People Management.

- DUTIES** : Provide support on development of policy, norms and standards. Implement SCM policy, norms and standards. Establish governance mechanism. Evaluate and report on system, supplier performance and contract management.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/210** : **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/404**
Directorate: Governance, Monitoring & Compliance
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing or related field will be an added advantage. 3 years' experience at supervisory managerial level in Governance, Compliance or Internal Audit. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. PFMA and Treasury Regulations. PSA and Regulations, Companies Act and King III. Competencies: Customer Service Orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Project Management. People Management.
- DUTIES** : Support Standing Committee on Public Accounts (SCoPA) on PFMA and other governance matters during and after public hearings. Execute oversight (monitoring) on the implementation of SCoPA and cabinet resolutions. Develop templates for SCoPA and cabinet resolutions reporting. Contribute to drafting SCoPA resolutions based on recommendations of committees. Conduct information sessions to SCoPA and related committees. Undertake the promulgation of the Provincial Finance Act (Unauthorized Expenditure). Execute oversight over unwanted expenditures (unauthorized, irregular, fruitless and wasteful expenditure). Monitor payments made within 30 days in line with section 38(1) (f) of the PFMA. Maintain a register and file of all Acts issued in terms of the PFMA by the Legislature. Contribute towards attainment of directorate planned targets. Prepare, submit monthly and quarterly reports.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/211** : **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/401**
Directorate: Governance, Monitoring & Compliance
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing or related field will be an added advantage. 3 years' experience at supervisory managerial level in Governance, Compliance or Internal Audit. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Extensive knowledge of Committee of Sponsoring Organizations of the Treadway Commission principles COSO. Companies Act of 2008, King III, Public Finance Management Act and Treasury Regulations. Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. Competencies: Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. People Management. Project Management.
- DUTIES** : Review the adequacy of internal control systems within departments and public entities and conduct research on development of new and updating existing controls. Take lead role in the policy and procedure manual formulation for transversal functions, including mapping of controls. Develop position papers on frequently asked questions (FAQs). Provide lead role in the development of delegations in terms of sections 44 and 56 of the PFMA. Manage and coordinate activities related to the internal control forum. Contribute to towards the development of best practice guidelines and training material in terms of the PFMA. Coordinate, monitor and evaluate fraud prevention and losses control systems. Promote a culture of good ethics and values through development of internal controls and assist departments and public entities with establishing financial misconduct boards. Contribute towards attainment of directorate planned targets. Prepare and submit monthly and quarterly reports.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/212 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: LPT/ 421**
Directorate: Financial Accounting and Reporting

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS :

An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Accounting or related field will be an added advantage. 3 years' experience at supervisory managerial level in Financial Accounting and Reporting. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of variety of work ranges, procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Skills Development Act. Public Service Act. Public Service Regulations. Generally Recognised Accounting Practice (GRAP) Standards. International Financial Reporting Standards (IFRS). Networking and bonding, Concern for others. Creative thinking. MS Office (EXCEL, Word, PowerPoint) at intermediate level. Competencies: Planning and organizing. Problem analysis. Problem solving and decision-making. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Self-management. Team membership. Technical proficiency. People Management. Project Management.

DUTIES : Facilitate on appropriate financial accounting and reporting. Coordinate the submission of monthly financial reports from public entities. Conduct analysis of monthly accounts for public entities and provide feedback with recommendations. Conduct follow-ups on implementation of recommendations on resolving long outstanding transactions in suspense and control accounts for public entities. Prepare monthly financial reports for public entities. Provide support to public entities during the preparations of interim and annual financial statements. Review interim and annual financial statements for public entities and provide feedback with recommendations. Prepare quarterly and annual reports on interim and annual financial statements to relevant Audit Committees. Facilitate Accounting and Reporting Forum. Prepare Consolidated Annual Financial Statements for public entities. Coordinate the submission of annual financial statements for public entities. Facilitate the approval and submission of consolidated annual financial statement to Auditor General for audit. Coordinate the auditing of Consolidated Annual Financial Statements. Facilitate the printing and submission of Consolidated Annual Financial Statements to the Provincial Legislature for tabling. Facilitate appropriate financial accounting practices. Facilitate workshops for public entities on applicable accounting standards updates. Coordinate the submission of audited annual reports for provincial public entities to the National Treasury.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/213 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING REF NO: LPT/ 427**
Directorate: Financial Management Capacity Building

