

## PROVINCIAL ADMINISTRATION: LIMPOPO

## DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

*The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the position as it appears below.*

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor). All General enquiries should be directed to Mr. Ramagoshi Phuti at Tel No: (015) 294 2225 or Mr. Monkoe Mphodi at Tel No: (015) 294 2223 or Ms. Mokhomole Makgano at Tel No: (015) 294 2270.
- CLOSING DATE** : 01 September 2022
- NOTE** : Applications should be submitted on a new Z83 form obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be completed in full. A comprehensive copy of your Curriculum Vitae only (certified copies of identity document, driver's license, qualifications will be requested from shortlisted candidates). The specific reference number for the post must be quoted. Candidates will be required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link:<https://www.thensg.govza/training-course/sms-pre-entryprogramme>. "All shortlisted candidates 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 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." Short-listed candidates for the below post will be subjected to a Security clearance, and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000 NB: Faxed or e-mailed applications will not be considered. This advert will also be available on the following website:[www.coghsta.limpopo.gov.za](http://www.coghsta.limpopo.gov.za). The Department reserves the right to make an appointment in respect of the advertised post.

## MANAGEMENT ECHELON

- POST 30/232** : **CHIEF FINANCIAL OFFICER REF NO: COGHSTA 02/22**  
Branch: FMS
- SALARY** : R1 544 415 per annum, (all-inclusive salary package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification and a post graduate qualification (NQF8) in Financial Management/ Accounting as recognized by SAQA. Registration as a Chartered Accountant (South Africa) will be an added advantage. 8-10 years of experience at a senior managerial level, coupled with extensive

management experience in the field of financial management covering Accounting, Budgeting, Reporting, Asset Management, Internal Control and Supply Chain Management; A valid driver's license (with exception of disabled applicants). Core And Process Competencies: Extensive Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government; procedures, prescripts and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage; Proven strategic and leadership capabilities; Ability to establish good working relations with key stakeholders such as the Provincial & National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level. Skills & Knowledge: Good negotiation skills; Good communication (written and verbal); Client orientation and customer focus, honesty and integrity; problem solving, and analytic skills are key to this post.

**DUTIES**

: Financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with Provincial and National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof; Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure and report unauthorized, irregular or fruitless and wasteful expenditure. Ensure adherence to the transfer of assets and liabilities management, compliance to any tax, levy, duty, pension and audit commitments required by legislation. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of department including conditional grant budget provisions. Ensure that proper record of the departments' financial affairs in accordance with prescribed norms and standards and submission/ available of these reports to all relevant role-players e.g., executive authority. Ensure that proper grant management in terms of program management in DORA.

**ENQUIRIES**

: Mr. Ramagoshi Phuti Tel No: (015) 294 2225

**POST 30/233**

: **CHIEF DIRECTOR: DEMOCRATIC GOVERNANCE, DISASTER MANAGEMENT AND COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 03/22**  
Branch: Cooperative Governance

**SALARY CENTRE REQUIREMENTS**

: R1 269 951 per annum, (all-inclusive salary package)  
: Polokwane  
: An undergraduate degree (NQF level 7) in Development Studies/ Public Administration. Possession of a Post graduate degree will be an added advantage. 5 years' experience at a Senior Management level & a valid driver's license (with exception of disabled applicants).Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts application of the legislative framework governing the public service e.g., Public Service Act, Labour; Relation Act, PFMA, etc. Skills & Knowledge: 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, customer focus and Communication.

**DUTIES**

: Provide support to municipalities on public participation and facilitate elections and intergovernmental relations. Ensure the implementation of Community Development Programmes; Provide support and monitor Municipalities to respond to community concerns. Manage Provincial Disaster management services; Manage resources (financial, human, and physical).

**ENQUIRIES**

: Mr. Monkoe Mphodi Tel No: (015) 294 2223

## DEPARTMENT OF EDUCATION

*Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts of Circuit Managers, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached Annexure A. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply*



- APPLICATIONS** : The Head of Department, Limpopo Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 (Registry)
- CLOSING DATE** : Friday, 26th August 2022 at 14H00
- NOTE** : Applicants must utilise 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. The form is obtainable from all Public Service Departments/ Institutions or on the Internet at [www.gov.za](http://www.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. South African applicants need not 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 on 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. Only shortlisted candidates will be informed or requested to submit certified copies of educational qualifications and other relevant documents. The successful candidates must be willing to sign a performance contract with the Department. Successful candidates will be subjected to personal suitability checks, verification of educational qualifications and reference checks. Applications received after the closing date, whether posted, or hand-submitted will not be considered. Fax applications will not be considered. Applicants who apply for more than one [01] position are requested to submit separate applications for each position they wish to apply for. Due to a large number of applications that we envisage, correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months after closing date, consider your application as being unsuccessful. Accommodation and travelling expenses for the interview process is not catered for by the Department [shortlisted candidates will attend interviews at their own expenses]. The post of Senior Legal Administration Officer is re - advertised. Applicants who applied for this post in the previous advertisement/s must re – apply. Applications should be forwarded as follows: The applications for all the posts should be submitted to

## OTHER POSTS

- POST 30/234** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: LDOE 22/06/2022**  
Directorate: Legal Services  
Re - Advertisement  
(Permanent)
- SALARY** : R774 660 per annum (Level 11), (all-inclusive package)

