

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Designated race groups, females and persons with disabilities remain the target groups and are encouraged to apply.

- APPLICATIONS** : All applications must be forwarded to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 or Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- CLOSING DATE** : 09 October 2023 @ 16H00
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of

section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and Technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview.

MANAGEMENT ECHELON

- POST 34/225** : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: LPT/21**
Branch: Corporate Management Services
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : An NQF level 7 qualification as recognized by SAQA in Public Management /Strategic Management / Human Resource Management or related field. Five (5) years' experience at (MMS) middle/senior managerial level in Public Management. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Development Planning policies and understanding of the legislative framework governing the Public Service such as Public Service Act, Public Service Regulations, National Evaluation Policy Framework, Framework for Strategic and Annual Performance Plans, Public Finance Management Act and Treasury Regulations. Negotiation Skills, Analytical Skills, Good Communication Skills, Group Dynamics, Diversity Management, Facilitation Skills, Co-ordination skills and Leadership skills. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
- DUTIES** : Manage monitoring and evaluation processes. Develop and implement departmental monitoring and evaluation systems. Manage and coordinate departmental integrated planning, policy research and policy development processes. Develop all departmental strategic planning documents in line with DPME guideline and relevant prescripts. Conduct policy research on new policy proposals of the department. Manage and coordinate departmental policy development processes in the department. Establishes an organizational performance management system; Monitor and evaluate organizational performance of the department on an ongoing basis; Collate information for compilation of Departmental quarterly and annual performance reports; Ensure the achievement of Directorate operational targets. Manage implementation of Departmental delegation registers.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000

<u>POST 34/226</u>	:	<u>DIRECTOR: PROVINCIAL ASSET MANAGEMENT REF NO: LPT/312</u> Chief Directorate: Assets & Liabilities Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 7 qualification as recognized by SAQA, in Financial Management/Supply Chain Management or related field. Five (5) years' experience at (MMS) middle / senior managerial level. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Financial Management, policies and understanding of the legislative framework governing the Public Service such as Public Finance Management Act, Treasury Regulation, Preferential Procurement Policy Framework Act and its Regulations, Asset Management Policies, Modified Cash Standards. Basic Conditions of Employment Act, Labour Relation Act, Public Service Act. Advanced computer skills (Microsoft Word, Excel & Power point) coupled with good writing, Communication, co-ordinate skills & presentation and interpersonal relations skills. Ability to enforce compliance to ensure sound administration and management. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Develop and review Provincial Asset and inventory management policies and guidelines. Manage development, training and review of policies, guidelines and practice notes. Roll-out policies and guides. Provide conceptual clarification on asset accounting standards. Manage and provide support on 13 votes and 5 public entities on the maintenance of asset registers. Compilation of Asset Registers. Conduct monthly expenditure reconciliations. Update Asset Registers for Additions. Develop Action Plans and clear audit queries. Build audit records for asset transactions. Consolidate Asset Registers for Disposals. Consolidate Asset Registers for Transfers. Consolidate Asset Registers for Valuations. Populate mandatory Asset Register fields appropriately. Develop Procedure Manuals and Integrated Annual Asset Management Plans. Manage and provide support on 13 votes and 5 public entities on the safeguarding of assets. Access control to assets. Monitor security checks at main entrance. Provisioning of fire extinguishers. Fire belts/breaks around premises. Clearance of hazardous elements within asset locations. Storage of assets clear of severe weather conditions. Effective asset maintenance. Free assets from over/under utilization. Manage and provide support on 13 votes and 5 public entities on asset verifications. Asset Verification project planning. Update on Table 1 (Asset Location). Clearance and archiving of prior verification statuses. Consolidate Asset Register prior to undertaking the project. Clearance of exceptions from prior projects. Assist with logistical planning. Post verification update of Asset Register. Manage and provide support on 13 votes and 5 public entities on asset disposals. Establishment of Asset Disposal Committees. Disposal Process Administration (publications, lots, ring-fencing of assets, rule clarifications, etc). Disposal Auction transparency, fairness and equity. Treasury Approval for regulated disposals. Bidder's reconciliation. Disposal revenue reconciliation. Manage and provide support on 13 votes and 5 public entities on inventory management. Maintenance of Inventory Registers. Conduct Inventory Stock take. Application of Inventory Management Techniques (ROL, EOQ, Valuations, etc.) Warehousing (Bins and Shelving and Cleanliness). Financial Reporting on Inventories. Internal Control Compliance (Segregation of Duties and Access Control). Safeguarding of Inventories (Risk of fire, theft and obsolescence). Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines/Practices/ Frameworks/ M&E.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000

<u>POST 34/227</u>	:	<u>DIRECTOR: GOVERNANCE, MONITORING AND COMPLIANCE REF NO: LPT/390</u> Branch: Financial Governance
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 7 qualification as recognized by SAQA in Commerce/ Accounting/ Internal Auditing. Five (5) years' experience at the (MMS) middle/senior managerial level in Governance, Monitoring and Compliance/ Internal Control / Internal Auditing/ External Auditing. Valid driver's license (except for persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts in PFMA, Treasury Regulations and Public Sector Financial Management Policies, Public Service Regulations, Investment Management, Budgeting, Cash flow management and Government Financial Systems (LOGIS, PERSAL and BAS). Computer (Microsoft Word, Advanced Excel and Power point) and Interpretation and analytical skills. Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus, Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership.
<u>DUTIES</u>	:	Manage compliance on norms, standard, policies and guideline – Research, identify and coordinate the process of drafting policies, instruction notes and guidelines in terms of section 18 of the PFMA. Provide and obtain comments on financial management legislation and regulations. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Develop and maintain toolkit related to PFMA compliance and provide oversight reports to HOD, MEC and Legislature. Review compliance with applicable policies and guidelines. Coordinate compliance with the applicable legislation – Facilitate, manage and report on the management of unwanted expenditures (irregular, fruitless and wasteful and unauthorised expenditure). Execute oversight over promulgation of the Provincial Finance Act. Facilitate listings/delisting of Public Entities (including Subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by Provincial Public Entities (including subsidiaries). Assess remuneration of board and committee members of public entities (including subsidiaries) to ensure alignment to national norms. Attend and monitor audit steering committee meetings. Support development of audit action plans. Review the process of analysing audit reports and monitor implementation of remedial action plans. Oversee the provision of support to governance and oversight structure – Manage provincial audit committee. Coordinate the quarterly AC meetings and reporting. Review the annual reports of the AC for reporting in annual reports of departments. Ensure availability of secretariat functions for governance forums. Manage implementation of forum resolution and report back. Provide technical advice to Board of Directors and SCoPA. Execute oversight on the implementation of SCOPA and cabinet resolution. Coordinate PFMA practitioner's forum for departments and public entities including subsidiaries and ensure its effective functioning. Provide support to departments and public entities on the development of internal controls - Develop and manage the issuing of Treasury Instructions. Contribute towards the development of best practice guidelines and training material. Provide support on the implementation of delegations (section 44 and 56 of the PFMA). Review Financial Misconduct for Departments and Public Entities including Subsidiaries. Evaluate fraud prevention and losses control systems. Evaluate the effective use and application of the internal controls. Coordinate the assessment of provincial treasury performance on its mandate - Develop a tool

