

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender, and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.



- APPLICATIONS** : Applicants may apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted 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 Rensburg Street, Polokwane, 0700. All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. Tel No: (015) 298 7000.
- CLOSING DATE** : 20 February 2026 @ 16H00.
- NOTE** : Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The advert will be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za and www.dpsa.gov.za and Provincial Departments social media Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be completed in manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. 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. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant document, which must be submitted to HR on or before the interview date. 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 candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure her/his financial interests, social media checks, verification checks and certification of claimed qualifications. All shortlisted candidates including Senior Management Services (SMS), shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. 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 (Nyukela) 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 upon appointment. 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 post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

<u>POST 03/87</u>	:	<u>DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: LPT/352</u> Branch: Assets, Liabilities & Supply Chain Management
<u>SALARY</u>	:	R1 266 714 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 in Supply Chain Management / Financial Management as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Supply Chain Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. 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. Knowledge and sound understanding of HR practices. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES

: Manage arrangement of new Transversal Contract for implementation by Provincial Departments and participating public entities. Facilitate and manage Transversal Contracts on behalf of the provincial departments and participating public entities. Identify commodities for central facilitation. Develop business cases for newly identified commodities after following due process for commodity analysis, need analysis, industrial analysis, supplier analysis, and market research. Negotiate bulk procurement prices depending on the sourcing strategy identified per commodity. Management of the nomination and appointment of the bid committee members by organs of state. Management of the development of Bid Specification. Management of bid advertisement. Management of Bid Evaluation Report. Management of Bid Adjudication Report and awards. Development of Service Level Contracts and Master Contracts for the commodities awarded. Manage the development of instruction notes for the approved commodities. Management and implementation of Strategic Procurement Framework for the province. Identification of commodities and implementation of set asides in line with Chapter 4 of the Public Procurement Act. Monitoring and provide support on Transversal Term Contracts. Management of existing contracts. Manage assessment of provincial departments and public entities regarding compliance with the transversal contract using the monitoring tools. Manage the analysis of collected data from the monitoring tools. Manage the preparation of the compliance assessment report for provincial departments and public entities. Monitor adherence to the Master Contract by both supplier and organs of state. Monitor adherence to the Service Level Agreements by both Suppliers and organs of state. Manage presentation of the compliance assessment reports and corrective measures to provincial departments and public entities. Identification with stakeholders of projects for funding through Corporate Social Investment (CSI) Projects as influenced by contracts. Monitor the implementation of the CSI and ensure proper reporting in the Annual Financial Statements. Monitor supplier performance for Transversal Term Contracts. Manage the development and review of the supplier performance programme to assess contracted suppliers. Manage the development and review of the supplier performance tool. Manage assessment of contracted suppliers regarding compliance with the transversal contract using the supplier performance tool. Manage analysis of collected data from the supplier performance tool. Manage the compilation of the supplier performance assessment report for contracted suppliers. Manage communication of supplier performance assessment reports to the contracted suppliers. Coordinate Supplier development through enterprise development funding as influenced by the contract. Management of resources within the directorate. Manage compilation and management of performance agreements. Manage compilation and management of performance reviews. Manage submission of the signed performance agreements to the PDMS Unit. Manage the submission of the signed performance reviews to the PDMS Unit. Manage the compilation of procurement plans for the directorate's training needs. Management of risk within the directorate. Identify risks related to every commodity identified for transversal contracting. Manage the Directorate's risk register and develop an action plan. Ensure reporting on Directorate Risk Register / Report.

ENQUIRIES

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

POST 03/88

: **DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/441**
Branch: Financial Governance

SALARY

: R1 266 714 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

: NQF Level 7 qualification in System Development / Business Analysis / Financial information Systems or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in the Systems Development or related environment. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus.

Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Sound and in-depth knowledge of System Development life cycle, ICT and or Agile project management as well as business analysis. Knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as; 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. 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

: Manage continuous systems improvement and innovation in the financial management environment. Develop and update training database. Ensure training database is correct by communicating discrepancies to LOGIK. Keep up to date with new release. Conduct training/workshops to provincial departments. Ensure that attendance list is available and provide feedback to training Manager. Report any unscheduled and absenteeism of attendees to the training administrator and to Department. Ensure that USER IDs and exercise are ready before training due date. Ensure attendance and evaluation forms are completed after every training. Ensure effective planning and implementation of financial systems. Compile statistical report for BAS, FINEST, IFMS and SCOA. Prepare means of verifications for BAS, FINEST, IFMS and SCOA. Identify gaps and propose solutions to supervisor. Compile and submit monthly, quarterly and annual reports to the supervisor. Adhere to ICT practices for systems implementation. Maintain Training Venues, equipment, Hardware and software. Ensure that training centres are fully equipped and conducive for training before each training course. Report network problems to GITO directorate and follow up until the problem is solved. Manage ICT source and outsource service providers. Supervise all financial systems by ensuring that; Nomination request letter has been issued to all provincial departments for BAS, FINEST, IFMS and SCOA on quarterly basis. Provincial nominees have been scheduled for the correct functional areas per system and functional area for BAS, FINEST, IFMS and SCOA. Training schedules have been confirmed their attendance before training start. Users' ID's have been created per systems. All user ids are able to access their schedule functions by testing before training in every system. Scheduled functions are all functional in every system. Assessment is conducted after every system. Answer sheets are marked, and result are sent to system controllers for every system. Progress report is received after every system training to address problems encountered. Result is issued to departments for all systems and filed correctly. Visit training centres and observe trainers and suggest ways of improving training. Manage financial systems service delivery to department. Ensure the completion of MOU agreement and quarterly progress reviews are submitted on time to supervisors. Quarterly reviews of subordinates are signed and submitted to supervisor at the end of every quarter. Final review of subordinates signed on time at the end of the financial year.