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS :

An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Training Management / Public Administration or related field will be an added advantage. 3 years' experience at supervisory managerial level in Financial Management / Public Finance / Financial Training Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Report writing and workshop presentation. Organizing. Adaptability during changes to meet the goals. Knowledge of variety of work ranges; procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Skills Development Act. Public Service Act. Public Service Regulations. Batho-Pele Principles and programmes. South African Qualification Authority (SAQA). National Qualification Framework (NQF) requirements. Labour Relations Act (LRA). Sector Education Training Authority (SETA). Education and Training Authority (ETA). Capacity Development Strategy (CDS). Competencies: Strategic management. Financial management. Financial Accounting. Human Resource Management. Ability to interpret and apply policies. Analytical and innovative thinking. Change/diversity management. Project Management.

DUTIES : Provide short-term financial management training interventions to provincial departments and public entities. Coordinate development of annual training schedule in consultation with stakeholders. Provide long-term financial

		management qualification programmes. Assess financial management capacity building in provincial departments and public entities. Provide administrative support functions. Prepare and submit logistical arrangements. Input on preparation of monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/214</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING (FINANCIAL SYSTEMS TRAINING) REF NO: LPT/ 428</u> Directorate: Financial Management Capacity Building
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Financial Management / Training Management / Public Administration or related field will be an added advantage. 3 years' experience at supervisory managerial level in Financial Management / Public Finance / Financial Training Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Ability to interpret and apply policies. Analytical and innovative thinking. Report writing and workshop presentation. Computer Literacy. Organizing. Adaptability during changes to meet the goals. Knowledge of variety of work ranges; procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho-Pele Principles and programmes. Government Financial Systems: PERSAL/BAS/LOGIS. Competencies: Strategic management. Financial management. Financial Accounting. Human Resource Management. Change / diversity management. Project Management.
<u>DUTIES</u>	:	Conduct and coordinate PERSAL / BAS / LOGIS training. Coordinate development of annual, monthly and weekly training schedule in consultation with stakeholders. Prepare and update manuals when necessary. Coordinate Provide administrative support functions. Coordinate Systems trainings at National Treasury for Courses not offered in Limpopo. Prepare and submit logistical arrangements. Marking and assessment of scripts and preparation of reports. Input on preparation of monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/215</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/ 443</u> Directorate: Financial Systems Implementation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane) An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Information Technology / Business Analysis / Financial Information Systems or related field will be an added advantage. 3 years' experience at supervisory managerial level in Information Technology / Business Analysis / Financial Information Systems. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of variety of work ranges, procedures and Legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations, Project Management Principles, BPMCBOK, ITSM Service Desk Tool, ICT Governance Framework. Product management experience with techniques such as use case analysis, data / process flow diagramming, process mapping and requirements documentation. JAD session facilitation skills. Use of Case tools & Modelling methodologies. Communication and report-writing abilities. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication and report-writing abilities. Honesty and integrity.
<u>DUTIES</u>	:	Develop requirements documentation for the implementation of systems. Provide guidance on the utilization of financial systems. Facilitate the development and upgrading of existing systems by analyzing and identifying areas for modifications. Conduct benchmarks and provide management with advice. Research, and review up-to-date business processes and IT advancements to modernize systems. Create initiatives in line with the business needs and requirements. Develop a business case. Mapping of business processes to maximize effectiveness and efficiencies in the province. Develop standard operating procedures and system policies. Manage help desk. Ensure effective participation in administering specific ad-hoc projects.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/216 : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: LPT/ 451**
Directorate: Systems Administration

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Accounting / Financial Management / Financial Systems or related field will be an added advantage. 3 years' experience at supervisory managerial level in Financial Systems (BAS / LOGIS / PERSAL). Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing and workshop presentation. Computer Literacy. Organizing. Adaptability during changes to meet the goals. Competencies: Strategic management. Financial management. Financial Accounting. Human Resource Management. Change/ diversity management.