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| <b><u>CENTRE REQUIREMENTS</u></b>        | : Head Office (Polokwane)<br>: An undergraduate qualification (NQF level 6) in law as recognised by SAQA. 3 - 5 years' relevant experience in promoting organizational compliance with applicable laws, regulations, rules and prescripts. Valid South African driver's license (with exception of person with disability).Core And Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: A systemic and organizational view of legal services provisioning. Practical and extensive experience in drafting legal and/or advisory opinions, legal arguments, judgments, rulings, policies, notices, procedure manuals, reports; and any other implementation tools and instruments for legislations and policies. Experience in drafting primary and secondary legislation will be an added advantage. Knowledge of the Constitution of the Republic of South Africa, PAJA, PAIA, POPIA, PFMA; and of the relevant Departmental and Basic Education Sector legislation will be an added advantage. Conceptual and analytical thinking skills. Complex problem-solving skills. Legal Writing skills. Written and verbal communication skills. Policy and Legislative Interpretation skills. Planning and Organising skills. Project Management skills. Honesty and Integrity. Diplomatic skills. Excellent functional computer literacy (MS Word, MS Excel, MS PowerPoint & MS Outlook). |
| <b><u>DUITES</u></b>                     | : Create an enabling environment for compliance with the legal and policy prescripts of the Department. Assist the Department to realise improved institutional performance, service delivery governance in schools, circuits, districts, head office and across the departmental programme structure. Provide verbal and written legal opinions on a variety of service delivery matters pertaining to the mandate of the Department at the levels of head office, districts, circuits and schools. Provide a preventive and proactive bridge between the Department and the potential for opportunistic legal challenges impacting on the mandate of the Department. Scan the legislative and policy environment to determine its impact on the mandate of the Department and to promote mainstreaming of any new and relevant information into Departmental service delivery processes and procedures. Draft legal instruments such as notices, contracts, agreements, legislations, rules, inclusive of any policy and legislative implementation tools and instruments. Manage litigation matters. Provide trend analysis and quality assurance on legal fees expenditure.  |
| <b><u>ENQUIRIES</u></b>                  | : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.   |
| <b><u>POST 30/235</u></b>                | : <b><u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: LDOE01\07\2022</u></b><br>(Permanent)  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R744 255 per annum (Level 11), (all-inclusive package)<br>: Head office (Polokwane)<br>: An undergraduate qualification (NQF level 6) as recognised by SAQA, a qualification in Information Science or Human Resource Management /Public Management qualification as recognised by SAQA will be an added advantage. A certificate in Records Management will be an added advantage. Five years' experience in HR Records of which three (3) years must be at Junior Management / assistant Director level, Teams, and Electronic Records Management System. Valid South African driver's license (with exception of person with disability, Strategic capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Problem solving and Analysis, Client Orientation and Customer focus and Communication.Knowledge & Skills: Sound and knowledge of relevant prescripts- National Archives and records services of south Africa act (NARSA), protection of personal information act, POPIA), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA), Time Management, skills, Interpersonal skills, Negotiation skills, Presentation skills, Planning skills. Sound knowledge of the  |

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|  |   | integrity of records management, Knowledge of the basic PERSAL system, Knowledge in the development and the usage of File Plans, Knowledge in the development of Records Management policy and procedure Manual, Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS access, MS Outlook.   |
| <b><u>DUTIES</u></b>                     | : | Reporting requirements in line with Legislative Framework, Implement sound Human Resource records Management through paper and electronic Records Management System, Records Management System, Plan and Operationalise Human Resource Records Management activities Providing leadership in creation, usage maintenance, and disposal of Human Resource Records Development and maintenance of Human Resource Records Classification System (Staff File plan) Develop systematic disposal programmed for personnel records and custody by applying and implementing: Limited Authority, Standing Authority and General Authority, Support District, Circuit and Schools in the implementation of Human Resource Records Management. Provide Human Resource Record registry services, Provide training on NARSA, PAIA, PAJA and POPIA, Formulation and Review of Policy, Procedures and processes for creation, usage maintenance and disposal, Account and ensure safe keeping and security of records, Manage records management disaster recovery strategies, Develop and implement Human Resource Records Management internal control systems, Manage performance, procurement plan and budget, Develop Human Resource Records risk register and implement mitigation strategies.   |
| <b><u>ENQUIRIES</u></b>                  | : | All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.  |
| <b><u>POST 30/236</u></b>                | : | <b><u>DEPUTY DIRECTOR: APPLICATIONS &amp; SYSTEMS DEVELOPMENT REF NO: LDOE 02/07/2022</u></b><br>(Permanent)  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R744 255 per annum (Level 11), (all-inclusive package)<br>Head office (Polokwane)<br>An undergraduate qualification (NQF level 6) as recognised by SAQA, A qualification in Computer Science, Information Systems, Business Management as recognized by SAQA will be an added advantage, five years' experience in IT of which three (3) years must be at Junior Management /assistant Director level in Application Systems, Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook, Valid South African driver's license (with exception of person with disability), Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management., Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus and Communication. Knowledge & skills: Proficient in IT systems terminology, Negotiation skills, Presentation skills, People management Skills, Time management, Communication (formal and informal) skills, Strong leadership skills, willingness to work under pressure, Basic knowledge on financial administration, Ability to act with tact and discretion, Ability to do research and analyse documents and situations, Strong understanding of project management principles, Broad understanding of IT methodologies, systems management, and IT Applications Management. |
| <b><u>DUTIES</u></b>                     | : | Identify manual processes to be converted into electronic systems, Develop requirements for electronic systems to be developed, perform research, and recommend electronic systems to acquired or developed, Maintain information systems by planning, monitoring, and coordinating employees, Develop and maintain private intranet and public internet sites, Creates reports, programs as well as add-on applications to enhance existing electronic systems, offers coaching, leadership, and training to manage staff performance, Assesses information systems results by auditing their application and results, Participates in planning and designing technologies to meet the growing needs of the department, Maintains safe and healthy working environment by ensuring that information systems staff complies with organizational policies, Develop and coordinate the information's systems policies, Assisting departments and end users with software issues; Project Portfolio  |

Management, Project Management, requirements gathering. Data management, procuring new applications, improving existing applications and business operations.