ENQUIRIES

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

POST 03/89

: **DIRECTOR: RISK BASED AND INFORMATION SYSTEM AUDIT REF NO: LPT/527**
Shared Internal Audit Services

SALARY

: R1 266 714 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 in Auditing / Accounting or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Information Systems Audits. PIA / CIA / AGA (SA) / Government Auditor / RA / CA (SA) will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management.

		Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Knowledge of variety of work ranges and procedures: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research \ analysing. Computer Technical / standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing Workshop presentation and facilitation. Ability to operate computer.
<u>DUTIES</u>	:	Manage Information Systems and Cluster 4 (ARD, EDET & TCS) directorate of the Shared Internal Audit Function efficiently and effectively, including ensuring that there is effective financial management and risk management. Manage the implementation of Combined Assurance Plans of Governance, Risk, Control and Compliance of processes in the Cluster 4 Provincial Departments. Ensure delivery of efficient and value adding assurance services in the Directorate. Manage Cluster 4 to foster continuous improvement, innovation, and adherence to the Institute of Internal Auditor's International Professional Practice Framework. Manage ethical conduct and anti-fraud practices on the staff allocated to Cluster 4 in Shared Internal Audit.
<u>ENQUIRIES</u>	:	Ms. Kotze Elizba Tel No: (015) 298 7000
OTHER POSTS		
<u>POST 03/90</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: FINANCIAL PLANNING & BUDGET REF NO'S: LPT/274 & LPT/295 (X2 POSTS)</u> Chief Directorate: Municipal Finance & Governance
<u>SALARY</u>	:	R896 436 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 7 qualification in Financial Management / Accounting or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Ability to interpret and apply policies. Analytical and innovative thinking. Research. Workshop presentation and facilitation. Leadership. Organizing.
<u>DUTIES</u>	:	Monitor and provide support on the preparation of tabled budget in line with MFMA and related circular. Provide support and analyze the table budget including MSCOA data strings from municipalities. Assess and monitor implementation of schedule of key deadlines. Provide written feedback on the assessments. Provide support on the implementation of budget related legislative framework. Monitor and provide support on the preparation of adopted budget in line with MFMA and related circular. Provide support and review the adopted budgets including MSCOA data strings from municipalities. Provide feedback on adopted budget to municipalities. Monitor and support municipalities on mid-year assessments and provide feedback. Provide support and analysis Mid-year budget and performance reports from municipalities. Provide feedback to municipalities on Mid-year analysis and participate in the engagements. Perform a high-level assessment of the adopted adjustment budget and MSCOA data string. Monitor implementation of municipal budget (S71 reports). Provide hands on support to municipalities on Section 71 and MSCOA in-year reports as and when required. Analyse and provide feedback the section 71 reports. Perform roll over assessments. Participate in CFO's Forum.
<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000

<u>POST 03/91</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE:</u> <u>(ACCOUNTING AND REPORTING) REF NO: LPT/302</u> Chief Directorate: Municipal Finance & Governance
<u>SALARY</u>	:	R896 436 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 7 qualification in Financial Management / Accounting or related field as recognised by SAQA. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level in Financial Management / Accounting / Economics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Municipal Finance Management ACT (MFMA), the Public Finance Management Act (PFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and Prescripts. PFMA, Treasury Regulations and DORA frameworks. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
<u>DUTIES</u>	:	Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Support municipalities and municipal entities in the implementation of MSCOA project. Manage municipal accounting, reporting assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the AFS. Monitoring and review of the In-year accounting related reports. Participate in the audit steering committee meetings and Audit committee meetings for review of AFS. Analyse in year reports, give feedback and support to municipalities and entities. Support municipalities and municipal entities in the implementation of MSCOA project. Monitor and support on the submission of the consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.
<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/92</u>	:	<u>DEPUTY DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: LPT/354</u> Directorate: Transversal Contract Management
<u>SALARY</u>	:	R896 436 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 7 qualification in Supply Chain Management / Financial Management or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Transversal Contract Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: 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,

DUTIES

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. Change and knowledge management.

- :
- Administration of commodity analysis. Coordination of spend analysis. Coordination of need analysis. Coordination of benchmarking exercise and market research. Management of arrangement of new Transversal Contract (s). Coordination of nomination and appointment of bid committee members. Coordination of development of Bid Specification. Coordination of Bid advertisement. Coordination of bid evaluation report. Coordination of Bid Adjudication report and awards. Coordination of contracting and rollouts. Management of existing transversal contracts. Coordination of stakeholder reports. Administration of existing contracts. Coordination of provincial SCM assessments in provincial departments and participating public entities. Coordination of supplier's performance report. Management of resources within the directorate. Compilation and signing of performance agreements. Compilation and signing of performance review. Submission of the signed performance agreements to the PMDS unit. Submission of the signed performance reviews to the PMDS unit. Compilation of activity-based costing. Compilation of cash flow projections. Compilation of procurement plans. Analysis of monthly expenditure reports.

ENQUIRIES

Ms. Conny Kgadima Tel No: (015) 298 7000

POST 03/93

- :
- DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: LPT/243**
Directorate: Budget Management

SALARY

- :
- R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE

- :
- Head Office – Polokwane

REQUIREMENTS

- :
- An NQF level 7 qualification in Financial Management / Financial Accounting / Management Accounting as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Managerial functions. Strategic capabilities and leadership. Programme and basic project management. Financial management. Basic Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (PFMA, Treasury Regulations, etc). Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals.