DUTIES : Provide End-User support on Financial Systems. Attend to user requests. Implement effective maintenance, support and security of systems and resources. Implement back-ups and disaster recovery functions. Maintain service level agreements. Support the utilization of applications and data. Support user and system controller forums. Support training on new functionality of systems. Implement checklists to monitor adherence to agreed system utilization standards. Produce management information. Monitor exception reports. Coordinate current data and information needs of users, management operations and regulatory reporting requirements. Ensuring the production and timely distribution of various required information analyses and reports.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/217 : **ASSISTANT DIRECTORS: TRANSVERSAL RISK MANAGEMENT REF NO: LPT/ 384 & LPT/385 (X2 POSTS)**
Directorate: Transversal Risk Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Risk Management or related field will be an added advantage. 3 years' experience at supervisory managerial level in Risk Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Networking and bonding, Concern for others. Creative thinking. Customer service orientation. PFMA and Treasury Regulations. Risk Management Frameworks. Technical proficiency. MS Office (EXCEL, Word, PowerPoint) at intermediate level. Competencies: Planning and organizing. Problem analysis. Problem solving and decision-making. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Self-management. Team membership.

DUTIES : Analyse and compile quarterly risk management reports. Compile quarterly analysis reports for Audit Committees. Support and monitor implementation of provincial risk profile. Support departments and public entities during risk assessment process. Support departmental and public entities Risk Management Committees. Support risk management activities in departments and public entities. Coordinate the activities of the Risk Management Forum. Provide support to departments and public entities on the utilisation of the provincial risk the management system. Coordinate Financial Management administration of the directorate. Perform general administration within the directorate. Communicate with client departments and public entities on Risk Management support activities.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/218 : **ASSISTANT DIRECTOR: RISK BASED & FRAUD AUDIT CLUSTER B REF NO: LPT/522**
Directorate: Risk Based & Fraud Audit (Votes 11 & 13)

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Internal Auditing or related field will be an added advantage. 3 years' experience at supervisory managerial level in Fraud / Investigative. CFE qualification will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge and ability to apply Computer Assisted

Audit Techniques. Computer Literacy and working knowledge of Teammate. Problem-solving skills, analytical and innovative thinking. Knowledge and sound understanding fraud investigations, risk and governance assessments. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all Fraud and Corruption prescripts. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation. Advanced computer skills (Microsoft Word, Excel & PowerPoint). Competencies: Project appraisals. Data mining techniques. Needs and priorities of stakeholders. Public administration. Conflict Management. Financial Management. Change / diversity management.

DUTIES : Provide input into the development of the annual and three-year strategic rolling fraud audit unit plan. Implementation of the audit plan. Provide guidance with regards to implementation of investigations Perform continuous quality assurance during execution of audits. Collaborate with other directorates within the Shared Internal Audit Services Branch, to share knowledge, eliminate duplicates and to ensure completeness of the audit universe. Provide progress report with regards to implementation of the Annual Internal Audit and Operational plan to all relevant stakeholders. Implement recommendations of the Quality Assurance Assessment Reports.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/219 : **ASSISTANT DIRECTOR: RECRUITMENT SELECTION & APPOINTMENT REF NO: LPT/30**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office - Polokwane
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in HRM / Public Management / Public Administration or related field will be an added advantage. 3 years' experience at supervisory managerial level in human resource management. PERSAL Certificate / Results (Attach). Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within Public service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Project Management. People Management.

DUTIES : Coordinate implementation of recruitment process in line with relevant prescripts. Manage all activities relating to recruitment and selection processes. Facilitate the provision of secretariat and administrative support to all recruitment processes. Provide technical advice on matters relating to recruitment processes. Manage resources (physical and human). Capture, approve / authorise PERSAL transactions. Contribute to the process to identify and manage risk factors and indicators pertaining to the achievement of the directorate's goals and objectives.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/220 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: LPT/31**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in HRM / Public Management / Public Administration or related field will be an added advantage. 3 years' experience at supervisory managerial level in human resource management. PERSAL Certificate / Results (Attach). Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within Public service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity

citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Project Management. People Management.