		to monitor and assess the effectiveness of the Provincial Treasury delivery on its mandate. Establish an electronic reporting tool for all transversal functions.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/228</u>	:	<u>DIRECTOR: BUDGET MANAGEMENT REF NO: LPT/245</u> Branch: Sustainable Resource Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 7 qualification as recognized by SAQA in Financial Management/Accounting/Economics or related field. Five (5) years' experience at (MMS) middle / senior managerial level. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA; National Treasury Regulations and Instruction Notes; cost accounting and business practices. Knowledge of financial management prescripts, government budgeting processes, management accounting, revenue management, risk management, auditing and performance management. Knowledge of public service financial management systems (BAS, PERSAL and Vulindlela). Problem solving skills and analysis, listening skills, Teamwork, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel. Word and PowerPoint) Travelling and extended working hours may be required. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Manage the preparation of provincial budget. Develop Provincial Budget policies and procedures in consultation with stakeholders. Develop Provincial Instruction notes and guidelines based on the need. Develop and maintain effective and efficient controls systems on budget management. Develop and issue MTEF Budget guidelines and provide training thereof. Engage National Treasury on rollovers and surrenders on Conditional grants. Conduct conditional grant rollover bilateral and prepare provincial rollover memo for approval. Review departmental and public entity database. Review consolidated EPRE Excel tables and non-financial information. Review consolidated budget adjustment book and finalize before printing. Consolidate the budget adjustments tables. Analyse budget submission for 1st; 2nd and final draft. Conduct the Provincial MTEC hearing and provincial allocation. Participate during the Provincial MTEF budget allocation. Issuing of adjustment budget guidelines. Conduct adjustment budget bilateral meetings. Manage the implementation of provincial budget. Analyse consolidated monthly in year monitoring reports for departments and public entities and provide reports to respective departments. Analyse the virements / shifting of funds submission in line with prescripts for approval. Analyse the contractual obligation payments and provide advise. Analyse budget and determine correct classification on Bas system. Unpack budget in line with correct SCOA items. Manage and analyse the alignment of provincial strategic plan, annual performance plans and budgets expenditure plans. Ensure integration and synergy of budget priorities between departments and public entities. Ensure that new policy proposals are costed and the relative priority determined. Motivate for funding for programmes and project in line with departmental mandate. Ensure alignment of conditional grants funding to provincial priorities and mandate. Monitor implementation of provincial priority programmes and projects. Consolidate annual performance indicator in the budget documents. Provide reports on budget performance against annual performance plans. Manage the evaluation of inter-governmental systems for improved performance. Engage departments and public entities through MTEC hearing and provide reports. Facilitate the Executive Council Budget Committee meeting. Compile report to be tabled to the Executive Council Budget Committee HOD's Forum and Executive Council on budget matters. Compile reports and participate during the monthly Budget and Revenue forum meetings. Participate during the departmental Executive Management meetings as and when required. Engage provincial CFO's and budget managers on budget matters. Participate in the provincial CFO's forum as and when required. Provide strategies to curb Compensation of Employees' costs and the management thereof.

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

POST 34/229 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: LPT/89**
Chief Directorate: Information Management

SALARY : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS : Head Office - Polokwane
An NQF level 7 qualification as recognized by SAQA in Information Technology /Computer Science or related field. Five (5) years' experience at (MMS) middle / senior managerial level in Information Management. /Information Technology. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, Public Finance Management Act, (PFMA), Labour Relations Act(LRA)Employment Equity Act (EEA),Public Service Regulation (PSR),State Information Technology Agency (SITA), ICT Governance, Electronic Document Management System ,Minimum Information Security Standards (MISS)Report writing, Planning and Organising, Project management. Good communication skills, Group dynamics & Diversity management. Knowledge and understanding of the ICT environment end to end. Knowledge and understanding of ICT infrastructure management including disaster recovery planning. ICT management in relation to strategic alignment, value delivery, resources and risk management. Knowledge of IT service management. Knowledge of ICT Governance. Knowledge of ICT project management and delivery. Excellent leadership and organizational skills. Ability to provide leadership to a team of specialised and administrators. Innovative and self-driven professional with proven leadership skills. Excellent interpersonal skills. Ability to perform under pressure. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Provide information technology governance services. Develop information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Implement the ICT projects in line with the ICT Strategy. Advise the Accounting Officer on ICT trends and other related matters affecting the strategic direction of the department and Government in general. Develop, monitor and implement the ICT policies, guidelines, processes, norms and standards and procedures informed by the National Corporate Governance of information Communication Technology Policy Framework (CGICTPF) of government. Manage the provision of IT Security Services. Ensure ICT planning, alignment, programme management and M&E. Manage Information communication technology operations and governance. Manage ICT services level agreements. Represent the department in the Provincial and National GITO Council and other related forums.

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

POST 34/230 : **DIRECTOR: LEGAL SERVICES REF NO: LPT/19**
Chief Directorate: Corporate Services

SALARY : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS : Head Office - Polokwane
An NQF level 7 qualification as recognized by SAQA in LLB or relevant Qualification. Five (5) years' experience at (MMS) middle / senior managerial level in Legal Services. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Negotiation

skills, People Management, Financial Management, Planning and Organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication skills, Group Dynamics, Change Management, Diversity Management, Facilitation skills, Coordination skills, Leadership skills and Knowledge Management skills. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analyzing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.

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

POST 34/231 : **DIRECTOR: RISK BASED AND FRAUD AUDITING REF NO: LPT/518**
 Chief Directorate: Risk Based Auditing and Specialized Audit Services
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS : Head Office - Polokwane
 : An undergraduate qualification (NQF level 7) as recognised by SAQA auditing, CFE/PIA/CIA or equivalent professional designation. Five (5) years' experience at (MMs) middle / senior managerial level in Fraud Risk reviews, Fraud Examinations, Investigations, and auditing. Experience of information technology audit will be an added advantage. Valid Member of relevant Professional Body. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Fraud/investigation Frameworks, Internal Audit Standards, Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all other relevant prescripts. Computer Literacy and working knowledge of Teammate. Ability to interpret and apply policies. Adaptability during changes to meet the goals. Report writing. Knowledge and ability to apply basic Computer Assisted Audit Techniques. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People

DUTIES

Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

: Provide internal audit Services: Coordinate the development and project manage the implementation of the Annual and Three-Year Strategic Rolling Plans for relevant Departments. Update the audit universe of auditable activities to inform the development of the three-year strategic and annual risk based internal audit plans. Coordinate and collaborate with other directorates, to ensure that adequate consideration has been given to ensure completeness focus areas of specialized audits. Ensure and coordinate the adequate provisioning to financial and human resources for activities related to audits for votes 11 & 13 client portfolio and ensure that such resource provisioning is in line with budget of the Branch; Coordinate the implementation of Branch strategic and operational plans relevant to the Directorate. Report regularly on significant findings, and progress of the annual internal audit and operational plan implementation, to the chief director, and all relevant stakeholders including oversight committees. Review audit projects to ensure that they are implemented per approved methodology; audit findings are valid supported by relevant recommendations; and summarised in a report for discussions with relevant stakeholders. Ensure the implementation of relevant Cluster Audit Committee resolutions and prepare a Cluster Audit Committee Resolution and Briefing Report for Chief Director review. Ensure implementation of the Quality Assurance Improvement Plan (QAIP). Provide fraud audits: Update the audit universe for risk based and fraud related audits. Collaborate with all risk-based Audit Directors for inclusion in the respective annual and three-year rolling plans. Coordinate with all other directors responsible for risk-based plans for inclusion of the fraud audit plans to be included in order to have a comprehensive audit plan for a particular department. Facilitate the process of conducting fraud risk assessment where departments lack the skills for conducting fraud risk assessments. Ensure that the process for conducting ethics surveys for all departments meets norms, standards and relevant frameworks/prescripts. Ensure all fraud risk audits are conducted in terms of approved methodology, norms and standards and frameworks/prescripts. Ensure quality standards of all work performed by the Fraud Sub-directorate is in terms of the Quality Assurance and Improvement Programme. Review fraud audit projects to ensure that they are implemented per approved methodology; audit findings are valid supported by relevant recommendations; and summarised in a report for discussions with relevant stakeholders including oversight committees. Report regularly on significant findings, and progress of the annual internal audit and operational plan implementation, to the chief director, and all relevant stakeholders including oversight committees. Coordinate the implementation of Audit Committee resolutions. Ensure and coordinate the adequate provisioning to financial and human resources for activities related to the Directorates. Develop the operational financial and human resources required to implement the operational plans and ensure targets are met.