DUTIES

- :
- Co-ordinate the provincial strategic budget planning process. Provincialized National budget guidelines and issues to provincial departments. Provide training and capacity building to provincial departments. Provide guidelines on Division of Revenue Acts, PFMA and Treasury Regulations. Co-ordinate the implementation of Provincial Budget. Draft budget process. Issue budget format guide to departments. Receive budget inputs from departments. Give inputs on benchmark exercise and medium-term expenditure meeting. Check compliances on submission of rollover. Check compliances on budget submissions. Develop budget formats template. Compile budget inputs/ submissions from departments. Provide inputs in developing alternative fiscal modalities and approaches to benchmark compensation expenditure and trends of the province against national acceptable norms taking into consideration affordability and economic realities of the South African Economy. Undertake performance management reviews for departments to determine the trend analysis in terms of spending on compensation and the relationship between the spending on COE, improved efficiencies, and achievement of service delivery targets. (outputs and outcomes). Check alignment between approved organisational structures, post establishments and funding provided for posts and the number of posts on PERSAL and facilities in addressing any discrepancies. Prepare revised COE budgets for

the next MTEF based on the outcomes of the performance management reviews for budget analysis. Analyse and provide support in the alignment of provincial strategic plan, annual performance plans and budget expenditure plans. Manage the implementation of provincial priority programmes and projects. Manage the alignment of conditional grants funding to provincial priorities and mandates. Consolidate annual performance indicators in the budget documents. Provide reports on budget performance against annual performance plans. Evaluate the inter-governmental systems for improved performance. Manage new policy proposals are costed and budgeted for. Ensure that national and provincial priorities are incorporated and fully funded in the budget. Give inputs to MTEC hearing. Coordinate MTEC hearing. Provide MTEC reports.

ENQUIRIES : Ms. Conny Kgadima Tel No: (015) 298 7000

POST 03/94 : **DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: LPT/226**
Directorate: Macro Economic Analysis

SALARY : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office – Polokwane
REQUIREMENTS : An NQF level 8 qualification in Economics or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Macro Economics or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Leadership. Visioning. Change management. Planning and organizing. Human Resources Management (People Management). Policy development. Project Management. Limpopo Provincial Government (LPG) policies and procedures. Financial Management. Relevant legislation and Public Service Regulations (PFMA). Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of LPG political and executive structures. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Ability to operate computer. Conflict Management. Financial Management. Strategic Management. Policy formulation. Business acumen. Strategic thinking. Customer management. Results/ quality management. Innovation/ continuous improvement. Problem solving. Analytical. Negotiation. Decision making. Communication. Initiative. Verbal and writing skills. Project management methodologies. Business performance management. Stakeholder relationship management.

DUTIES : Analyse key economic variables, their interrelation and relevance for the budget. Determine the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Determine alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators. Manage the implementation of policy for institutional co-ordination and sector integration. Input into the provincial budget process by providing a review of the annual budget process. Consolidate Medium Term Budget Policy Statement. Manage gathering data. Consolidate quarterly bulletin. Determine the objectives of the Provincial Macro econometric modelling. Analyse growth in different economic sectors and advise on which sectors the Province should prioritize and budget for appropriately. Conduct analysis of social sector and economic investment through research. Develop institutional co-ordination and sector integration. Conduct analysis of social and economic investment issue through research. Build and update provincial macro-econometric model. Analyse and interpret the results generated out of the model. Advise policy makers based on the results generated from the model. Identify constraints for growth in the province and advise on alternative policy measures to correct the situation. Provide technical and strategic support in socio economic research, analysis and development. Assess socio economic section of the IDPs and LED strategies. Provide data/information to municipalities/ departments.

ENQUIRIES : Ms. Conny Kgadima Tel No: (015) 298 7000

<u>POST 03/95</u>	:	<u>DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS (REVENUE) REF NO: LPT/230</u> Directorate: Fiscal Policy Analysis (Revenue)
<u>SALARY</u>	:	R896 436 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 7 qualification in Financial Management / Accounting / Economics or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Revenue Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Financial Legislations and policies (PFMA, Treasury Regulations, etc). Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.
<u>DUTIES</u>	:	Coordinate the implementation of revenue enhancement strategy. Benchmark on revenue enhancement best practice. Contribute to the development and review of revenue enhancement strategies. Ensure development of revenue enhancement strategies by departments and entities in alignment of the Provincial Strategy. Contribute to discussion regarding an equitable division of revenue-on-revenue enhancement allocation. Coordinate revenue enhancement bilateral meetings to unearth own revenue collection potential. Facilitate the identification of new sources of revenue and revenue enhancement projects. Provide advice and support on revenue management. Benchmark on provincial revenue management policies and best practice. Ensure the development and implementation of revenue management policies, procedures, and processes (internal control systems) by provincial government in alignment of the provincial policy. Coordinate revenue forum and related forums. Analyse and report on revenue collection performance. Conduct site visits on various revenue collecting institutions. Provide inputs to the development of treasury circulars, guidelines and instruction notes on revenue matters. Provide advice on the acquisition of efficient and effective revenue information management systems and provide support to ensure implementation thereof. Analyse refunds out of provincial revenue in line with the relevant prescripts and facilitate approval. Contribute to the development of revenue debts collection strategies and produce reports. Coordinate and consolidation of provincial reporting. Coordinate training on revenue budget planning and implementation to ensure realistic target setting and collection of set target. Provide support and a to ensure compliance to revenue policies, guidelines and related legislations. Provide advice on the identified risks relating to revenue collection/ generation and ensure corrective measures are implemented. Coordinate the determination of own revenue estimates for the MTEF. Analyse budget proposal from departments and public entities for credibility and provide advises accordingly (1st draft adjustment budget, 2nd draft, and final estimates). Provide feedback to departments and public entities on revenue budget analysis and monitor improvements. Consolidate own revenue budget analysis on proposal and provide recommendations. Analyse submission of break-down per month projections for credibility and provide a report. Ensure consolidation of MTEF revenue budget estimate. Monthly revenue collection assessment to inform budget adjustment and MTEF estimates. Coordination of revenue budget adjustment meetings to inform budget adjustment figures. Provide support to departments to ensure significant of revenue estimates narratives. Interacts with other Directorates that impact on revenue generation and budgeting. Provide revenue budget analysis reports for MTEC hearing, for achievability benchmark exercises. Ensure that revision of tariffs and revenue enhancement projects are considered when finalizing MTEF estimates. Provide revenue inputs into

MTBPS, OPRE, EPRE and budget adjustment / Budget Processes. Coordinate and consolidation of provincial budget planning. Provide advice on exploitation of all revenue sources and revenue tariffs. Conduct research and analysis on all revenue sources. Coordinate inputs to the determination of tariff guidelines and revenue forecasting capacity. Assess and recommend on revenue tariffs proposals from departments. Development of departmental tariff database/register and ensure implementation of tariffs. Participate in the development of directorate's financial and administration framework. Provide inputs on the development and implementation of directorate operational plans activities. Implement and manage the performance management system / manage human resource.