**ENQUIRIES**

: All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/237**

: **DEPUTY DIRECTOR: SALARIES&WAGES REF NO: LDOE 03/07/2022**  
(Permanent)

**SALARY  
CENTRE  
REQUIREMENTS**

: R744 255 per annum (Level 11), (all-inclusive `package)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA, A qualification in Accounting/ Financial Accounting/ Financial Management as recognised by SAQA will be an added advantage. Five years' experience in Financial Management & Accounting of which three (3) years must be at Junior Management / Assistant Director level, Valid South African driver's (with exception of person with disability) Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus and Communication Knowledge & Skills: Sound knowledge of Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives, Sound knowledge of Departments' Reconciliation processes, Understanding of Governments financial delegations, Management of government's department's chart of accounts, sound knowledge of Government Financial Systems, Good verbal, and written communication skills. advanced interpersonal and diplomacy skills, Problem solving skills, Decision - making skills, Analytical thinking skills, Ability to communicate at all levels, People orientated, Ability to establish and maintain networks, Hard-working, and Ability to work independently, Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUTIES**

: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective, Review efficiency and effectiveness of systems of internal controls at the regions to improve the integrity of financial information. Monitor compliance with financial prescripts, evaluate strategies and processes to continually improve them, ensure that all transactions are supported by authentic and verifiable source documents, investigate suspense account balances, Administer Payroll, Collection, reconciling of payroll reports and pay slips, Distribution of payrolls and payslips to various directorates and district offices. Coordination of salary advice and ensure that payrolls reports are returned timeously within the allocated time frames, Compiled reports on certified payrolls runs, clearing of payroll suspense account and attend to comments made on the payroll reports, maintain filing storage of payroll reports and handle queries related payroll, Administer Salary Transactions. Implementation of deduction and processing of salary allowances, Amending of official information on PERSAL as per employee request such as tax method, bonus date, banking details etc. Preparing of recall and reversal for official not terminated timeously on PERSAL. Compiling of last pay certificate for transfers, Circulation of debt route form to other section such as bursary, salary overpayment, provide reports and inputs for financial statements, prepare monthly, annual accrual journals for salary administration, Monitor, Investigate and clear salary administration suspense's accounts, Manage the reconciliations and compliance certificate inputs to Provincial Treasury, Assess management report and implement audit plan, Report progress on the audit plan, Review of audit files and annual financial statements to ensure compliance with Modified Cash Standards (MCS), Manage request for Information (RFIs) and submission of audit evidence to AGSA, Manage and resolve all audit queries, Reduce exposure to risk through sound corporate governance, Assess risks of the sub-directorate and update the risk register, Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies, and internal control procedures, Control documentation

and safeguard source documents, Ensure maintenance of discipline, Manage performance and development, Establish, implement, and maintain efficient and effective communication arrangements, Develop and manage the operational plan of the sub-directorate and report on progress as required. Quality control of work delivered by employees.

**ENQUIRIES**

: All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/238**

: **DEPUTY DIRECTOR: SALARIES & WAGES (TAX RECONCILIATION) REF NO: LDOE 04/07/2022**  
(Permanent)

**SALARY CENTRE REQUIREMENTS**

R744 255 per annum (Level 11), (all-inclusive package)  
Head office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA A qualification in Accounting/ Financial Accounting/ Financial Management as recognised by SAQA will be an added advantage, Five years' experience in Financial Management of which three (3) years must be at Junior Management / Assistant Director level, Valid South African driver's license (with exception of person with disability). Knowledge & Skills: Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook), Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus and Communication, Sound knowledge of Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives, Sound knowledge of Departments' Reconciliation processes, Understanding of Governments financial delegations, Management of government's department's chart of accounts, Sound knowledge of Government Financial Systems, Good verbal and written communication skills, Advanced interpersonal and diplomacy skills, , Problem solving skills, Decision - making skills , Analytical thinking skills, Ability to communicate at all levels; people orientated, Able to establish and maintain networks, Ability to work independently.

**DUTIES**

Monitor the policy and legislative framework to ensure that cognizance is taken of new developments Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective. Review efficiency and effectiveness of systems of internal controls at the regions to improve the integrity of financial information. Monitor compliance with financial prescripts. Evaluate strategies and processes to continually improve them. Ensure that all transactions are supported by authentic and verifiable source documents. Investigate suspense account balances. Manage the taxation affairs of the department. Reconcile tax monthly and ensure that all amount owed to SARS are paid before month-end. Ensure EMP201 and 501 reconcile and submitted timeously to avoid penalties Request of Tax directives. Calculation of tax on manual payment. Assess management report and implement audit plan. Report progress on the audit plan. Review of audit files and annual financial statements to ensure compliance with Modified Cash Standards (MCS). Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Reduce exposure to risk through sound corporate governance. Assess risks of the sub-directorate and update the risk register. Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies, and internal control procedures. Control documentation and safeguard source documents. Ensure maintenance of discipline. Manage performance and development. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Quality control of work delivered by employees.

**ENQUIRIES**

: All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No:

(015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/239** : **DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDOE 05/07/2022**  
(Permanent)

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Accounting/ Financial Accounting/ Financial Management as recognised by SAQA will be an added advantage. Professional registration with any accredited accounting body will be an added advantage. Five years' experience in Financial Management of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. \_Knowledge & Skills: Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments` Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Good verbal and written communication skills. Advanced interpersonal and diplomacy skills. Problem solving skills. Decision making skills. Analytical thinking skills. Ability to communicate at all levels. People orientated. Ability to establish and maintain networks. Hard-working, and Ability to work independently. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUTIES** : Coordinate the revision of policies, internal controls, and improved processes: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective. Review efficiency and effectiveness of systems of internal controls at Head office and at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts (Head office and district offices). Evaluate strategies and processes to continually improve them. Settle all payments due to creditors within 30 days from receipt of invoice in the case of civil claims, from the date of court judgment. Check payment source documents. Review creditors' reconciliation. Check adjustment for misallocation identified on the financial system. Check documentation for sundry and order payments. Provide support and guidance to clients. Maintain creditor's age analysis. Prepare disbursement run for submission to Treasury for the release of the payments captured. Prepare credit transfers for the transactions above a million. Analyse and investigate long outstanding invoices and doing follow-up. Monitor commitment control account for the entity. Analyse comments and make follow-up on long outstanding invoices. Provide inputs on the preparation of the financial statements. Provide creditor's month-end reports (30 days reports, payables, accruals, fruitless and wasteful expenditure). Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid. Prepare monthly and quarterly reports for submission to Provincial Treasury. Implement measures for improving audit outcomes and risk management:- Assess management report and implement audit plan. Report progress on the audit plan. Provide the required debt information to the Sub-directorate responsible for the preparation of financial statements. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Control documentation and safeguard source documents. Manage the Sub directorate:  
- Ensure maintenance of discipline. Manage performance and development. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Quality control of work delivered by employees.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284