ENQUIRIES

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

OTHER POSTS

POST 34/232

: **DEPUTY DIRECTOR: CAA TRAINING OFFICER REF NO: LPT/425/1**
Directorate: Financial Management Capacity Building (Training)
Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY

: R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE REQUIREMENTS

: Head Office - Polokwane
: A Qualified Chartered Accountant as Recognized by SAQA (NQF Level 8). Three (3) years' relevant experience at Assistant Director level / Junior Management level in Public Sector. Experience as an accredited SAICA assessor or use of the Electronic Assessment Tool (EAT) will be an added advantage. Valid driver's license with exception of persons with disabilities. Skills and Knowledge: Due regard for prescripts and directives. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good insights in corporate finance, tax, IFRS, audit, Companies Act and PFMA. Good planning and organizing skills.

		Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
<u>DUTIES</u>	:	Analyse and interpret policies affecting departments and the SAICA programme and ensure congruence including but not limited to academic progress, study leave, salary progression. Develop and maintain recruitment, placement and retention policies for the Chartered Accountants Training Programme. Recommend major change to these policies. Manage relationship with stakeholders. Interface and manage the training between department/primary sites. Interact with SAICA. Oversee/manage the services providers to the Accountants Training Programme in respect of (Learner Tracking System) (IFRS, MCS, Tax and GRAP updates) (Simulation). Liaise with subject matter experts, mentors and assessors. Ensure that trainees are inducted on the nature of the programme and proper use of reporting tool. Establish secondment partners. Interface between departments regarding trainees' movement. Establish academic support programme for trainees. Provide expert advice aligned to the departments APP and strategic plan. Manage compliance on monitoring and evaluation. Advise primary sites on compliance with South African Institutes of Chartered Accountant (SAICA) training regulations. Ensure compliance with SAICA training regulations. Ensure assessments are conducted as required by SAICA. Implement oversight role to improve credibility of the assessment process. Advise on Program's compliance. Report to the Training Officer and Chartered Accountants Training Programme steering committee on the Program matters. Manage financial administration. Perform budget management for Chartered Accountants Training Programme. Authorise the payment for board courses and SAICA qualification examinations. Authorise and control trainee's salaries, conduct benchmarks and propose salary scales relating to trainees and the progression in terms of performance and academic achievements. Authorise the purchase of assets for Chartered Accountants Training Programme (PPE and IT). Manage assets (IT Assets). Manage contracts. Manage CAA trainee' task rotation and skills reviews. Mentor and coach trainees. Manage the discipline of trainees and undertake disciplinary actions when necessary in accordance to LPT policies. Manage the task allocation of the trainees. Monitor and manage the day-to-day workflow of the Program. Manage and administer the trainees' evaluation process. Identify development areas for all trainees and put into place a development plan. Project manage the Chartered Accountants Training Program including but not limited to establishment of training rotation plan with specific areas of exposure to provide the required SAICA competencies.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/233</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: LPT/55</u> Directorate: Employee Utilization and Capacity Building
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 6 qualification in Human Resource Management as recognised by SAQA. Three (3) years' experience at Assistant Director / junior managerial level in Human Resource Management / Human Resource Development / Performance Management and Development. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and Organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within Public Service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Ability to interpret and apply policies, analytical and innovative thinking, research, report writing, workshop presentation and facilitation, ability to operate a computer, Leadership, Organizing, Project Management, Conflict Management, Basic Financial Management, Strategic Management, Policy formulation and Project Management
<u>DUTIES</u>	:	Develop, manage and monitor the implementation of management system, coordinate and administer performance management systems, monitor compliance to PMDS policy and manage resources (Physical and Human).

- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/234** : **DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: LPT/204**
 Directorate: Supply Chain Management
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
 : An NQF level 6 qualification in Logistics/Transport Management or related field. Three (3) years' experience at Assistant Director / junior managerial level in Logistics / Transport management. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: PFMA and Treasury Regulations. National Government Motor Transport Policy. Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
- DUTIES** : Provide fleet (Both subsidized and state owned vehicles). Manage subsidized vehicles, Scheme B, Middle Management and Motor Finance scheme cars. Manage GG vehicles. Ensure that GG vehicles in operation are maintained.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/235** : **DEPUTY DIRECTOR: REVENUE, DEBT AND BANK RECONCILIATION REF NO: LPT/176**
 Directorate: Financial Accounting
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
 : An NQF level 7 qualification as recognized by SAQA in Financial Management. At least three (3) years' Assistant Director Level / junior management level in financial management environment. Valid driver's license with exception of persons with disabilities. Competencies: Knowledge of Public service legislative regulatory framework, including the PFMA, MFMA, MPRA, DORA, and GRAP Accounting Standards, Managerial functions, Financial Management, Human Resource Management, Planning and Organizing, Report Writing, Research\analyzing, Computer software programs (word, excel and power point), Needs and priorities of the Department, Policy formulation and Interpretation and Knowledge of the medium- term expenditure framework.
- DUTIES** : Manage revenue by Compiling and revising revenue budget estimates, requesting, recording and safeguarding face value forms, maintaining stock register, issuing receipts, recording and compiling deposits, reconciling tender documents, checking and collecting revenue returns, correcting bank deposit exceptions, preparing payment vouchers, transferring revenue collected to provincial revenue fund and compiling monthly reports. Manage Departmental debts by monitoring the capturing of debts, maintaining the debt register, authorizing the processes of creating entities, submitting debt age analysis, monthly and quarterly reports, submit quarterly monitoring tool, monitoring irrecoverable debt, ensuring the allocation of direct deposits, pensions and PERSAL deductions to the respective debt and monitoring the reconciliation of debt on PERSAL and BAS. Manage cash by developing, revising and implementing applicable policies and procedures, processing of journal entries into BAS, ensuring that suspense and control accounts are cleared accordingly, preparing feedback on audit queries, evaluating monthly reports, ensuring the month and year end closures, submitting monthly compliance certificates and preparing monthly and annual financial statements.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000