ENQUIRIES

: Ms. Conny Kgadima Tel No: (015) 298 7000

POST 03/96

: **DEPUTY DIRECTOR: GOVERNANCE MONITORING AND COMPLIANCE**
REF NO: LPT/393

Directorate: Governance Monitoring and Compliance

SALARY

: R896 436 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 in Accounting / Internal Auditing as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating, and organizing. Managerial functions. Secretarial functions. Projects Coordination. Finance. Compilation of reports. Research / analysing. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply Treasury detectives PFMA and Treasury Regulations. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.

DUTIES

: Manage the implementation of compliance to norms, standards, policies, and guideline. Facilitate the research and quality assure the drafted policies and guidelines for the province. Facilitate the process of drafting new policies and guidelines in terms of Section 18 of the PFMA. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Draft toolkits and report related to PFMA compliance. Manage compliance with the applicable legislation. Coordinate the process of issuing directives on the management of unwanted expenditure (irregular, fruitless and wasteful and unauthorized expenditures). Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statement. Review audited AFS to confirm the unwanted expenditure identified by Audit General. Review irregular expenditure applications for condonement by IECC. Do follow ups on unwanted expenditures on quarterly. Draft IECC minutes and resolutions. Draft feedback letters to departments as per IECC recommendations. Facilitate listing/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)]. Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Assess 30 days payments in line with NT Instruction Note number 34. Provide support to governance and oversight structure. Audit Committees: Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 and 27.1 of Treasury Regulations. Facilitate logistical arrangements for Audit Committee and Provincial Technical Committee. Manage the availability of secretariat functions for governance forums. Receive reports from Provincial Legislature. Analyse the reports. SCOPA: Conduct monthly follow up with departments and public entities on the implementation of Scopa resolutions. Set up the meetings with the various stakeholders. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide assistance / technical

advice on how to resolve some of the resolutions. Prepare the register for all the resolutions taken to be signed by both the departments and public entities and treasury. Attend all SCOPA public hearings. Take minutes during the public hearings for support of draft resolutions. Review audited AFS of departments for correct disclosure of unauthorised expenditure. Motivate to Legislature whether identified unauthorised expenditure should be approved with funding or not. Upon the receipt of SCOPA resolutions inform the Legal Services (OTP) to draft Finance Bill. Manage provincial internal control framework. Develop and amend Provincial Internal Control Framework. Develop monitoring tool to monitor implementation of the Framework by Institutions. Facilitate review and amendment of the Provincial Internal Control Framework. Produce Provincial Report to inform Oversight structures about the status of Internal Control in the Institutions. Coordinate provincial forensic investigations in the province. Develop and amend Provincial Investigation Steering Framework for approval by the Committee. Serve as a Secretariat for the Provincial Investigation Steering Committee. Develop Terms of References as requested by the Investigation Steering Committee for Investigations. Liaise and provide support to Forensic Investigation Firms appointed. Follow-up with Institutions on implementation of Forensic Investigations Recommendations. Develop MOUS for assistant directors and monitor their quarterly performance. Develop MOU for five Assistant Directors and monitor and ensure its implementation throughout the year. Informal Quarterly Review of all Subordinates Performance. Formal Reviews of all Subordinates and submit to Human Resources Management. Support subordinates' performance to achieve organisational goals in terms of training and capacity development. Quality assures the work of the subordinates.

<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/97</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS ADMINISTRATOR REF NO: LPT/446</u> Directorate: Director Systems Administration
<u>SALARY</u>	:	R896 436 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</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Accounting / Financial Management / Financial Systems or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Accounting / Financial Management / Financial Systems or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of a variety of work ranges and procedures such as, Finance. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals.
<u>DUTIES</u>	:	Evaluate incidents and provide support on financial management information systems. Manage the provision of financial systems support to all provincial departments in order to improve financial and HR data management. Conduct financial systems performance in all provincial departments to ensure system availability and reactions time. Manage calls logged for LOGIS/BAS/BARNOWL. Manage investigations & resolution of calls. Escalate calls logged when a need arise to National Treasury. Evaluate statistics on calls logged. Consolidates reports for the Sub-directorate. Manage the administration, utilisation and functionality of financial management information systems. Conduct month and year end processes to improve financial reporting in the province. Manage user account management for all departments to improve access control. Support and manage Departments on the utilization of transversal financial systems. Co-ordinate system support for LOGIS/BAS BARNOWL. Management of exception reports per departments on LOGIS/BARNOWL. Governance, audit and risk management on financial information systems. Data analysis and provision of reports (standards and ad hoc). Management of provincial payments (Creditors). Facilitate Provincial Systems Controllers Forum& workshops (LOGIS/BAS BARNOWL). Manage

Commitment & Payment reports on LOGIS. Manage BAS Disbursement and payment runs. Manage Service level Agreements with suppliers and facilitate payments for systems suppliers. Coordinate & Manage implementation of System changes by National Treasury. Manage the implementation of circular 07/2022 on sundry payments. Analyse and Manage User Accounts Processes. Manage Disaster recovery process with SITA. Management of Human Resources. Manage stakeholder relationships. Oversee the administrative support functions. Ensure the development of job description and performance agreement for subordinate. Manage leave. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct biannual Reviews. Provide corrective measures in terms of deviations. Consolidates final reviews and respond to committee needs.