6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/240** : **DEPUTY DIRECTOR: DEBT MANAGEMENT & REVENUE REF NO: LDOE 06/07/2022**  
(Permanent)

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)  
: Head Office (Polokwane)

: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Accounting/ Financial Accounting/ Financial Management as recognised by SAQA will be an added advantage. Five years' experience in Financial Management of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives, Departments' Reconciliation processes, Knowledge on the managing departmental debt, Understanding of Governments financial delegations, Management of government's department's chart of accounts, Good verbal and written communication skills, Advanced interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Analytical thinking skills, Ability to communicate at all levels, People orientated skills, Ability to establish and maintain networks, and Ability to work independently. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUTIES** : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective. Review efficiency and effectiveness of systems of internal controls at Head office and at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts (Head office and district offices). Evaluate strategies and processes to continually improve them. Manage the Department's debt book. Manage the collection and depositing of cash collected through the cashier's office (Head office). Provide oversight support and management of the district offices cashier's offices. Manage the staff related inter-departmental payables for the department. Prepare monthly and quarterly reports for submission to Provincial Treasury. Assess management report and implement audit plan. Report progress on the audit plan. Provide the required debt information to the Sub-directorate responsible for the preparation of financial statements. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Control documentation and safeguard source documents. Ensure maintenance of discipline. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/241** : **DEPUTY DIRECTOR: BOOKKEEPING & ACCOUNTING SERVICES REF NO: LDOE 07/07/2022**  
(Permanent)

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)  
: Head Office (Polokwane)

: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Accounting/ Financial Accounting/ Financial Management as recognised by SAQA will be an added advantage. Professional registration with any accredited accounting body will be an added advantage. Five years'

experience in Financial Management of which three (3) years must be at Junior Management / Assistant. Director level. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Knowledge of the Public Finance Management Act, Knowledge of the National Department of Treasury regulations, guidelines, and directives, Understanding of the Departments' Reconciliation processes, Understanding of Governments financial delegations, Management of government's department's chart of accounts, Management of the government Financial Systems, Understanding of Modified Cash Standards, Good verbal and written communication skills, Advanced interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Ability to communicate at all levels, People orientated skills, and Ability to establish and maintain networks. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUITES** : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective. Review efficiency and effectiveness of systems of internal controls at the regions to improve the integrity of financial information. Monitor compliance with financial prescripts. Evaluate strategies and processes to continually improve them. Manage Departments bank accounts. Manage the information on the inflow and outflow of funds. Ensure that all transactions are supported by authentic and verifiable source documents. Investigate suspense account balances. Compile financial statements and review financial statement inputs of the sub-directorate. Manage the reconciliations and compliance certificate inputs to Provincial Treasury. Assess management report and implement audit plan. Report progress on the audit plan. Review of audit files and annual financial statements to ensure compliance with Modified Cash Standards (MCS). Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Reduce exposure to risk through sound corporate governance. Assess risks of the sub-directorate and update the risk register. Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies, and internal control procedures. Control documentation and safeguard source documents. Provide support to district offices where necessary. Ensure maintenance of discipline. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Quality control of work delivered by employees.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/242** : **DEPUTY DIRECTOR: BUDGETING, MONITORING & REPORTING REF NO: LDOE 08/07/2022**  
(Permanent)

**SALARY** : R744 255 per annum (Level11), (all-inclusive package)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Accounting/ Financial Accounting/ Financial Management as recognised by SAQA will be an added advantage. Five years' experience in Financial Management of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Knowledge of Basic Accounting System (BAS) and Standard Chart of Accounts, Relevant Acts / Guidelines, Policy directives and

Resolutions, Financial management (Budget formulation and analysis), Project management skills, Diversity management skills, Research skills, Communication and negotiation skills, Policy development skills, Conflict management and problem - solving skills, Interpersonal relations and networking abilities, Innovative skills, Teamwork, and Self –management and motivation. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUITES** : Coordinate, develop and review of departmental policies and procedures applicable to management accounting (planning and budgeting). Manage, review, analyse and quality assure the Medium-Term Expenditure Framework (MTEF) preparation and submission process. Manage the roll-over, adjustment estimates and virement preparation and submission processes. Coordinate, review, analyse and quality assure the budget reporting processes. Manage the compilation and preparation of IYM, Variance and other reports. Provide information for the preparation of the annual financial statements. Coordinate the compilation of information for the interim and annual performance reports. Provide advice and guidance to role players on the use of forecasting methods and tools. Assist in compilation of reports and presentations required by other stakeholders, e.g. Provincial Treasury and the National Department of Basic Education (DBE). Coordinate Auditor General queries and responses relating to the directorate activities. Monitor performance of employees and determine training needs. Manage the maintenance of records timeously and ensure that they are kept safe.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/243** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: LDOE 09/07/2022**  
(Permanent)

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Supply Chain Management as recognised SAQA will be an added advantage. Five years' experience in Supply Chain Management of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Good interpersonal skills, Communication skills to interface with people from diverse backgrounds, and Good organisational and basic events management skills. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUITES** : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284

6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/244** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT & JOB EVALUATION REF NO: LDOE 10/07/2022**  
(Permanent)