- POST 34/236** : **DEPUTY DIRECTOR: MOPANI SUPPLY CHAIN MANAGEMENT SERVICES**
REF NO: LPT/366
 Directorate: SCM Client Support
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Mopani District Office
 : An undergraduate qualification (NQF level 7) as recognised by SAQA. 3 years' experience at Assistant Director Level / junior managerial level in Supply Chain Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Computer Literacy. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. PFMA, Treasury Regulations, PPPFA and SCM prescripts. Ability to interpret and apply policy. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
- DUTIES** : Provide SCM capacity building for suppliers. Development of SMME Capacity Development Strategy related to public sector procurement. Facilitate the development of the capacity building program in liaison with other relevant stakeholders. Develop SCM support tools for SMME Development. Conduct workshop and awareness roadshow with suppliers and communities on public sector SCM policies and procedures updates. Conduct workshops and awareness roadshows with suppliers on existing SCM ICT platform. Provide stakeholder support manage human resource management administration. Stakeholder relations management for SMME Development. Provide support to government stakeholders and external stakeholder to support the development and implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation SCM knowledge and information strategy. Monitor support on online supplier's registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the usage of existing government SCM ICT platforms. Provide support to SCM officials of departments and public entities on the usage of central supplier database and other online SCM ICT platforms. Develop SCM operation support and advisory services related knowledge and information. Manage subordinate. Monitor sick / annual leave. Monitor performance. Develop job descriptions for subordinates.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/237** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE AND GOVERNANCE REF NO:**
LPT/302
 Directorate: Municipal Finance
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
 : An NQF level 7 qualification as recognized by in Financial Management/ Accounting/ Economics or related field. At least 3 years' experience at Assistant Director level / junior management level in Financial Management environment. Valid vehicle (Code EB) driver's license with exception of persons with disabilities. Competencies: Knowledge of Managerial functions, Strategic capabilities and leadership, Programme and Project Management, Financial Management, Human Resource Management, Planning and Organizing, Report writing, Research\analyzing, Financial Legislations and policies (PFMA, Treasury Regulations, etc), Needs and priorities of the Department, Policy Formulation and Interpretation and Knowledge of Medium-Term Expenditure Framework. Analytical and innovative thinking. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Change Management. Advanced computer skills.
- DUTIES** : Monitor and review municipalities' compliance with Municipal Supply Chain Management Regulatory Framework and the roll out of SCM reforms. Provide

guidance on the alignment of SCM process to the budget processes. Design assessment tools for monitoring SCM. Advice municipalities on the interpretation of SCM legislative prescripts, regulations and related circulars. Monitor and support municipalities on implementation of Risk Management, Internal Audit, mSCOA, Municipal Internship programme and general compliance with MFMA, its related regulations and circulars.

- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/238** : **DEPUTY DIRECTOR: FACILITIES & AUXILIARY MANAGEMENT SERVICES REF NO: LPT/116**
 Directorate: Records Management and Auxiliary Services
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
 : An NQF level 6 qualification as recognized by SAQA. 3 years' experience at Assistant Director/ junior managerial level in Supply Chain Management / Public Administration / Facility Management / Disaster Management / Auxiliary Services environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Administrative Justice Act. Promotion of Access of Information Act. Public Service Regulations and various Bargaining Council Resolutions. Ability to implement Government Immovable asset Management Plan (GIAMA). Understanding of Occupational Health and Safety Act, no. 85 of 1993. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
- DUTIES** : Maintain infrastructure and allocation of office accommodation. Ensure the provision and maintenance of technology services. Ensure the provision of Housekeeping / Auxiliary Services. To ensure the provision of labour-saving devices and office equipment. To facilitate the provision of office furniture and equipment. Manage human resource within the sub-directorate.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/239** : **DEPUTY DIRECTOR: TRAINING & DEVELOPMENT REF NO: LPT/47**
 Directorate: Employee Utilization & Capacity Building
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
 : An NQF level 6 qualification as recognized by SAQA. 3 years' experience at Assistant Director / junior managerial level in Human Resource Development environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, knowledge of Human Resource Development policies as well as understanding of the legislative framework governing the Public Service, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act and Regulations, Administrative Justice Act, Promotion of Access of Information Act and Relevant Bargaining Council Resolutions. Negotiation skills. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
- DUTIES** : Conduct skills audit and identify training and development needs of employees. Compile Workplace Skills Plan and ensure that training needs of employees

are incorporated on the WSP. Implement WSP. Develop leadership development strategy. Manage staff bursaries. Coordinate Skills Development Committee meetings. Manage AET Learnership. Manage implementation of Compulsory Induction Programme (CIP) for newly appointed employees. Coordinate and conduct orientation and induction programme. Manage resources and budget of the sub-directorate. Coordinate generic training programmes and management development programmes. Compile quarterly and annual training reports for submission to relevant stakeholders such as OTP, DPSA, and PSETA.

- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/240** : **DEPUTY DIRECTOR: LOGISTICS REF NO: LPT/98**
Directorate: Supply Chain Management
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
: An NQF level 7 qualification as recognized by SAQA in Supply Chain Management. At least three (3) years' experience Assistant Director Level / junior management level in Supply Chain Management / Logistics Management environment. Valid driver's license with exception of persons with disabilities. Competencies: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B- BBEE Act, Administrative Justice Act, Promotion of Access of Information Act, Good communication skills, Service delivery innovation, Client orientation and customer focus, Computer literacy, Analytical and interpretative skills and Change and knowledge management.
- DUTIES** : Manage inventories by ensuring that stores items are received in good condition and recorded in the stores index registers, checking stock level for replenishment, ensuring that registers are checked in accordance with Supply chain management Policy, reconciling inventory register and managing the overall functions of the warehouse. Manage the processing of requisitions by monitoring processing of orders and requisitions to ensure that they comply with legislation, managing SCM administrative compliance before order processing, verifying allocations on LOGIS System, verifying specimen signatures, ensuring that all requisitions received are processed within two working days, ensuring that printed orders are sent to suppliers and goods and services are received by the department, approving purchase orders on the financial system, managing cancellation of orders and ensuring that all issued orders are capture on the prescribed register and send to accounts daily.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/241** : **DEPUTY DIRECTOR: RISK – BASED AND INFORMATION SYSTEMS REF NO: LPT/529**
Directorate: Risk Based Auditing
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
: An NQF level 7 qualification as recognized by in Internal Auditing / Auditing or related field. IAT / PIA or equivalent profession will an added advantage At least 3 years' experience at Assistant Director level / junior management level in Internal Audit environment or related field. Valid vehicle driver's license with exception of persons with disabilities. Competencies: Knowledge of Managerial functions, Strategic capabilities and leadership, Programme and Project Management, Financial Management, Human Resource Management, Planning and Organizing, Report writing, Research \ analysing, Technical/standards/procedures, Needs and priorities of the Department, Public Service Regulations, Public Service Act, DPSA directives. Ability to interpret and apply policies, Analytical and innovative thinking, Research, Report Writing, Workshop presentation and facilitation, Computer, Literacy,