ENQUIRIES : Ms. Conny Kgadima Tel No: (015) 298 7000

POST 03/98 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO'S: LPT/415 & LPT/416 (X2 POSTS)**
Directorate: Financial Accounting & Reporting

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An NQF level 7 qualification in Accounting / Financial Management or related field as recognized by SAQA. 3 years' functional experience in Accounting / Financial Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of a variety of work ranges and procedures such as Finance. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management.

DUTIES : Support departments in preparation of annual financial statements to be submitted to the office of Auditor General in line with the prescripts. Provide guidance in the completion of AFS template and accounting treatment. Review AFS for departments before submitting to AG. Submit AFS review reports to Audit Committee. Analyse the Audit Action Plan and provide feedback on the adequacy of addressing the root cause of the finding to mitigate against reoccurrence. Arrange workshops on updates for departments on AFS reporting framework. Assess and report on the quality of interim financial statements. Monitor the implementation of National Treasury instruction notes by Departments. Review, engage and provide feedback on IFS for departments. Follow up on the implementation of recommendations for issues raised. Coordinate quarterly Financial Accounting Forum. Distribute templates for reporting to departments. Monthly support on clearance of suspense accounts for the departments. Make follow up on submission of monthly suspense accounts reports. Analyse the suspense accounts reports. Provide feedback on suspense accounts reports. Provide technical support on accounting treatments. Comment on exposure drafts. Testing of the draft template and provide comments to National Treasury. Co-ordinate the comments on MCS and AMD to National Treasury. Co-ordinate the challenges on the template and accounting treatments to National Treasury. Provide technical support on accounting standards. Assist departments in responding to audit findings.

ENQUIRIES : Ms. Conny Kgadima Tel No: (015) 298 7000

POST 03/99 : **ASSISTANT DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/254**
Directorate: Public Finance & Data Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An NQF level 7 qualification in Financial Management / Accounting or related field as recognized by SAQA. 3 years' functional experience in Financial Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work

		<p>ranges and procedures such as Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Working on Excel and PowerPoint presentation and report writing. Standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management.</p>
<u>DUTIES</u>	:	<p>Receive and record reports for IYM submissions (hard copies and soft copies) from departments and public entities. Receive recording the submitted reports according to the dates of submissions. Maintain the accuracy of information in the register. Submit the names for non-complying Departments and Public entities to the Deputy Director. Prepare draft non-compliance letters on IYM submission. Arrange logistics towards the hosting of quarterly expenditure monitoring bilateral, conditional grants bilateral and budget, revenue, and expenditure forum meetings. Assist in the issuing of invitations and other correspondence including the Terms of Reference. Arrangement of a venue for a meeting. Arrangement of catering services with Supply Chain Management. Prepare minutes for Budget, Revenue and Expenditure forum. Assist preparation and development of reports for conditional grants and quarterly expenditure monitoring bilateral. Check correctness and consistence of information presented by departments against the reports as submitted. Source adequate reasons for under and over performance from programme managers and departments. Ensure those inputs are provided promptly for consolidation of IYM. Prepare draft reports for use by other forums within the Province. Prepare draft minutes for Conditional Grants and Quarterly bilateral. Assist in the assessment and analysis of business plans for conditional grants allocated programmes. Assist in drawing schedule for Business plan development in line with the DORA frameworks. Prepare draft implementation plan analysis reports with recommendation. Coordinate the development of Conditional Grant Business plan. Check the alignment of Business Plans and Annual Performance Plans. Assist in coordinating the evaluation of Conditional Grant Programme Performance. Assessment and analysis of business plans for recommendation by the Head of Provincial Treasury.</p>
<u>ENQUIRIES</u>	:	<p>Ms. Conny Kgadima Tel No: (015) 298 7000</p>
<u>POST 03/100</u>	:	<p><u>ASSISTANT DIRECTOR: PROVINCIAL ASSET MANAGEMENT REF NO'S: LPT/320 & LPT/327 (X2 POSTS)</u> Directorate: Provincial Asset Management</p>
<u>SALARY</u>	:	<p>R468 459 per annum (Level 09)</p>
<u>CENTRE</u>	:	<p>Head Office – Polokwane</p>
<u>REQUIREMENTS</u>	:	<p>An NQF level 7 qualification in Financial Management / Supply Chain Management or related field as recognized by SAQA. 3 years supervisory level in fixed assets and inventory in Public Sector. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges; procedures and legislative frameworks such as Knowledge and experience of LOGIS and BAS. Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Good communication skill. Liaison skill. Networking. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.</p>
<u>DUTIES</u>	:	<p>Conduct assessment on maintenance of assets register. Draw the monitoring scheduled of visits. Communicate the schedule. Request reconciliation packs. Analyse reconciliations. Assist in verification of supporting documents. Compile the report. Conduct assessment on asset verification. Monitor the progress of asset verification. Conduct verification of supporting documents. Compile the verification report. Conduct assessments on disposal of assets. Monitor the disposal activities. Analyse reconciliation of the Disposal. Conduct verification of supporting documents. Compile the disposal report. Conduct assessment on the safeguarding of assets. Drawing the monitoring schedule of visit. Communicate the schedule. Conduct site inspection. Compile the safeguarding of asset report. Conduct assessments on inventory management. Drawing the monitoring schedule of visit. Communicate the schedule. Conduct site Inspection. Conduct verification of supporting documents. Compile the inventory management report.</p>