DUTIES : Administer all aspects of conditions of service such as management of injury on duty claims, overtime, service terminations and service benefits. Coordinate management of all leave matters in the department. Coordinate implementation of PILLIR in the department. Coordinate implementation of long service recognition. Capture, approve and authorise PERSAL transactions. Provide support on service benefits such as Housing, pension, state guarantees, etc. Manage resources (physical and human). Contribute to the process to identify and manage risk factors and indicators pertaining to the achievement of the directorate's goals and objectives.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/221 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: LPT/62**
Directorate: Transformation Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Psychology / Social Work or related field will be an added advantage. 3 years' experience at supervisory managerial level in EHWP. Registration with South African Council of Social Service Professions (SACSSP) or Health Profession Council of South Africa (HPCSA). Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: In-depth knowledge of Employee Health and Wellness in Public Service. Application of DPSA Employee Health and Wellness Framework and relevant prescripts. Understanding of the legislative framework governing the Public Service. Occupational Health and Safety Act. Mental Health Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Regulations and Public Finance Management Act. Counselling. Analytical and problem solving skill. Report writing. Negotiation skills. Presentation skill. Casework management skill. Ability to interpret and analyse data. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

DUTIES : Provide psych-social wellness therapy and counselling services to referred employees. Implement and manage EAP information Management System. Provide critical incidence response and trauma debriefing during crisis. Develop and implement awareness and educational programmes on health promotion. Monitor the implementation of sports and recreational activities. Coordinate and implement HIV & AIDS, STIs and TB programmes and Health Productivity programmes in accordance with 2008 DPSA Employee Health and Wellness Frame work and other relevant prescripts. Implement Employee Health and Wellness policies.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/222 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: LPT/71**
Directorate: Security Management

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Security Management or related field will be an added advantage. 3 years' experience at supervisory managerial level in Security Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development 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. Negotiation skills. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

DUTIES : Facilitate the implementation of Minimum Information Security Standards (MISS). Conduct Personnel Suitability Checks and facilitate vetting in the department. Facilitate the implementation of minimum information security standards (MISS) in

terms of Documents Security. Conduct information security audits. Co-ordinate the implementation of Technical Surveillance Counter Measure (TSCM). Facilitate the implementation of Minimum Physical Security Standards (MPSS). Facilitate all matters related to administration of physical security as per minimum physical security standard. Conduct security assessment/evaluations/threat and risk assessment of the institutions. Plan and coordinate physical security for special and high-risk events. Develop and implement awareness-training programmes in the department. Assist in the development and planning of security budget. Reporting and investigation of security breaches. Liaise with law - enforcement security agencies on any new development or changes in the information and physical security environment.

ENQUIRIES :

Ms Kgadima MC Tel No: (015) 298 7000

POST 27/223 :

ASSISTANT DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: LPT/118

Directorate: Records Management and Auxiliary Services

SALARY CENTRE REQUIREMENTS :

R382 245 per annum (Level 09)

Head Office (Polokwane)

An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Public Administration or related field will be an added advantage. 3 years' experience at supervisory managerial level in Auxiliary Services. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. PFMA and Treasury Regulations. Records Management. Knowledge Management. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. People Management. Project Management. Time Management.

DUTIES :

Maintain infrastructure and allocation of office accommodation. Ensure provision and maintenance of telephony services. Ensure provision of housekeeping / Auxiliary Services. Ensure provision of labour saving devices and office equipment. Facilitate provision of office furniture and equipment. Manage human resources.