<u>DUTIES</u>	: Leadership, Organizing, Project Management, Conflict Management, Financial Management, Change Management and Diversity Management. : Assist the Director during the strategic planning process and with the planning of risk-based audit activities. Develop risk based audit objectives that address the risks controls and governance processes associated with the activities under review; Review the developed audit procedures that will achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for review or approval to the Director prior to the commencement of audit assignments; Plan and monitor audit projects within set timeframes and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Review the conclusions and audit results are based on appropriate analysis and evaluation which are documented on the audit management software to ensure that they are based on appropriate analysis and evaluations, Provide technical and administration support during the risk-based audits. Management client relationships during the audits through entry, engagement and exit meetings. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and SIAS Policies and Procedures.
<u>ENQUIRIES</u>	: Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/242</u>	: <u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION (X2 POSTS)</u> Directorate: Systems Administration
<u>SALARY CENTRE</u>	: R424 104 per annum (Level 09) : Head Office – Polokwane: Ref No: LPT/449 Ref No: LPT/450
<u>REQUIREMENTS</u>	: An NQF level 7 qualification as recognised by SAQA in Financial Systems/Accounting/Financial Management or relevant field. 3 years' experience at supervisory functional level in Accounting/Financial Management or related field environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Public Finance Management Act (PFMA). Computer Skills. Treasury Regulations. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing and workshop presentation. Computer Literacy. Organizing. Adaptability during changes to meet the goals. Competencies: Computer Applications. Strategic management. Financial management. Financial Accounting. Financial Systems. Human Resource Management. Change/ diversity management.
<u>DUTIES</u>	: Provide end-user support on transversal financial systems (BAS, LOGIS, PERSAL, etc). Provide support on the provision of financial systems support to 11 departments in order to improve financial and HR data management. Facilitate financial systems performance in all provincial departments to ensure system availability and reactions time. Liaise and make follow up with National Treasury on transversal systems issues. Support department to process opening journals reconciliation of under or overspending and revenue accrual. Support with clearance of control or suspense account and effective closure of book. Facilitate compliance in the utilization of financial systems. Develop month and year end processes to improve financial reporting in the province. Provide support on user account management for all departments to improve access control. Capacitating user on requesting management report. Provide assistant to users in the interpretation of reports. Render technical support to users and enhancement thereof. Monitor management calls life cycle. Capture calls logged via email, telephone and walk-in on ITSM. Investigate calls as assigned by requesting reports, interacting with clients and using other mechanisms to derive possible solutions. Update the calls with the solutions. Forward solutions to clients. Close the calls once the clients have confirmed success of the solution. Manage sub-ordinates. Manage leave. Manage performance.
<u>ENQUIRIES</u>	: Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/243</u>	: <u>ASSISTANT DIRECTOR: CREDIT MANAGEMENT (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY CENTRE</u>	: R424 104 per annum (Level 09) : Head Office – Polokwane: Ref No: LPT/168

<u>REQUIREMENTS</u>	: Ref No: LPT/169 An NQF level 7 qualification as recognized by SAQA in Finance/ Accounting or relevant field. 3 years' experience at supervisory level in Financial Accounting environment or related field. Valid driver's license with exception of persons with disabilities. Skills and Knowledge: Managerial functions, Financial Management, Human Resource Management, Planning and Organizing, Compilation of reports, Computer Literacy, Ability to interpret policies, Analytic and innovative thinking, Report writing, Computer Literacy, Leadership and Conflict Management. Practical experience on Basic Accounting System, LOGIS and PERSAL. Competencies: Planning and organizing. Problem solving and decision-making. Creative thinking. Customer service orientation. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership.
<u>DUTIES</u>	: Monitor receipt of invoices due for payment. Pre-authorise / finalize supplier's payments on LOGIS. Authorise sundry payments and Entities on BAS. Certify and Confirm Subsistence & Travel claims for correctness before processing. Authorise S & T claims on PERSAL. Compile and submit monthly funds requisitions as per PFMA and Treasury Regulations. Ensure that all valid supplier invoices are settled within 30 days as per PFMA and Treasury Regulations. Prepare Treasury Instruction Note 34 on 30 days payment report for submission. Prepare monthly report on funds requested against funds spent for submission to Banking & Cash flow management. Prepare quarterly 30 days payments report for submission to Public Service Commission. Prepare quarterly report on Accruals, Payables and prepayments for Financial Statements disclosure. Liaise with departmental SCM for any order related queries before processing. Liaise with suppliers and end users with regard to payment related issues. Prepare a disbursement release letter to Banking and Cash Flow after a scheduled system run. Very payments made against payment stubs after every BAS run.
<u>ENQUIRIES</u>	: Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/244</u>	: <u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION (DATA ANALYSIS)</u> <u>REF NO: LPT/452</u> Directorate: Systems Administration
<u>SALARY CENTRE REQUIREMENTS</u>	: R424 104 per annum (Level 09) : Head Office - Polokwane : An NQF level 7 qualification as recognised by SAQA in Accounting/Financial Management/Computer Science/Data Analysis or relevant field. 3 years' experience at supervisory functional level in Accounting/Financial Management/Data Analysis or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Ability to interpret and apply policy. Analytical and innovative thinking. Advanced computer user. Data cleaning and preparation. Data analysis and exploration. Statistical knowledge. Creating data visualizations. Creating dashboards, reports and presentations. Writing and communication. Problem solving. Organizing. Adaptability during changes to meet the goals. Competencies: Computer Applications. Strategic management. Financial management. Financial Accounting. Financial Systems. Human Resource Management. Change/ diversity management.
<u>DUTIES</u>	: Provide end-user support on reporting and data analysis from transversal financial systems (BAS, LOGIS, PERSAL, etc). from standard system reports and data aggregation services such as Vulindlela and Audit Data Files (etc.) Provide support on the provision reports and related data of financial systems support to provincial departments in order to improve financial and HR data management. Facilitate financial systems performance in all provincial departments to ensure system availability and reactions time. Facilitate compliance in the utilization of financial systems. Develop month and year end processes to improve financial reporting in the province. Provide support on user account management for all departments to improve access control. Capacitating user on requesting management report. Aid users in the interpretation of reports. Render technical support to users and enhancement thereof. Monitor management calls life cycle. Capture calls logged via email, telephone and walk-in on ITSM. Investigate calls as assigned by requesting reports, interacting with clients and using other mechanisms to derive possible solutions. Update the calls with the solutions. Forward solutions to clients.

		Close the calls once the clients have confirmed success of the solution. Manage sub-ordinates. Manage leave. Manage performance.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/245</u>	:	<u>ASSISTANT DIRECTOR: SCM CLIENT SUPPORT: WATERBERG DISTRICT REF NO: LPT/377</u> Directorate: SCM Client Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Waterberg District An NQF level 7 qualification as recognised by SAQA in Economics, Accounting, Financial Management. 3 Years' Experience at supervisory level in SCM /Advice centre environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of public sector SCM policies and procedures. Technical/standards/procedures. Financial Management. Planning and organising. Computer Literacy. Needs and priorities of the department. Legal background. Ability to interpret and apply policies. Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Competencies: Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Planning and organising.
<u>DUTIES</u>	:	Render tender advice by developing the district work programme, conducting procurement workshops/training, conducting relevant research as and when required, interacting with district stakeholders and monitoring implementation of service standards and SDIP. Increase public awareness on existing government tender opportunities and awareness on procurement fraud and corruption by monitoring collection and distribution of tender bulletin and tender documents in the district and conducting fraud and corruption awareness campaign resulting to tendering. Review SMMEs on their capacity to deliver on government contracts by communicating the result with the affected SMMEs and make referrals. Assist on effective usage of district equipment's and machinery and efficient management of stores. Monitor district budget and expenditure Administration of human resource management.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/246</u>	:	<u>ASSISTANT DIRECTOR: SCM CLIENT SUPPORT: SEKHUKHUNE DISTRICT REF NO: LPT/370</u> Directorate: SCM Client Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Sekhukhune District An NQF level 7 qualification as recognised by SAQA in Economics, Accounting, Financial Management. 3 Years' Experience at Supervisory level in SCM or Advice centre environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of public sector SCM policies and procedures. Technical/standards/procedures. Financial Management. Planning and organising. Computer Literacy. Needs and priorities of the department. Legal background. Ability to interpret and apply policies. Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Competencies: Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Planning and organising.
<u>DUTIES</u>	:	Render tender advice by developing the district work programme, conducting procurement workshops/training, conducting relevant research as and when required, interacting with district stakeholders and monitoring implementation of service standards and SDIP. Increase public awareness on existing government tender opportunities and awareness on procurement fraud and corruption by monitoring collection and distribution of tender bulletin and tender documents in the district and conducting fraud and corruption awareness campaign resulting to tendering. Review SMMEs on their capacity to deliver on government contracts by communicating the result with the affected SMMEs and make referrals. Assist on effective usage of district equipment's and machinery and efficient management of stores. Monitor district budget and expenditure Administration of human resource management.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000