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Management Services (Work study)/ Operations Management as recognised by SAQA will be an added advantage. Five years' experience in OD & JE of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Knowledge and understanding of Public Service Act (PSA), Public Service Regulations(PSR), relevant DPSA prescripts on organizational development and job evaluation, Knowledge of Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks, Management skills, Negotiating skills, Analytical and innovative thinking skills, Written and verbal communication skills, Decision making skills, Leadership and team building skills, Policy development skills, and Planning and organising skills. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUTIES** : Provide leadership on work study within the department. Manage, review and redesign organisational processes. Manage the development of Job Descriptions for all job categories. Manage the Determination of appropriate remuneration (Job Evaluation). Manage the development of Organisational reviews and functional structure. Provide strategic and technical advice on the alignment of departmental strategy with organizational structure. Manage Business Process Engineering Services.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/245** : **DEPUTY DIRECTOR: HR PLANNING REF NO: LDOE 11/07/2022**  
(Permanent)

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Human Resource Management/Industrial and Organisational Psychology as recognised by SAQA will be an added advantage. PERSAL certificates will be added advantage. Five years' experience in HR Planning, HR Strategy, HR Policy and Employment Equity within HR environment of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability).Core And Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Knowledge and understanding of Public Service Act (PSA) , Public Service Regulations(PSR), Employment Equity Act(EEA) , Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks, Experience in the development, review and implementation of HR plans, EE plan, HR policies, HR strategy, Ability to work independently and in a team, Good administrative, interpersonal, and problem-solving skills, Basic research or benchmarking skills, Client – oriented, Ability to work under pressure, Ability to cope with a high workload,

|                            |   |   |
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|                            |   | and Good communication (written, verbal and liaising) skills. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook).   |
| <b><u>DUTIES</u></b>       | : | Manage the development, implementation, and monitoring of Human Resource Plan in the Department. Manage the development, implementation, and monitoring of Employment Equity in the Department. Manage the development, reviewing, implementation and monitoring of HR policies in the Department. Facilitate and implement HR and Employment Equity reporting in compliance with Departments of Public Service & Administration and Labour regulations. Manage the development, implementation, and monitoring of HR Strategy in the Department.   |
| <b><u>ENQUIRIES</u></b>    | : | All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.  |
| <b><u>POST 30/246</u></b>  | : | <b><u>DEPUTY DIRECTOR: HIV &amp; AIDS REF NO: LDOE 12/07/2022</u></b><br>(Permanent)  |
| <b><u>SALARY</u></b>       | : | R744 255 per annum (Level 11), (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in social work or Psychology as recognised by SAQA will be an added advantage. Five years' experience in HIV, STI and TB of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Strategic thinking skills, Project Management skills, Financial Management skills, Good interpersonal relations skills, Team Leadership skills, Conflict Management skills, Written and verbal communication skills, Interpersonal conflict and problem resolving and policy development skills, Ability to apply technology communication and information management, Ability to work in a collaborative environment with key stakeholder, Decision – making skills, People management skills, Ability to conduct research, and Ability to compile and write reports. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). |
| <b><u>DUTIES</u></b>       | : | Develop policies and strategies on the management of HIV, STI & TB in the workplace. Provide support to districts, circuits & Schools and employees. Compile, analyse and submit monthly, quarterly and annual reports to relevant structures. Development of operational plans. Conduct advocacy campaigns at district and Provincial office. Strengthen the Employee Health and Wellness Outreach programme. Train and provide support to peer educators. Develop prevention and support strategies for people living with HIV and TB.  |
| <b><u>ENQUIRIES</u></b>    | : | All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.  |
| <b><u>POST 30/247</u></b>  | : | <b><u>DEPUTY DIRECTOR: POLICY DEVELOPMENT &amp; CO – ORDINATION REF NO: LDOE 13/07/2022</u></b><br>Directorate: Integrated Planning, Research & Reporting<br>(Permanent)  |
| <b><u>SALARY</u></b>       | : | R744 255 per annum (Level 11), (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Policy Development / Management / Monitoring & Evaluation / Research as recognised by SAQA will be an added advantage. Five years' experience in Policy Development and Management of which three (3) years must be a Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability).Core And Process   |

Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Knowledge of the Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, All Labour Legislations, Public Financial Management Act. Be conversant with policy management functions. Be able to: develop departmental policies, Monitor implementation of policies & Analyse departmental policies. An understanding of monitoring and evaluation. Communication (both verbal and writing) skills. Project Management skills. Financial Management skills. Leadership skills. Ability to convert policy into action. Strategic Management skills. Decision making skills. Interpersonal skills. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUTIES** : Co-ordinate the development and revision of Departmental Policies. Provide support and advice on policies and practices to clients. Provide advice and support on development of departmental policies. Implement departmental policies. Review and analyse departmental policies.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/248** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH & SAFETY REF NO: LDOE 14/07/2022**  
Directorate: Employee Wellness Programmes  
(Permanent)

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in Environmental Health / Occupational Health/ Safety as recognised by SAQA will be an added advantage. A qualification in SAMTRAC will be an added advantage. Five years' experience in Employee Health and Wellness / Occupational Health of which three (3) years must be at Junior Management / Assistant Director level. Valid South African driver's license (with exception of person with disability) Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Knowledge of departmental policies and procedures. Knowledge of relevant safety legislations, policies and regulations, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resource Development Policies, Departmental policies and procedures. Communication skills. Negotiation and decision - making skills. Diversity management skills. Problem solving skills. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUTIES** : Co-ordinate the implementation of health and safety working environmental Programmes/projects in the province. Co-ordinate the investigation of health-related complaints and accidents in the province. Co-ordinate inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals in the province. Communicate and promote Health, Safety and Wellness in the province. Manage the implementation and promotion of Employee Health and wellness Programmes and Interventions. Manage all the resources within the OHS field. Advise the department on issues of non-compliance with COIDA.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