ENQUIRIES :

Ms Kgadima MC Tel No: (015) 298 7000

POST 27/224 :

ASSISTANT DIRECTOR: AUXILIARY MANAGEMENT SERVICES REF NO: LPT/117

Directorate: Records Management and Auxiliary Services

SALARY CENTRE REQUIREMENTS :

R382 245 per annum (Level 09)

Head Office (Polokwane)

An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Public Administration or related field will be an added advantage. 3 years' experience at supervisory managerial level in Auxiliary Services. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Adaptability during changes to meet goals. Compilation of reports. Standards and procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Competencies: Managerial functions. Finance. Human Resource matters. Planning and organizing. Leadership. Organizing. Conflict of Management. Strategic Management. Policy formulation. Change/ diversity Management.

DUTIES :

Maintain infrastructure and allocation of office accommodation. To ensure the provision and maintenance of telephony services. Ensure the provision of housekeeping/auxiliary services. To ensure the provision of labour saving devices and office equipment. Facilitate the provisioning of office furniture and equipment. Manage human resource.

ENQUIRIES :

Ms Kgadima MC Tel No: (015) 298 7000

POST 27/225 :

ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION REF NO: LPT/177

Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS :

R382 245 per annum (Level 09)

Head Office (Polokwane)

An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Accounting or related field will be an added advantage. 3 years' experience

		at supervisory managerial level in Financial Accounting, debt and revenue management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: (Ability to read and Interpret Bank Statements, Ability to reconcile figures, Knowledge of BAS, Computer Literacy and Report writing skill). PFMA and Treasury Regulations. Competencies: Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. Customer service orientation. Decision-making. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency.
<u>DUTIES</u>	:	Administration of Departmental Revenue. Administration of debt. Administer Bookkeeping. Prepare Interim and Annual Financial Statements.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/226</u>	:	<u>ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSCON)</u> <u>REF NO: LPT/179</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Management / Financial Accounting or related field will be an added advantage. 3 years' experience at supervisory managerial level in Financial Accounting, debt and bank reconciliation management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. Thorough BAS Knowledge and computer literacy, Planning and organizing. Problem solving and decision-making. Creative thinking. Customer service orientation. Decision-making. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Competencies: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management.
<u>DUTIES</u>	:	System Administrator BAS: identify, implement and maintain workflow groups and workflow create and maintain user accounts, effective support provided to the system provider. System Administrator LOGIS: identify, implement and maintain workflow groups and workflow, create and maintain user accounts, effective support provided to the system provider. System maintenance: systems effectively maintained (transactions processing rules, item function rules, item processing rules, parameters and linking printers to users and facilitation of 3 rd party interfaces. Monthly reporting: report month and year end closures, clearing of suspense accounts on monthly basis, monitoring user activities on monthly basis, perform financial administration and prepare financial reports.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 27/227</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LPT/214</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Supply Chain Management / Logistics or related field will be an added advantage. 3 years' experience at supervisory managerial level in Supply Chain Management / Logistics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. SCM prescripts, LOGIS and BAS. Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Competencies: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management.
<u>DUTIES</u>	:	Coordinate Asset Register. Coordinate Asset Verification process. Coordinate Asset disposal process. Input in the Preparation of financial statements in relation to assets management. Safe guarding of assets and administer barcoding of assets. Administration of absolute, redundant and losses of Assets.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000