POST 34/247 : **ASSISTANT DIRECTOR: BANKING, CASH & LIABILITIES MANAGEMENT (PROVINCIAL CASH FLOW) REF NO: LPT/335**
Directorate: Banking, Cash & Liabilities Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognised by SAQA in Financial Management or related field. 3 years' experience at supervisory managerial level in Financial Management, Banking or related field environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Analytical skills and interpersonal relations. Government Financial Systems such as BAS, PERSAL and LOGIS or related systems. PFMA, DoRA, Treasury Regulations, Modified Cash Standard (MCS) Guide Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good writing, communication, presentation and interpersonal relations skills. Ability to enforce compliance to ensure sound administration and management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

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

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

POST 34/248 : **ASSISTANT DIRECTOR: BANKING, CASH & LIABILITIES MANAGEMENT (PROVINCIAL DEBTS MANAGEMENT) REF NO: LPT/336**
Directorate: Banking, Cash & Liabilities Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognised by SAQA in Financial Management or related field. 3 years' experience at supervisory level in Financial Management, Banking or related field environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Analytical skills and interpersonal relations. Government Financial Systems such as BAS, PERSAL and LOGIS or related systems. PFMA, DoRA, Treasury Regulations, Modified Cash Standard (MCS) Guide Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good writing, communication, presentation and interpersonal relations skills. Ability to enforce compliance to ensure sound administration and management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Monitor creation, reconciliation and collection of debts in all provincial departments and public entities. Assessing and advising all provincial departments and public entities on potential impact of Claims against the State.

Monitor issuing and management of state guarantees in all provincial departments and public entities. Monitor reconciliation and settlement of SARS accounts in all provincial departments and public entities. Advise and assist provincial departments and public entities on funding and payment of contractual obligations which includes amongst other things, municipality, Eskom, Telkom bills, etc. Monitor accruals, commitments and invoice payment cycles in all provincial departments and public entities. Reconcile and monitor funding/recovery of unauthorised expenditure, irregular, fruitless & wasteful expenditure, theft and losses and debt write-off in all provincial departments and public entities. Monitor settlement of interdepartmental debts.

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

POST 34/249 : **ASSISTANT DIRECTOR: TRANSPORT REF NO: LPT/205**
Directorate: Departmental SCM

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 6 qualification as recognised by SAQA in Transport Management. 3 years' experience at supervisory level in Transport Management environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Management functions, Interpretation of reports, Report writing, Investigation, Interpretation of policies, People management, Planning and organizing, Time management, Strategic planning, Policy analysis and Good communication skills. Competencies: People management, Planning and organizing, Time management, Strategic planning, Policy analysis and Good communication skills.

DUTIES : Facilitate applications for authority to drive state owned vehicles. Keep record of all state owned vehicles. Ensure Completion of itinerary forms to and from the venue(s) of workshops and meetings. Ensure daily physical inspection of state owned vehicles. Hiring of motor vehicles (e.g. buses, MEC relieve car). Monitor all invoices for running costs for hired VIP or relief cars. Ensure proper utilization of GG vehicles and monitor misuse. Analyze the report for running costs before payments are made. Facilitate new acquisition of state owned vehicles, repair and maintenance of all fleet. Ensure that new cars are fitted with number plates and marked with Provincial markings and have gear locks. Ensure that all GG vehicles have petrol cards and toll fee cards. Ensure licensing and registration of new vehicles. Facilitate for renewal of license discs that are about to expire. Facilitate repair of cars with the service provider and merchants. Keep records of all repaired work done on GG vehicles. Test drive GG vehicles after service to satisfy himself/herself if the work properly done e.g. old parts replaced. Ensure that all accidents are reported to SAPS within 24 hours and proper documentation is completed. Visit accidents scene. Inform the service provider about the accident and get the towing company to tow the car to the place of safety. Compiles a list of GG vehicles due for disposal.

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

POST 34/250 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT AND CAPACITY BUILDING REF NO: LPT/429**
Directorate: Financial Management and Capacity Building

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognised by SAQA. Qualification in Financial Management / Public Finance/ Financial Management Training. 3 years' experience at Supervisory level in a Public Finance environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of variety of work ranges; procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho-Pele Principles and programmes. Government Financial Systems: PERSAL/BAS/LOGIS. Competencies: Strategic management. Financial management. Financial Accounting. Human Resource Management. Ability to interpret and apply policies. Analytical and innovative thinking. Report writing and workshop presentation. Computer Literacy. Organizing. Adaptability during changes to meet the goals. Change/ diversity management.

DUTIES : Conduct and coordinate PERSAL/BAS/LOGIS training - developing class exercises, exam questions and presentation slides. Conduct assessments, prepare examination scripts and marking of scripts, invigilate during examination sitting, issue letters of results to all departments, file copies of results and update training database, mark all examination scripts and preparing and updating training manuals when necessary. Provide administrative support functions including development and distribution training schedules, letter of confirmation for nominated officials. Coordinate Systems trainings at National Treasury for courses not offered in Limpopo including receiving confirmation emails from National Treasury, prepare attendance registers and reset training user ID's, forwarding the confirmation nominations to the relevant Departments. Prepare and submit logistical arrangements - Arrange accommodation, catering and transport for training courses, prepare attendance registers and ensure that the training venues are available and conducive for training. Preparation of reports - reports to supervisor and any challenges, report on completed trainer and course evaluation forms by attendees and submit monthly, quarterly and general reports.

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

POST 34/251 : **ASSISTANT DIRECTOR: RECRUITMENT SELECTION & APPOINTMENT REF NO: LPT/30**

Directorate: Human Resource Management

Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in human resource management environment. PERSAL Certificate / Results (Attach). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within public service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Project Management. People Management.

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

ENQUIRIES : Ms Kotze Elizba Tel No: (015) 298 7000

POST 34/252 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: LPT/31**

Directorate: Human Resource Management

Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in human resource management environment. PERSAL Certificate / Results (Attach). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within Public Service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-

- management. Team membership. Technical proficiency. Project Management. People Management.
- DUTIES** : Administer all aspects of conditions of service such as management of injury on duty claims, overtime, service terminations and service benefits. Coordinate management of all leave matters in the department. Coordinate implementation of PILLIR in the department. Coordinate implementation of long service recognition. Capture, approve and authorise PERSAL transactions. Provide support on service benefits such as Housing, pension, state guarantees, etc. Manage resources (physical and human). Contribute to the process to identify and manage risk factors and indicators pertaining to the achievement of the directorate's goals and objectives.
- ENQUIRIES** : Ms Kotze Elizba Tel No: (015) 298 7000
- POST 34/253** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: LPT/62**
 Directorate: Transformation Services
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Head Office - Polokwane
 : An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in EHWP environment. Registration with South African Council of Social Service Professions (SACSSP) or Health Profession Council of South Africa (HPCSA). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: In-depth knowledge of Employee Health and Wellness in Public Service. Application of DPSA Employee Health and Wellness Framework and relevant prescripts. Understanding of the legislative framework governing the Public Service. Occupational Health and Safety Act. Mental Health Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Regulations and Public Finance Management Act. Counselling. Analytical and problem-solving skill. Report writing. Negotiation skills. Presentation skill. Casework management skill. Ability to interpret and analyse data. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.
- DUTIES** : Provide psych-social wellness therapy and counselling services to referred employees. Implement and manage EAP information Management System. Provide critical incidence response and trauma debriefing during crisis. Develop and implement awareness and educational programmes on health promotion. Monitor the implementation of sports and recreational activities. Coordinate and implement HIV & AIDS, STIs and TB programmes and Health Productivity programmes in accordance with 2008 DPSA Employee Health and Wellness Framework and other relevant prescripts. Implement Employee Health and Wellness policies.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/254** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: LPT/71**
 Directorate: Security Management
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Head Office - Polokwane
 : An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in Security Management environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of sound and in-depth, knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Administrative Justice Act. Promotion of Access of Information Act. Public Service Regulations and various Bargaining Council Resolutions. Negotiation skills. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy

- analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.
- DUTIES** : Facilitate the implementation of Minimum Information Security Standards (MISS). Conduct Personnel Suitability Checks and facilitate vetting in the department. Facilitate the implementation of minimum information security standards (MISS) in terms of Documents Security. Conduct information security audits. Co-ordinate the implementation of Technical Surveillance Counter Measure (TSCM). Facilitate the implementation of Minimum Physical Security Standards (MPSS). Facilitate all matters related to administration of physical security as per minimum physical security standard. Conduct security assessment/evaluations/threat and risk assessment of the institutions. Plan and coordinate physical security for special and high-risk events. Develop and implement awareness-training programmes in the department. Assist in the development and planning of security budget. Reporting and investigation of security breaches. Liaise with law - enforcement security agencies on any new development or changes in the information and physical security environment.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/255** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: LPT/118**
Directorate: Records Management and Auxiliary Services
Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in Auxiliary Services. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and organizing. Problem solving and decision-making. Concern for others. PFMA and Treasury Regulations. Records Management. Knowledge Management. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. People Management. Project Management. Time Management.
- DUTIES** : Maintain infrastructure and allocation of office accommodation. Ensure provision and maintenance of telephony services. Ensure provision of housekeeping / Auxiliary Services. Ensure provision of labour-saving devices and office equipment. Facilitate provision of office furniture and equipment. Manage human resources.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/256** : **ASSISTANT DIRECTOR: AUXILIARY MANAGEMENT SERVICES REF NO: LPT/117**
Directorate: Records Management and Auxiliary Services
Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in Auxiliary Services. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Adaptability during changes to meet goals. Compilation of reports. Standards and procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Competencies: Managerial functions. Finance. Human Resource matters. Planning and organizing. Leadership. Organizing. Conflict of Management. Strategic Management. Policy formulation. Change/diversity Management.
- DUTIES** : Maintain infrastructure and allocation of office accommodation. To ensure the provision and maintenance of telephony services. Ensure the provision of housekeeping/auxiliary services. To ensure the provision of labour-saving

		devices and office equipment. Facilitate the provisioning of office furniture and equipment. Manage human resource.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/257</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: LPT/23</u> Directorate: Strategic Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Head Office - Polokwane An NQF level 6 qualification in Public Management / Business Administration / equivalent qualification as recognised by SAQA. Three years' experience at supervisory level in Monitoring and Evaluation. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts in Monitoring and Evaluation. Understanding of Framework for Strategic and Annual Performance plans. Knowledge of Treasury Regulations. In-depth knowledge of Quarterly Performance Reporting Model. Ability to operate the computer with experience in MS Word, Advanced MS Excel and PowerPoint. Competencies: Managerial functions. Finance. Human Resource matters. Planning and organizing. Leadership. Organizing. Conflict of Management. Strategic Management. Policy formulation. Change/ diversity Management.
<u>DUTIES</u>	:	Support all branches in the implementation of departmental monitoring system. Generate quarterly monitoring tool for all branches and submit to Deputy Director for quality assurance. Receive, analyse and correct all monitoring tools received from all branches. Consolidate branch performance reports into departmental quarterly and annual performance reports. Collect and assess means of verification (MOV's) obtained from all branches for achieved targets. Generate branch quarterly performance outcomes reports after assessing all submitted MOV's. Generate quarterly departmental performance analysis presentation. Support all branches in the implementation of departmental evaluation system. Edit Departmental Evaluation Plan for next financial year. Support branches in the implementation of the 2018/2019 departmental evaluation plan in line with National Evaluation System. Assess the submitted concept notes proposal from branches for Provincial Evaluation Plan. Facilitate all relevant administration processes regarding implementation of evaluations either in the DEP and PEP. Serve as secretariat during evaluation steering committee meetings. Perform office management functions. Provide administrative support in the day running/functioning of SOPC office. Manage logistical arrangements for Strategic Plan Sessions and SMS Forum. Capture, collate and check performance data related to plan activities for the directorate in line with Operational Plan. Serve as secretariat during directorate meetings. Ensure effective liaison and communication with internal and external stakeholders. Manage the incoming and outgoing register for all SOPC related documents.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/258</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/ 443</u> Directorate: Financial Systems Implementation Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Head Office - Polokwane An NQF level 7 qualification as recognised by SAQA in Information Technology or Financial Information Systems as recognized by SAQA. 3 years' experience at Supervisory level in Business Analysis, Systems Development, Financial Management environment or related fields. Skills and knowledge: Knowledge of variety of work ranges; procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations, Project Management Principles, BPMCBOK, ITSM Service Desk Tool, ICT Governance Framework. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication and report-writing abilities.

Honesty and integrity. Product management experience with techniques such as use case analysis, data / process flow diagramming, process mapping and requirements documentation. JAD session facilitation skills. Use of Case tools & Modelling methodologies.

DUTIES : Develop requirements documentation for the implementation of systems. Provide guidance on the utilization of financial systems. Facilitate the development and upgrading of existing systems by analyzing and identifying areas for modifications. Conduct benchmarks and provide management with advice. Research, and review up-to-date business processes and IT advancements to modernise systems. Create initiatives in line with business needs and requirements. Develop a business case. Mapping of business processes to maximize effectiveness and efficiencies in the province. Develop standard operating procedures and system policies. Managing help desk. Ensure effective participation in administering specific ad-hoc projects.

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

POST 34/259 : **ASSISTANT DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT**
REF NO: LPT/357
Directorate: Transversal Contract Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification in SCM /Financial Management or related qualification as recognised by SAQA. 3 years 'experience at supervisory level in Supply Chain Management environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of variety of work ranges; procedures and legislative frameworks such as: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B-BBEE Act, Administrative Justice Act, Promotion of Access of Information Act. Competencies: Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management.

DUTIES : Coordinate market research of transversal bids. Identification of research stakeholders. Arrangement of research. Arrangement of research logistics. Conducting of market research. Draft research report. Coordinate management of transversal bid processes. Issuing of invitation and confirmation of attendance. Taking minutes and facilitation of endorsement. Compilation and issuing of bid documents. Production and issuing of bid documents. Secure a venue for briefing session. Writing a submission for appointment of the bid opening. Issuing of invitation to bid opening panel members. Issuing of invitation and confirmation of attendance for BEC meeting. Support on the implementation of transversal contract. Develop the support programme. Arranging of logistics. Request action plan form department and public entities. Review of transversal contract documents. Prepare assessment reports. Monitor the implementation of the action plan.

