

**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.
- CLOSING DATE** : 26 April 2024 at 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service, you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae 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. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. 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. 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.

OTHER POST

- POST 11/62** : **CLEANER REF NO: LPT/148**
Directorate: Records Management & Auxiliary Services
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Waterberg District
- REQUIREMENTS** : ABET/ AET Qualification or Grade 10. Cleaning experience will be an added advantage. Competencies: Sound and in-depth knowledge of providing housekeeping. Skills: Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.
- DUTIES** : Cleaning of offices on a daily basis. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Empty

and cleaning of dirty bins. Cleaning of restroom on a daily basis. Cleaning toilets. Replacing toilet papers. Empty and washing waste bins. Cleaning corridor's, elevators and passages. Keep and maintain cleaning materials and equipment's. Cleaning of Microwaves and Vacuum Cleaners after use.

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012

SEVEN (7) INTERNSHIP PROGRAMMES (2024/2026)

Unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department are invited to apply. Conditions: Applicants should be South African citizens and residents of Limpopo, aged 18-35. Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies. Successful candidates will be subjected to security vetting.

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Internal Audit Intern" Limpopo Treasury hereby invites applications for Graduate Internship Opportunities that currently exist at our offices in Polokwane. Unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department are invited to apply. Successful Interns will be appointed for a period of Twenty-Four (24) months commencing on 1st July 2024 to 30 June 2026. Interns will receive a monthly stipend as determined by the Department of Public Service Administration. All applications should be submitted on the prescribed New Z83 form (obtainable from any Public Service Department). The form must be fully completed to avoid disqualification on the application during the shortlisting process.

OTHER POSTS

POST 11/63 : **FINANCIAL SYSTEM IMPLEMENTATION INTERN REF NO: LPT/INT/01 (X1 POST)**
Branch: Financial Governance
Directorate: System Administration
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Business Analysis / Information Systems
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial System Implementation Intern"

POST 11/64 : **BANKING, CASH & LIABILITIES MANAGEMENT INTERN REF NO: LPT/INT/02 (X2 POSTS)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: Banking, Cash and Liabilities Management
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Financial Accounting / Banking
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Banking, Cash & Liabilities Management Intern"

POST 11/65 : **FINANCIAL MANAGEMENT & CAPACITY BUILDING INTERN REF NO: LPT/INT/03 (X1 POST)**
Branch: Financial Governance
Directorate: Financial Management & Capacity Building
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Human Resource Management / Development
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Management & Capacity Building Intern"

POST 11/66 : **MUNICIPAL FINANCE INTERN REF NO: LPT/INT/04 (X1 POST)**
Branch: Sustainable Resource Management
Chief Directorate: Municipal Finance & Governance
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane

REQUIREMENTS : National Diploma / Degree in Accounting / Internal Auditing / Cost & Management Accounting / Risk Management/Supply Chain / Operations Management

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipal Finance Intern"

POST 11/67 : **TRANSFORMATION SERVICES INTERN REF NO: LPT/INT/05 (X1 POST)**
Branch: Corporate Management Services
Directorate: Transformation Services
For 24 Months

STIPEND : R7 043.25 per month

CENTRE : Polokwane

REQUIREMENTS : Degree in Social Work / Psychology. Honours Degree / Registered with the statutory professional bodies, i.e. SACSSP or HPCSA will be an added advantage.

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Transformation Services Intern"

POST 11/68 : **INTERNAL AUDIT REF NO: LPT/INT/05 (X1 POST)**
Branch: Shared Internal Audit Services
For 24 Months

STIPEND : R7 043.25 per month

CENTRE : Polokwane

REQUIREMENTS : National Diploma / Degree in Internal Audit / Accounting

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012