<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/101</u>	:	<u>ASSISTANT DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO: LPT/345</u> Directorate: SCM Governance & Compliance
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Supply Chain Management / Financial Management as recognized by SAQA. 3 years' functional experience in Supply Chain Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as Knowledge of Public Sector SCM policies and procedures. Technical / standards / procedures. Finance. Planning and organising. Needs and priorities of the department. Legal background. Ability to interpret and apply policy. Analytical and communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. Strategic Management.
<u>DUTIES</u>	:	Management of tender bulletin. Receive tender advertisement request from departments. Analyses the request submitted by departments. Assess bid documents and liaise with institutions on enquiries. Capture the submitted draft for verification. Distribute bulletin of various stakeholders for publication. Management of procurement plans and reporting. Facilitate and co-ordinate submission of the Procurement Plans reports by institutions. Facilitate and co-ordinate analysis and consolidation of Procurement Plans reports. Facilitate and co-ordinate communication with departments / entities with regard to non-submission of Procurement Plans report. Facilitate end co -ordinate generation of quarterly Procurement Plan reports. Facilitate and co-ordinate record keeping of the Procurement Plans reports. Arrange SCM forum and capacity building. Arrange SCM capacity building. Invite members. Prepare SCM forum documentations. Prepare the attendance register Minutes taking. Filling of SCM Forum proceedings. Management of deviation and variations/ extensions expansions. Recording of Deviation/ variations/ extensions /expansions Reporting two days after the reporting to Treasury. Capture deviation / variations / extensions / expansions. Analysis of deviation reporting variations / extensions / expansions. Reporting on quarterly basis.
<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/102</u>	:	<u>ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: LPT/386</u> Directorate: Transversal Risk Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Risk Management or related as recognized by SAQA. 3 years' functional experience in Risk Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating & Organizing. Managerial functions. Secretarial Functions. Projects Coordination. Finance. Compilation of reports. Research \ analyzing. Computer. Ability to interpret Treasury directives/PFMA and Treasury Regulations. Decision Taking skills. Conflict Management. Analytical and Innovative. Report writing skills. MS Word. Leadership skills. Project Management. Financial Management. Strategic Management. Policy formulation and Implementation. Adaptability to Changes. Diversity management. Minutes taking. Meeting Coordination. Communication Skills.
<u>DUTIES</u>	:	Assess compliance with public sector risk management framework within votes and public entities. Send reminders to CROs for updating progress in the Risk Management software. Draw the quarterly reports from the system and analyse. Compile the draft analysis reports and provide the recommendations with respect to gaps identified. Prepare the analysis report for editing by immediate supervisor. Monitor and assess risk profiles from votes and public entities. Send reminders to CROS for updating progress in the Risk Management software. Draw the report from the system and analyse progress with respect to implementation of the action plans by institutions. Compile the risk profile progress report and provide recommendations with respect to gaps

identified and prepare the analysis report for editing by immediate supervisor. Assist with the monitoring of a provincial risk profile. Send reminders to CROs for updating progress in the system. Draw the progress report from the system and analyse. Compile the progress analysis report and provide recommendations with respect to gap identified. Compile and prepare the analysis report for editing by immediate supervisor. Provide support on the utilization of risk management software. Assist in organizing system trainings in line with the identified training needs. Assist in arranging risk management software (Barn Owl) meetings to provide support to all system end-users especially Barn Owl champions and RMC members. Assist in conducting quarterly Barn Owl utilization analysis reports. Assist in providing administrative support to centralized independent RMC chairpersons within the province. Assist in organizing RMC chairperson's induction course. Assist in facilitating RMC meetings scheduled of the province. Assist in requesting BAS from financial accounting and prepare payments for independent Chairpersons. Assist in facilitating the submissions of chairperson's quarterly reports to LPT and AC. Assist in providing secretariat functions for the centralized RMC chairperson structure. Assist with the coordination of the activities of provincial risk management forum and Barn OWL Meetings. Send invites to the votes and public entities (institutions) as well as external members of the forum e.g., National Treasury, Professional bodies etc. Prepare and circulate forum packages (presentations, agendas, and attendance registers). Secure venues and catering for Forum meetings. Send reminders to the external / internal stakeholders' presenters. Take and compile the Forum minutes and circulate the draft minutes to Forum members for further inputs after the meetings.

ENQUIRIES : Ms. Conny Kgadima Tel No: (015) 298 7000

POST 03/103 : **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING AND COMPLIANCE REF NO'S: LPT/402 & LPT/404 (X2 POSTS)**
Directorate: Governance, Monitoring and Compliance

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.

DUTIES : Coordinate implementation of compliance to norms, standards, policies, and guidelines in provincial departments. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in the departments and ensure that an action plan is developed to address all the gaps identified. Facilitate and support departments and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support departments in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit Committees, SCOPA, etc..). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in departments. Coordinate the process of registration and de-registration of public entities and subsidiaries. Analyse and draft reports on section 54 applications. Prepare and submit consolidated monthly and quarterly reports. Provide support to Departments on implementation of house (SCOPA) Resolutions. Prepare and submit monthly and quarterly reports on

