

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : The Chief Director: Strategic HR, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.
- FOR ATTENTION** : Ms. Suzan Mahlase / Mr. Junior Maboya / Ms. Moipone Mathole
- CLOSING DATE** : 22 August 2022
- NOTE** : The new Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next three (3) months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, emailed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful. All shortlisted candidates for these posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. The successful candidates will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Following the interview and technical exercise, the selection panel will recommend 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 post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.

MANAGEMENT ECHELON

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| <u>POST 29/292</u> | : | <u>HEAD OF DEPARTMENT: CORPORATIVE GOVERNANCE HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS REF NO: OTP/34/22/02</u> (5) Years Fixed Term Contract Re- Advert |
| <u>SALARY</u> | : | R2 008 212 per annum (Level 16). (SMS Grade D) Non-pensionable HOD allowance: 10% of the payable inclusive remuneration package |
| <u>CENTRE REQUIREMENTS</u> | : | Polokwane: Head Office An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Financial Management / Business Management / Administration / Municipal Finance / Local Government Administration will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels. |
| <u>DUTIES</u> | : | The successful candidate will be the Head of Department and Accounting Officer responsible for:- Provide strategic direction to ensure efficient, effective and developmental support oriented system in the following: Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Render advice to the MEC and any other relevant authority on all aspect of CoGHSTA administration in the Province; Ensure effective Cooperative Government and Integrated Human Settlement; Ensure that the programme of action of the Governance and Administration, Economic and Infrastructure clusters are implemented; Liaise with the National Department of Cooperative Governance & Traditional Affairs and National Department of Human Settlements; Provision of strategic leadership in the Department; Leading and managing intergovernmental relations with respect to local government; Maximise benefits arising from regional integration; Implement the Environmental Management Act; Promote and facilitate twinning agreement with municipalities; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:- Promotion of sound labour relations through Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:- Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Direct support to the MEC. Provide strategic leadership of the Department. Regional Integration Implementation of MISS. Managing a corporate/enterprise through leading people and task execution management. Design Strategic Planning Frameworks. |
| <u>ENQUIRIES</u> | : | Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360 |

- POST 29/293** : **HEAD OF DEPARTMENT: HEALTH REF NO: OTP/34/22/03**
(5) Years Fixed Term Contract)
- SALARY** : R2 008 212 per annum (Level 16). (SMS Grade D) Non-pensionable HOD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Medical / Health Science will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Knowledge And Skills: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations. Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them. Maintain high quality standards in the output and encourage others to meet similar standards. Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the Department to effectively and efficiently deliver on its mandate. Manage allocated resources, both human and capital, effectively, economically and efficiently. Prepare and Manage strategic plans, business plans and budgeting. Knowledge of relevant public service acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Negotiation skills, Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for:- Establish strategic direction of the department to ensure alignment with mandates by:-Providing Departmental Management and Planning; Providing Corporate Governance in the Department; Providing Executive authority and management support; Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive health care services in the Province; Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, ICT and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human, Technological and physical) by providing financial management and corporate services in the Department; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks; Leadership and Management Strategy
- ENQUIRIES** : Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360
- POST 29/294** : **HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF TRANSPORT &COMMUNITY SAFETY REF NO: OTP/34/22/01**
(Five (5) Years Fixed Term Contract)
Re - Advert
- SALARY** : R1 544 415 per annum (Level 15). (SMS Grade D) Non-pensionable HOD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as

defined in the Constitution, Act 108 of 1996). A post graduated qualification in Transport Management / Policing will be an added advantage; Valid driver license (exempting applicants with disabilities). Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

DUTIES

: Provide strategic leadership and direction to ensure efficient, effective and developmental support oriented system in the following: Establishing and implementing the strategic direction of the department to ensure alignment with departmental strategic objectives; Monitor and ensure the implementation of the strategic and business plans; Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include: Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review; Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy; Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Regulate and monitor transport services through transport licensing, public transport monitoring and intensified traffic law enforcement operations; Develop and implement transport and infrastructure plans and ensure such plans support current and future growth of the transport sector; Provide provincial police oversight services, establish and maintain partnerships with community safety stakeholders; Promote economic development through effective and efficient transport development and transport operator empowerment programs; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks.

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