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

POST 34/260 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING**
REF NO: LPT/418
Directorate: Provincial Financial Accounting and Reporting

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. 3 years' experience at supervisory managerial level in Financial Accounting and Reporting environment. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of variety of work ranges, procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Skills Development Act. Public Service Act. Public Service Regulations. Generally Recognised Accounting Practice (GRAP) Standards. International Financial Reporting Standards (IFRS). Concern for others. Creative thinking. MS Office (EXCEL, Word, PowerPoint) at intermediate level. Competencies: Planning and organizing. Problem analysis. Problem solving and decision-making.

Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Self-management. Team membership. Technical proficiency. People Management. Project Management.

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

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

POST 34/261 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LPT/213**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 7 qualification in Public Management / Business Administration / equivalent qualification as recognised by SAQA. 3 years' at Supervisory level in Monitoring and Evaluation environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge and experience of FINEST/LOGIS and BAS. Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Competencies: Good communication skill. Liaison skill. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.

DUTIES : Co-ordinate Asset Registers. Authorize all movable, immovable and tangible asset in the asset register (IFMS). Authorize movement of assets within the department. Implementation of internal control in the department. Co-ordinate asset verification process. To monitor the verification of asset in the entire department i.e. Head Office and District Office. To monitor the bar-coding of assets. To ensure that the asset register is up to date. To give inputs to the development of assets management plans, including acquisition plans, operational plans, maintenance plans and disposal plans. Perform sport checks. Monitor asset quality assurance. Compile quarterly reports for asset. Asset verification report to ensure that there is no discrepancies between the asset register and physical assets. Co-ordinate asset disposal process. To serve in the board of surveys of disposal committee. Provide assistance to the term or committee in identification of assets. Arrangement of auctions. Compiling disposal report. Physical carrying of redundant assets from different offices at head office and districts to appoint auctions venue. Assist for recording all assets at auction place. Assist recording the amounts of all different lots. Preparation of financial statement. Monthly reconciliation of capital expenditure incurred in BAS and Finest. Resolving exceptions from the reconciliation. Reconciliation of the general ledger with the asset register.

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

POST 34/262 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: LPT/40**
Directorate: Human Resource Management

SALARY : R424 104 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane
	:	An NQF level 6 qualification in Management Service or Operational Management or. 3 years' at Supervisory level in Organizational Development and/or Job Evaluation. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of ORG Plus. Knowledge of Visio System. Knowledge of Equate / Evaluate System. Deep knowledge of applicable legislation within Public Service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Ability to interpret and apply policy. Analytical and Innovative thinking. Research. Report Writing. Workshop presentation and facilitation. Ability to operate a computer. Leadership. Organizing. Project Management. Conflict Management. Change/diversity Management. Adaptability during changes to meet the goals.
<u>DUTIES</u>	:	Develop and Monitor the Organisational Structure: Analyse Organisational Structure inputs and advise accordingly. Conduct research on Organisational Structures. Identify the needs for changes on the Organisational Structure. Conduct functional and establishment investigations. Design Organisational staff establishment structure. Draft submissions for approval of the Organisational Structure. Conduct Job Evaluation: Facilitate workshops on Job Evaluation and Job descriptions. Conduct Job Analysis. Conduct Job Evaluation Interviews. Analyse Jobs on Evaluate System. Present analysed posts to the Job Evaluation Panel. Draft submission for approval of Job Evaluation results. Draft submission for implementation of Job Evaluation results. Monitor Job Evaluation data base Facilitate the Development of Job Descriptions: Provide advice and guidance on the development of Job descriptions. Conduct research on the contents of Job descriptions. Make continuous consultations on Job descriptions related matters. Finalize Job descriptions. Provide Work efficiency Services: Facilitate workshops on development of procedure manuals. Analyze procedure manuals and propose process/procedure improvements. Design and document work processes and procedures. Facilitate Business Process Re-engineering projects. Facilitate work processes and procedures consultative meetings. Provide guidance on office planning and allocation. Provide guidance on development of file plan in line with the Organizational Structure.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/263</u>	:	<u>INTERNAL AUDITOR: RISK BASED AUDITING (X2 POSTS)</u> Branch: Shared Internal Audit Services
<u>SALARY CENTRE</u>	:	R359 517 per annum (Level 08)
	:	Head Office – Polokwane:
	:	Ref No: LPT/471
	:	Ref No: LPT/476
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognised by SAQA in Internal Auditing / Auditing or relevant field. 2 years' functional (experience in Internal Audit environment or related field). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Financial Management. Understanding of expectations of customers. Management information knowledge. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Computer Literacy. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Management of risk. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known. Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective

		measures; clearing factual correctness of report items. Conduct follow up audits.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/264</u>	:	<u>INTERNAL AUDITOR: PERFORMANCE AUDITING AND CONSULTING SERVICES REF NO: LPT/493</u> Branch: Shared Internal Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Head Office - Polokwane An NQF level 6 qualification as recognised by SAQA in Internal Auditing / Auditing or relevant field. 2 years' functional (experience in Internal Audit environment or related field). Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Financial Management. Understanding of expectations of customers. Management information knowledge. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Computer Literacy. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Render Performance audit services. Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Management of risk. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, Obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known; Identify symptoms; Develop audit objectives (audit programme- a step by step of how audit objectives are going to be achieved) and criteria; Draft a work plan; Execute the individual projects within Teammate: Follow up on symptoms identified in the planning phase; Identify new symptoms; Test the criteria; Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective measures; clearing factual correctness of report items. Conduct follow up audits.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/265</u>	:	<u>INTERNAL AUDITOR: RISK BASED & FRAUD REF NO: LPT/523</u> Branch: Shared Internal Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Head Office - Polokwane An NQF level 6 qualification as recognised by SAQA in Internal Auditing / Auditing or related field. 2 years' functional experience in Internal Audit environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the related field Public Service such as: PFMA, Treasury Regulations, King Report. Public Service Act, BAS, PERSAL, Teammate and Professional Standards. Communication skills. Report writing skills. Presentation skills. Problem solving skills. Time Management. Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills. Computer skills. Auditing skills. Goals. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through Fraud Risk audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the

internal audit and Fraud risk environment. Management of Fraud risk. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known. Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective measures; clearing factual correctness of report items. Conduct follow up audits.

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

POST 34/266 : **INTERNAL AUDITOR: RISK BASED AND INFORMATION SYSTEMS AUDIT REF NO: LPT/532**
Branch: Shared Internal Audit Services

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA in Internal Audit or relevant field. 2 years' functional experience in Internal Audit environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report. Public Service Act, BAS, PERSAL, Teammate and Professional Standards. Communication skills. Report writing skills. Presentation skills. Problem solving skills. Time Management. Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills. Computer skills. Auditing skills goals. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through Information Systems Risk audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit and Information technology audit environment. Management of Information Technology Risks. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known. Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective measures; clearing factual correctness of report items. Conduct follow up audits.

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

POST 34/267 : **DEMAND & ACQUISITION PRACTITIONER: (RE-ADVERT) REF NO: LPT/197**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Head Office - Polokwane
: An undergraduate qualification (NQF level 6) as recognised by SAQA. 1 year experience in Supply Chain Management environment. Skills and Knowledge: PFMA and Treasury Regulations. PSA and Regulations. Batho Pele principles, LOGIS and BAS. Computer literacy. Courier services. Finance. Food Services. HR matters. Stores. Training. Technical proficiency. Planning and organizing. Diversity citizenship. Organizational communication effectiveness. Self-management. Team membership. Technical proficiency. Competencies: Financial Management. Communication. Problem Solving and analysis, Client orientation and Customer Focus.

DUTIES

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

ENQUIRIES

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