		progress of resolving resolutions by relevant Departments. Assist in coordination of PAGs' Bilateral sessions with Departments in terms of all logistics i.e., issuing meeting invites, agenda minutes and resolutions drafting and attending for engagements.
<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/104</u>	:	<u>PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR GENERAL: SRM REF NO: LPT/222</u> Branch: Sustainable Resource Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 6 (National Diploma) qualification in Office Management / Office Administration / Management Assistant as recognised by SAQA. One (1) to two (2) years working experience in Office Management / Office Administration / Management Assistance / Secretariat. Knowledge & Skills: Good grooming and presentation. Basic knowledge on financial administration. Good telephone etiquette. Good interpersonal relations. Excellent communication. Report writing skills. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). Time Management. Ability to work under pressure. Ability to maintain confidentiality. PFMA and Treasury Regulations. Batho Pele principles. Competencies: Planning and organising. Networking and Customer service orientation. Organizational communication effectiveness. Self-management.
<u>DUTIES</u>	:	Provide a secretarial support service to DDG. Receives telephone calls. Operates and ensures that the Office equipment, e.g., fax machine and photocopier are in good order. Records the engagement of the DDG. Utilizes discretion to decide whether to accept/decline or refer to other employees request for meetings. Coordinates with and sensitized/advises the Deputy Director General regarding engagements. Compile realistic schedules of appointments. Renders administration support services. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g., progress, Monthly reports, Management reports. Scrutinizes routine submission/ reports and make notes and/or recommendations. Responds to enquire received from internal and external stakeholders. Drafts documents as required. Filing of documents. Collects, analyses, and collates information requested. Clarifies instructions and notes on notes behalf of the DDG. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the DDG. Manages the leave register and telephone accounts for the units. Handles the procurement of standards items like stationary, refreshment etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advises and monthly salary reports. Provides support to DDG regarding meetings. Scrutinizes documents to determine actions/ information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communications to relevant role players, follow-up on progress made. Prepare briefing notes for the DDG as required. Coordinates logistical arrangements for meetings when required. Support the DDG with the administration of budget. Collects and coordinates all the documents that relate to the budget of DDG MEC's office. Assists DDG in determining funding requirements for purpose of MTEF submissions. Keeps records of expenditure commitment, monitors expenditure and alerts DDG of possible over-and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the manager and compiles draft memos for this purpose.
<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/105</u>	:	<u>LOGISTIC PRACTITIONER REF NO: LPT/200</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 6 (National Diploma) qualification in Supply Chain Management / Financial Management / Logistics Management or related field as recognised

		by SAQA. One (1) to Two (2) years working experience in Logistics / Supply Chain Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Research \ analysing. Computer. Technical/standards/procedures. Needs and priorities of the Department. Ability to interpret. and apply policy. Analytical and innovative thinking. Ability to operate computer. Organizing. Conflict Management. Financial Management. Adaptability during changes to meet the goals. Change/ diversity management.
<u>DUTIES</u>	:	Capture information on the memorandum of goods and services. Check three quotation or letter of award attached to the memorandum of goods and services. Check supporting documents attached to the memorandum before capturing. Check budget allocation. Check specimen signatures. Capturing and committing orders on the LOGIS and BAS systems. Capturing of orders. Capture information from the requisition on the LOGIS system. Verify captured information and modify quotation. Link quotation on the LOGIS system. Capture procurements advise. Approve procurements advise. Administrative duties, Fax entity forms to suppliers, Fax orders to service providers and ensure that they been received. Confirm services with the service providers. Enter accounts copies in the prescribed register and submit to accounts division. File copies of orders in the relevant files. Clearing of outstanding commitments. Cancel orders. Modify orders. Make enquires on outstanding orders.
<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/106</u>	:	<u>TELECOM OPERATOR REF NO'S: LPT/124 & LPT/123 (X2 POSTS)</u> Directorate: Records Management & Auxiliary Services Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 04) Head Office - Polokwane Grade 12 / Matric / An NQF level 4 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing switchboard operation. Ability to operate switchboard machines. Teamwork. Good interpersonal relations. Able to work under pressure.
<u>DUTIES</u>	:	Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take message and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department.
<u>ENQUIRIES</u>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/107</u>	:	<u>DRIVER REF NO: LPT/211</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 04) Head Office - Polokwane ABET / AET or Grade 10 as recognised by SAQA. Driving experience. Valid vehicle driver's license plus Professional Driving Permit (PDP). Knowledge & Skills: Knowledge of procedures to operate a motor vehicle e.g., procedures to obtain trip authorities, complete the logbooks of motor vehicle, obtain consumables (e.g., petrol) and obtain basic services (e.g., fixing a flat tire). knowledge of the prescripts for the correct utilization of the motor vehicle e.g.

	How and for what purposes can the motor vehicle be utilised and the requirements for the storage of the vehicle. Knowledge of procedures to ensure that the motor and retrieval procedures. Understanding of the work in registry. Computer operating skills. Language. Planning and organisation. Good verbal and written communication skills.
<u>DUTIES</u>	: Render core driver functions; Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and goods handled. Render a clerical support / messenger service in the office. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	: Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/108</u>	: <u>CLEANER REF NO: LPT/132</u> Directorate: Records Management & Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R138 486 per annum (Level 02) : Head Office - Polokwane : ABET / AET/ Grade 10 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing housekeeping. Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.
<u>DUTIES</u>	: Cleaning of offices daily. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bin. Cleaning of restrooms daily. Cleaning toilets. Replacing toilet paper. Emptying and washing waste bins. cleaning of corridors, elevators, and passages. Cleaning elevators. Clean corridors. Clean the passages. Keep and maintain cleaning materials and equipment's. Report broken cleaning materials and equipment's. Cleaning of machines (Microwaves, vacuum cleaners) and equipment's after use.
<u>ENQUIRIES</u>	: Ms. Conny Kgadima Tel No: (015) 298 7000

DEPARTMENT OF SPORT, ARTS AND CULTURE

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

<u>APPLICATIONS</u>	: Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za
<u>CLOSING DATE</u>	: 02 March 2026
<u>NOTE</u>	: Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Practical Exercise (a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. (b) The assessment must comprise a formal test to determine a candidate's proficiency

in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024>

Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The advert will be posted on the following websites: www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za. NB: Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers.