- POST 27/228** : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT REF NO: LPT/193**
Directorate: Supply Chain Management
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. Qualification in Supply Chain Management / Logistics or related field will be an added advantage. 3 years' experience at supervisory managerial level in Supply Chain Management / demand/acquisition management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. SCM prescripts, LOGIS and BAS. Networking and bonding, Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Competencies: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management.
- DUTIES** : Bid administration. Invitation of quotations. Maintenance of database. Facilitate the process of quotation invitation. Perform contract management in the department. Bid administration, Invitations of quotations to ensure effective demand and acquisition management, ensure timeous invitation, evaluation and adjudication of bids in accordance with SCM prescripts, facilitate information session with bidders and end-users, Advertise information on new and awarded bids, Personnel Management.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 27/229** : **GRAPHIC DESIGNER REF NO: LPT/87**
Directorate: Communications Services
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Graphic Designer or related field will be an added advantage. 2 years' experience in Graphic design. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Knowledge of sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development 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. Be able to use different designing bundles like CorelDraw, Adobe InDesign, Adobe InDesign. Affinity Designer, mega Creator and many more. Testing of visual graphic across all media sector. Facilitation skills. Co-ordination skills. Leadership skills. Competencies: Negotiation skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Communication. Group dynamics. Diversity management. Change and knowledge management.
- DUTIES** : Provide graphic design services within the department. Provide photographic services to the department. Provide videography services to the department.
- ENQUIRIES** : Ms Kgadima MC Tel No. (015) 298 7000
- POST 27/230** : **NETWORK CONTROLLERS REF NO'S: LPT/95 & LPT/96 (X2 POSTS)**
Directorate: Information Communication Technology
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Information Technology / Computer Science or related field will be an added advantage. Two years' experience in Information Technology / Computer Science, ICT security training, experience in Cisco products and Microsoft System Centre Configuration Manager (SCCM). Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: Windows Server. Microsoft exchange, Microsoft SharePoint, ITIL, ICT Networks. ICT security. ICT Governance. Competencies: Programme and Project Management. Financial Management. Change Management. Technical Proficiency. Service Delivery Innovation. Problem-solving and Analysis. Planning and Organizing. Client Orientation and Customer Focus. Communication. Honesty and Integrity.
- DUTIES** : To facilitate information and communication technology operations. Provide end user and network technical support. Provide assistance to end users on ICT challenges. Provide secure windows domain and secure server application environment. Provide

and manage LAN services. Ensure efficient, reliable and secured network environment. Monitor network performance and test vulnerabilities. Provide ICT infrastructure capacity monitoring and planning. Provide and maintain a reliable systems and data backup and restore service. Plan and implement ICT infrastructure Change Requests.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/231 : **TRANSPORT OFFICER REF NO: LPT/208**
Directorate: Supply Chain Management

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Supply Chain Management / Logistics / Transport Management or related field will be an added advantage. Two years' experience in Transport Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA and Treasury Regulations. PSA and Regulations. Batho Pele principles. Competencies: Computer. Courier services. Finance. Food Services. HR matters. Planning and organising. Safety. Stores. Training. Technical proficiency. Networking and bonding, Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency.

DUTIES : Provide fleet (Departmental cars and hiring). Keep GG vehicles in good working condition / roadworthiness. Handle accidents on GG vehicles. Manage government owned vehicles.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/232 : **SENIOR ADMIN OFFICER: TRANSVERSAL CONTRACTS MANAGEMENT REF NO: LPT/359**
Directorate: Transversal Contracts Management

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Supply Chain Management / Financial Management or related field will be an added advantage. Two years' experience in Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge and skills: PFMA, Treasury Regulations, PPPFA and SCM prescripts. Computer literacy. Analytical and interpretative skills. Competencies: Communication. Service delivery innovation. Client orientation and customer focus. Change and knowledge management.

DUTIES : Conduct need analysis, market research and benchmarking on transversal commodities. Identification of research stakeholders. Arrangement of research logistics. Management of transversal bids. Provide logistics for transversal bid committee meetings which include booking of venue, and catering services, preparation of an agenda, attendance register, code of conduct and oath of secrecy, issuing of meeting packs, consolidation of nominations for transversal bid committees, issuing of appointment letters to members. Provide logistics for stakeholder management engagement which include confirmation of availability of relevant stakeholders, preparation of agenda and attendance register. Assess compliance of institutions and suppliers on transversal contracts. Communicate assessment schedule to all institutions. Prepare assessment reports. Monitor the implementation of the action plan. Filing of all documents.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/233 : **PERSONNEL PRACTITIONER: YOUTH DEVELOPMENT AND TALENT MANAGEMENT REF NO: LPT/54**
Directorate: Employee Utilization and Capacity Building

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Public Management / Public Administration or related field will be an added advantage. 1 year experience in Human Resource Development. Knowledge and skills: Knowledge of sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development 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. Negotiation skills. Leadership skills. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Change and knowledge management.