**POST 30/249** : **DEPUTY DIRECTOR: HUMAN RESOURCE CONDITIONS OF SERVICE**  
**REF NO: LDOE 15/07/2022**  
(Permanent)

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. A qualification in HRM / Public Management / Personnel Management as recognised by SAQA will be an added advantage. Five years' experience in HRM of which three (3) years must be at Junior Management / Lower Management / Assistant Director level. Proof of PERSAL training – PERSAL Certificate. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Extensive knowledge of and ability to operate the PERSAL system. In-depth knowledge of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Supervisory skills. Computer literacy. Good interpersonal skills. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

**DUTIES** : Manage and co-ordinate the Human Resource functions in Region within the Department to contribute to the rendering of a professional human resource management service. Management of leave of absence (annual/vacation leave, sick leave, departmental special leave & PILIR). Management of terminations of service. Management of allowances in line with National policies and directives in the Region. Ensure the successful implementation of Departmental/Public Service policies on matters related to human resource management in order to adhere to the relevant prescripts/legislation. Inform, guide and advice line managers or employees on human resource policies and directives. Authorise/Approve transactions on PERSAL according to delegations. Hold workshops advising line managers/employees on key HR policy issues.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at Tel No: (015) 284 6536, Mr. Makama MM at Tel No: (015) 284 6507, Ms Ngwepe MP at Tel No: (015) 284 6535, Ms Mmowa LS at Tel No: (015) 284 6568, Ms. Phasiwe NM at Tel No: (015) 284 6582 and Ms Malla RA at Tel No: (015) 284 6528.

#### **DEPARTMENT OF SPORT, ARTS AND CULTURE**

***Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.***

**APPLICATIONS** : Send Your application quoting the relevant reference number, position, and management area on the new Z83 to: The Head of Department Applications should be submitted to: The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549 Polokwane, 0700. Hand delivered at 21 Rabe Street, Polokwane.

**CLOSING DATE** : 26 August 2022 at 13h00.  
**NOTE** : Applications must be submitted on the prescribed new Z.83 form of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Women and People with Disabilities are encouraged to apply. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Applications must be submitted on new Z83 forms obtainable from any Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicants are to specify the centre on new Z83. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are

you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if 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 Department reserves the right to appoint. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Identity documents, qualifications and a valid driver's license (where required) are only required to be presented on the day of the interview. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Short-listed candidates will be subjected to a security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The contents of this Circular will also be posted on the following websites [www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za)

#### OTHER POSTS

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|----------------------------|---|---|
| <b><u>POST 30/250</u></b>  | : | <b><u>DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICE &amp; ADMINISTRATION REF NO: DSAC 2022/01</u></b>  |
| <b><u>SALARY</u></b>       | : | R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.  |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in HRM/D / Public Management /Management and Administration) will be an added advantage. PERSAL System Certificate / literacy (please attach proof). 03 to 05 years relevant experience of which 03 years must be at Junior Management /Assistant Director level within HRM.A valid driver's license except for people with disabilities. Must have Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Computer Literacy; Public Service Knowledge; Negotiations skills and can work independently. |
| <b><u>DUTIES</u></b>       | : | Manage human resource planning process. Develop Human resources policies, Manage Employment Equity, Manage recruitment, selection, and appointments. Management of compensation and conditions of service of employees. Maintain the Departmental PERSAL establishment. Coordinate human resource information. Manage and implement the Performance Management and Development System (PMDS). Manage human resources within the unit. Manage of structuring of SMS and MMS packages, Compile monthly and Quarterly reports.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038  |



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|----------------------------|---|--|
| <b><u>POST 30/251</u></b>  | : | <b><u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: DSAC 2022/02</u></b>  |
| <b><u>SALARY</u></b>       | : | R744 255.per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)  |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Financial Management/Accounting will be an added advantage. 03 to 05 years relevant experience of which 03 years must be at Junior Management /Assistant Director level within in SCM Assets environment. A valid driver's license except for people with disabilities.Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Must have Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, Strong business orientation with proven skills and abilities in management. Proven management competencies. Can work independently. Should be a team player who is assertive. Communication. Change management. Assertiveness. Conflict resolution. Diversity management. Computer Literacy; Negotiations skills, Public Service Knowledge. |
| <b><u>DUTIES</u></b>       | : | Management and maintain departmental assets register, manage and control assets(excel),Manage the disposal of absolute stock, ensure compliance with PPPFA,PFMA, Treasury Regulation and other applicable legislations, General management of human, financial and capital in the sub branch, Develop implement asset management policy monitor and evaluate effectiveness of asset management policy, manage departmental annual assets verification for head office, district and institutions, monitor the movement assets within the department, maintain close quality control over the registration of assets excel based assets register, develop and review and ensure compliance to applicable policies and strategies. Manage and control the annual operation budget. Conduct Bi-annual asset verification of movable assets, compile monthly capital and minor assets reconciliations, compile quarterly financial statements on assets, Establish and update lost/ stolen asset register.   |
| <b><u>ENQUIRES</u></b>     | : | Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038   |
| <b><u>POST 30/252</u></b>  | : | <b><u>ASSISTANT DIRECTOR: FILMS AND VIDEO REF NO: DSAC 2022/03</u></b>   |
| <b><u>SALARY</u></b>       | : | R382 245 per annum (Level 09)  |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)  |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Arts/Social Sciences will be an added advantage. 02 to 03 years relevant experience in arts and culture at lower management post (level 7/8). A valid driver's license except for people with disabilities. Must have Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking; Computer Literacy; Public Service Knowledge; Negotiation skills.   |
| <b><u>DUTIES</u></b>       | : | Provide leadership and strategic direction, oversee performing arts services, Oversee visual arts services, manage resources in accordance with relevant directives and legislation, manage, coordinate and monitor the implementation of the strategic plans of library and information services, align individual performance to the strategic business objectives as outlined in the component's balance scorecard, Development and implementation of arts and culture policies, equitable distribution of arts and culture services, facilitate performing arts exhibitions and marketing, promote indigenous music and games, Evaluate and monitor performance of employees, initiate and encourage establishment of visual arts centre in communities, coordinate and monitor the production of film and video, monitor and evaluate the implementation of special crafts programmes. Promote Indigenous Knowledge System (IKS) Regular interaction with professional Arts and Culture Bodies and Stakeholders in the province.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038   |

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| <b><u>POST 30/253</u></b>  | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: DSAC 2022/04</u></b>  |
| <b><u>SALARY</u></b>       | : | R382 245 per annum (Level 09)   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Accounting / Financial Management will be an added advantage. 02 to 03 years relevant experience in finance at lower management post (level 7/8). A valid driver's license except for people with disabilities. Must have Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking. knowledge of strategies planning, business planning computer literacy in MS Word, power point and Excel. Public Service Knowledge; Negotiation skills, Understanding of accounting process, knowledge of the financial system (BAS and LOGIS).  |
| <b><u>DUTIES</u></b>       | : | Manage the closure of books monthly, Ensure the clearance of PERSAL Exceptions, Ensure the clearance of PMG Exception, Clear suspense accounts, Ensure the Departmental Cash flow is managed properly, Compile cash flow projections report at the beginning of the financial year, Reconcile funds requested from Treasury on a weekly basis against the total budget of the department to ensure that all funds allocated to the department are transferred into the PMG Account by the year end, Compile and pass journals to the Exchequer grant, Compile and submit financial statements to provincial treasury and Office of the Auditor general before the time indicated, Compile monthly financial statement and submit to provincial Treasury, Compile interim financial statements and submit to provincial treasury Ensure that financial misstatements are detected and corrected before submission of the AFS to Auditor General, Ensure that Audit exceptions and findings from the Auditor general relating to annual financial statements are responded to immediately, prepare bank reconciliation statement, Compare and reconcile bank statements with the Pay master General PMG)/Bank account in BAS system to establish imbalances and take corrective action and submit bank reconciliation statement to provincial treasury together with all certificates of compliance in terms of Public Finance Management Act, Human Resource management and development, Conduct quarterly reviews to all officials reporting to this positions. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038  |
| <b><u>POST 30/254</u></b>  | : | <b><u>ASSISTANT DIRECTOR: EXPENDITURE REF NO: DSAC 2022/05</u></b>  |
| <b><u>SALARY</u></b>       | : | R382 245 per annum (Level 09)   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Accounting / Financial Management will be an added advantage. 02 to 03 years relevant experience in finance at lower management post (level 7/8). A valid driver's license except for people with disabilities. Must have Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking; Computer Literacy; Public Service Knowledge; Negotiation skills; knowledge of strategies planning, business planning, budgeting computer literacy in MS Word, power point and Excel, knowledge of the financial system (BAS, LOGIS and PERSAL), Must have knowledge of PFMA, treasury regulations and financial management.   |
| <b><u>DUTIES</u></b>       | : | Design, implement and maintain effective management of management of accounts. Development of payment systems processes and procedures. Authorising of payments on LOGIS, PERSAL and BAS and compile monthly reports as required by Treasury. Perform monthly payments reconciliation between BAS and PERSAL system. Perform bi-annual and Annual SARS reconciliation. Attend to Audit reports and management letters, validate accounting documentation/provide a source document filling service. Ensure that Payment voucher are kept safely at registry and avail them for audit purpose. Ensure that payments are processed within 30 days and compile 30 days report to treasury. Overall management and co-ordination of processes and resources in the division, Manage human resources within the division. Planning and management and review of individual and unit performance.   |

Develop, monitor, and review service delivery improvement, strategic and operation plans, conduct budget planning and monitor utilization in accordance with applicable prescripts, proper management, and accountability for assets, motivate and inspire employees to attain organizational objectives, control cost related to human resource and conduct quarterly reviews to all officials reporting to these positions.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/255** : **ASSISTANT DIRECTOR: TRAINING AND CAPACITY DEVELOPMENT REF NO: DSAC 2022/06**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in HRD, HRM, Public Management will be an added advantage. 02 to 03 years relevant experience in HRD environment/training at lower management post (level 7/8). A valid driver's license except for people with disabilities. Must have Knowledge of HR matters, Training and Development, Monitoring and Evaluation, Compilation of management reports, HRD legal prescripts, Skills Development Facilitator, Project Management, Budgeting and financial management, Research, and analysis, applied technology, Communication, Interpersonal relationships, Planning and execution, Presentation and Facilitation, Problem solving, Coordination, Conflict resolution. Computer literacy and Public Service Knowledge.

**DUTIES** : Coordinate skills planning and implementation, Coordinate and facilitate orientation, induction, and re-orientation programmes, Monitor, and evaluate trainings, administer bursaries, Coordinate Adult Basic Education and Training, Compile monthly, quarterly, and annual training and development reports. Develop and implement policies.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/256** : **ASSISTANT DIRECTOR: LIBRARY SYSTEMS CONTROLLER REF NO: DSAC 2022/07**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Library and Information Science/Studies will be an added advantage. 02 to 03 years relevant experience in library environment at lower management post (level 7/8). A valid driver's license except for people with disabilities. must have knowledge and understanding of legislative framework governing the Library and Information Service Sector; Knowledge and understanding of legislative framework governing public services; Ability to think analytically and to develop new or revised library management systems, procedures, and workflow; Knowledge and understanding of library security systems. Advanced knowledge of virtual technology, networking systems, various electronic devices and operating systems, including Linux. Strong understanding of library applications and technologies and experience working with database management. Strong analytical and problem-solving skills, with project management experience. Good understanding of troubleshooting and maintaining library management systems software. Experience and knowledge of networks in a public library environment, Public Service Knowledge, Computer literacy.