DUTIES : Manage Bursary Unit. Facilitation of internship. Monitoring of Experiential learning program. Assist in Management EUCB Budget. Coordinate internship and learnership programmes. Facilitate advertisement of internship and learnership programmes. Facilitate enrolment of interns and learners on the programmes. Facilitate personnel suitability check on interns and learners. Administer training of mentors. Coordinate enrolment of learners on work integrated learning programme. Assist learners in compiling activity plans. Monitor logbooks of learners. Coordinate skills development committee meetings. Perform secretariat duties to the skills development committee. Compile monthly, quarterly and annual reports for submission to PSETA, OtP, DPSA, and other relevant stakeholders.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/234 : **DEMAND & ACQUISITION PRACTITIONER REF NO: LPT/197**
Directorate: Supply Chain Management

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Supply Chain Management / Logistics or related field will be an added advantage. 1 year experience in Supply Chain Management. Knowledge and skills: PFMA and Treasury Regulations. PSA and Regulations. Batho Pele principles, LOGIS and BAS. Computer literacy. Courier services. Finance. Food Services. HR matters. Stores. Training. Technical proficiency. Networking and bonding, Planning and organizing. Diversity citizenship. Organizational communication effectiveness. Self-management. Team membership. Technical proficiency. Competencies: Financial Management. Communication. Problem Solving and analysis, Client orientation and Customer Focus.

DUTIES : Process invitation of bids – Greater than R1 000 000.00. Process invitation of quotations – Less than R1 000 000.00. Compile the register for the advertised bids. Maintenance of demand and acquisition database.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/235 : **LOGISTICS PRACTITIONER REF NO: LPT/201**
Directorate: Supply Chain Management

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Supply Chain Management / Logistics or related field will be an added advantage. 1 year experience in Supply Chain Management /Logistics. Knowledge and skills: Knowledge of variety of work ranges and procedures. Managerial functions. PFMA and Treasury Regulations. PSA and Regulations. Logis and BAS. Compilation of reports. Research \ analyzing. Computer Literacy. Technical/standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Adaptability during changes to meet the goals. Change/ diversity management. Competencies: Planning and organizing. Organizing. Conflict Management. Financial Management. Change/ diversity management.

DUTIES : Capture information on the memorandum of goods and services. Capturing of orders. Capture information from the requisition on the LOGIS system. Administrative duties. Clearing of outstanding commitments. Cancel orders. Modify orders. Make enquires on outstanding orders. Liaise with end user and service providers.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/236 : **PERSONAL ASSISTANT TO THE CFO REF NO: LPT/160**
Chief Directorate: Financial Management

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Office Management / Office Administration / Management Assistant or related field will

be an added advantage. 1 year experience in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistant / Secretariat. Knowledge and skills: Good telephone etiquette. Good interpersonal relations. Excellent communication. Report writing skills. Ms Office Packages (Ms Word, Ms Excel, Ms Power-point, Ms Outlook). Time Management; Ability to work under pressure; Ability to maintain confidentiality. PFMA and Treasury Regulations. Batho Pele principles. PSA and Regulations. Batho Pele principles. Competencies: Computer. Courier services. Finance. Food Services. HR matters. Planning and organising. Safety. Stores. Training. Technical proficiency.

DUTIES : Provide secretariat support services to Chief Financial Officer. Render administrative support services. Provide support to Chief Financial Officer regarding meetings. Support the Chief Financial with the administration of budget. Manage and handle telephonic communication.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 27/237 : **PERSONAL ASSISTANT TO THE DDG REF NO: LPT/380**
Branch: Financial Governance

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Office Management / Office Administration / Management Assistant or related field will be an added advantage. 1 year experience in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistant / Secretariat. Knowledge and skills: Good telephone etiquette. Good interpersonal relations. Excellent communication. Report writing skills. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). Time Management; Ability to work under pressure; Ability to maintain confidentiality. PFMA and Treasury Regulations. Batho Pele principles. Competencies: Planning and organising. Networking and Customer service orientation. Organizational communication effectiveness. Self-management.

DUTIES : Provide secretariat support services to Deputy Director General. Render administrative support services. Plan and organise Branch meetings. Support the Deputy Director General with the administration of budget. Manage and handle telephonic communication.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000