**DUTIES** : Manage the LP Library Management System and provide support to the Provincial Library Services staff regarding system software and hardware queries. Provide support and oversight to community libraries on the library management system matters; Co-ordinate requests for computer equipment and all computer needs and maintain inventory control register for all information technology equipment. Compile procedures and manuals for the section. Responsible for loading maintaining system password for library staff. Process Library Management system and subscription libraries applications. Co-ordinate requirements and setting up of Library Management system Institutions and subscription libraries. Responsible for requests for printing of

barcodes from public libraries and regions. Responsible for generating all Library Management system standard reports. Attend training sessions, meetings, workshops and assist in Library Management system training with Library Services staff and public library staff. Computer training for library services staff. Attend Library Management system user group meetings and distribute minutes and attend Systems Administrators Workshops. Develop and implement Library System Policy and Procedures manuals, Prepare and direct disaster recovery for Library System, resources, and services. Manage hardware lifecycle for all Library Systems. Evaluate current system and service for improvements. Organise and participate in the creation and maintenance of documentation for systems. Implement and maintain multiple layers of back-up solutions for Library systems, resources, and services.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/257** : **ADMINISTRATION OFFICER: INFRASTRUCTURE REF NO: DSAC 2022/08**

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Sports will be an added advantage. 01 to 02 years relevant experience in sports Environment. A valid driver's license except for people with disabilities. Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking. Public Service Knowledge; Negotiation skills, Computer Literacy.

**DUTIES** : Facilitate and Process application for special MIG, Monitor the implementation of 15% of MIG for Sport and Recreation Facilities, Facilitate the site inspections for projects for Sport and Recreation facilities ,Provide technical assistance to municipalities on Sport and Recreation norms and standards for facilities, Identify the needs for the disabled people in relation to training, Facilitate the training that is accredited for both sport specific and Management course, Keep data base for trained personnel in disability sector, Determine and monitor the implementation of leagues/ tournaments. Facilitate the implementation and responding to requests by stakeholders, facilitate inclusion of disability sport groups in the mainstream of sport, Facilitate the identification of needs for people with disability in sport.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/258** : **SPORT PROMOTION OFFICER: SCHOOL SPORTS REF NO: DSAC 2022/09 (X4 POSTS)**

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Vhembe District (X1 Post)

Mopani District (X1 Post)

Waterberg District (X1 Post)

Capricorn District (X1 Post)

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Sports Administration and Sport Science will be an added advantage. 01 to 02 years relevant experience in Sports Environment. A valid driver's license except for people with disabilities. Knowledge and understanding of the legislative framework governing the public service. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all professional and developmental sporting codes in the province, policy formulation and analytic thinking. Event and Sport Management. Computer Literacy; Public Service Knowledge; Negotiation skills.

**DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards, and local areas. In conjunction with stakeholders, facilitate sustainable capacity development programs in sport within the school ,wards, local areas and districts, implement sport and recreation programs in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programs that are

implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/259** : **SPORT PROMOTION OFFICER: RECREATION REF NO: DSAC 2022/10 (X2 POSTS)**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Vhembe District (X1 Post)  
Waterberg District (X1 Post)

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualifications in Sports will be an added advantage. 01 to 02 years relevant experience in Sports Environment. A valid driver's license except for people with disabilities. Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking; Computer Literacy; Public Service Knowledge; Negotiation skills.

**DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders, facilitate sustainable capacity development programmes in sport within the school ,wards, local areas and districts, implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programmes that are implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/260** : **REGISTRY CLERK: GENERAL RECORDS REF NO: DSAC 2022/11**

**SALARY** : R176 310 per annum (Level 04)  
**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Qualification in Records Management/ HRM/D / Management /Public Management / Administration. A valid driver's license except for people with disabilities. Reasoning and problem-solving ability, Computer literate (MS Office software package) Ability to work under pressure. Strong Interpersonal Skills. Good verbal and written communication skills.

**DUTIES** : Management of records storage area, Conduct inspection and audit files according to the best model of records management, rendering of postal services, opening, sorting and registering mail, registering and franking outgoing mail, registering incoming and outcoming courier, register and distribute incoming statements and invoices, Dispatch of circulars, issuing of departmental circular number, Registering circulars, record keeping, opening files according to the approved file plan, receive and file fuel, SNT, overtime, rendering couriers services, registering incoming courier, registering outgoing courier, preparing requisition form for payment, communicate with courier company.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/261** : **GENERAL WORKER REF NO: DSAC 2022/12 (X2 POSTS)**

**SALARY** : R104 073 per annum (Level 02)

**CENTRE REQUIREMENTS** : Schoemansdal (Vhembe District)  
 : An undergraduate qualification (NQF level 4) as recognized SAQA. Must have English (communication at level 3) must have excellent verbal communication, reading and writing skill. Time Management.

**DUTIES** : Maintenance of traditional museum structures, information Centre and offices, Renovation of traditional huts, Maintenance of storerooms. Look after storerooms and diesel, caring of biological assets, i. e. cattle and goats, e.g., performing daily inspection and treatment of livestock etc. Maintenance of tools and state assets. i.e., booking in and out of tools, Maintenance of office and museum gardens. Remove weeds, trim and slashing of grass, Cleaning of the Archaeological site.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038

**POST 30/262** : **GENERAL WORKER REF NO: DSAC 2022/13 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
 : Sekhukhune District  
 : An undergraduate qualification (NQF level 4) as recognized by SAQA. Must have English (communication at level 3) must have excellent verbal communication, reading and writing skill. Time Management.

**DUTIES** : Perform general assistant work, Load and off load furniture, equipment's, and any other goods to relevant destination, clean government vehicles, Clean relevant workstation. Maintain premises and surroundings, clean premises and surroundings, empty dirt bins, maintain the garden, watering the garden, mow the grass, remove weeds, and garden refuse, maintain gardening equipment's and tools, detect and report malfunction for gardening equipment's and tools, Repair minor defects of gardening equipment's and tools.

**ENQUIRIES** : Mr Musia N Tel No: 015 284 3143 or Ms Ramavhanda ND Tel No: 015 284 4038