MANAGEMENT ECHELON

<u>POST 03/109</u>	:	<u>CHIEF DIRECTOR: DISTRICT COORDINATION REF NO: DSAC 2025/01</u>
<u>SALARY</u>	:	R1 494 900 per annum (Leve 14)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 07) Advanced Diploma / Degree/ B-Tech in Public Administration/ Management qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of five (5) years' experience in management at Senior Managerial level. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and leadership, financial management, change management, client orientation and customer focus, good communication, report writing, facilitation, co-ordination, networking, strategic capability and leadership, people management and empowerment, computer literacy, service delivery innovation, public service knowledge, negotiation and policy formulation. Knowledge and Skills: Knowledge: Knowledge and understanding of the legislative framework governing the Public Service, deep knowledge of the relevant arts and culture legislation, knowledge and understanding of the legislative framework governing the Public Service, sound understanding of the arts and culture industry and thorough understanding of policy formulation and coordination and good background in service delivery, turn around and change management strategy Skills: Interpersonal, leadership, analytical, diplomacy, planning and organization, good communication, problem solving and analysis, time management, team player, strategic planning and policy analysis and development.
<u>DUTIES</u>	:	Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. Manage the development of visual arts Industry in the province: Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. Manage the development and distribution of local film and video: Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

OTHER POSTS

<u>POST 03/110</u>	:	<u>DEPUTY DIRECTOR: TRANSLATIONS, EDITORIAL SERVICES REF NO: DSAC 2025/02</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	A three-year Diploma (NQF level 6) or Bachelor's Degree in Language Practice / Translation or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Language Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Skills: Translation skills, people management skills and financial skills Knowledge: Translation, management of human resource and using sub-directorate budget through proper financial management.
<u>DUTIES</u>	:	Manage translation of documents into official languages of Limpopo: Receive documents from clients, allocate source documents to officials for translation, ensure the availability of updated register of translations and ensure that translated documents are edited Manage editing of official informative documents into official languages: Receive edited documents, ensure that documents have been edited and ensure that translated documents are dispatched to clients. Manage the provision of language services offered to people with disabilities: Facilitate the provision of SASL during major events, manage SASL promotion campaigns, manage execution of SASL interpreting services and ensure that SASL service providers are paid in time. Manage projects that redress previously disadvantaged languages: Ensure that multilingualism promotion materials are available, manage the coordination of multilingualism campaigns and ensure that means of verification for the campaigns are available and report on multilingualism campaigns conducted. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor the performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/111</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL ARCHIVES & RECORDS REF NO: DSAC 2025/03</u> Re- advertisement: Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	A three-year National Diploma (NQF level 6) or Bachelor's Degree in Archives / Records Management / Library Studies or equivalent qualification related to the field as recognised by SAQA. A minimum of 5 years of experience in Archives & Records Archives & Records Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures, administration procedures including norms and standards, organizing and planning, Skills: Basic interpersonal relations, analytical skills, written and verbal communication, computer literacy research skills, presentation skill, training and presentation skills, project management and interviewing skills.
<u>DUTIES</u>	:	Manage provincial records classification, appraisal and disposal services: Preserving corporate memory and heredity, ensuring implementation of retention and disposal schedules, responding to internal and external information enquiries. Provide management, monitoring, evaluation and training: advising on and implementing new records management policies and classification systems, setting up maintaining, reviewing, and documenting

		records systems, storing, arranging, indexing, and classifying records. Collecting and appraisal of records: conduct inspections on records and archives management, recommend issuing of disposal authority. Conduct information research: Document provincial heredity and research historic topics. Management of human resource and physical resources in the division: manage performance and development of employees within the division, develop and review the division's plans, ensuring adherence to the service delivery standards, compliance to applicable Acts, policies and strategies, proper management and accountability for assets of the division, motivate and inspire employees to attain organisational objectives.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/112</u>	:	<u>DEPUTY DIRECTOR: ACADEMY OF SPORT REF NO: DSAC 2025/09</u> (for a period of One (1) Year contract)
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office A three-year National Diploma (NQF level 6) or bachelor's degree in Sport Management or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge: Knowledge of Public Service administration Procedures and Policies, knowledge of Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / Diversity management. Skills: Research skills, computer literacy, good Communication skills, client orientated skills, report writing skills; Facilitation skills, co-ordination skills, liaison skills, typing skills and networking.
<u>DUTIES</u>	:	Sport Science and medicine support: Coordinate sport specific testing using scientific protocols, facilitate physiotherapy services for athletes, facilitate medical services for athletes and facilitate rehabilitation programmes for athletes. Coaching: Train elite coaches, provide qualified elite coaches to selected talented athletes, deploy head coaches during training camps and championships, provide access to information and the latest trends on coaching performance squad and events: Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programmes and coordinate exchange programmes. Talent identification: Deploy scouts, facilitate access to conducive facilities, monitor usage of correct selection criteria and capture data of the selected athletes into the academy database. Management of human and financial capital in the division: Manage performance and development of employees within the division, develop, implement and monitor service standards and operational plans, develop, review and ensure compliance to applicable policies and strategies, conduct budget planning and monitor utilisation in accordance with applicable prescripts.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/113</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT REF NO: DSAC 2025/04</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) A three-year National Diploma (NQF level 6) or Bachelor's Degree in Transport Management or Logistics or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in transport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of variety of work and procedures on fleet ranging from: Management functions, interpretation of reports, report writing, investigation and interpretation of policies. Skills: People management, planning and organizing, time management, strategic planning, policy analysis and development, good communication skills, leadership skills,

	change and knowledge management and workshops presentation and facilitation.
<u>DUTIES</u>	: Provide fleet (Both subsidized and state vehicle): Make submission for the purchasing of new cars, arrange private registration, allocation and registration numbers for the new cars with Department of Transport, ensure that state vehicle are inspected before issued to the drivers, facilitate hiring of buses for the departmental activities, plan and coordinate usage of fleet for the drivers within the department, receive and check all applications for subsidized motor vehicle from the Directorate, present applications to Transport Advisory Committee for evaluation, submit applications to the service provider for acquisition of cars after approval and inform applicants to collect their subsidized cars and prepare submission for approval to authorize officials to participate under scheme B. Management of vehicles in operation (both GG and subsidized vehicles): Ensure that quarterly inspection for both GG and subsidized motor vehicles are carried out, monitor monthly inspection of subsidized motor vehicles that have not honoured their contracts before fuel claims are paid, monitor usage of subsidized motor vehicle, issue directives on proper usage of subsidized motor vehicle, ensure that fuels claims are submitted within three months for payment, ensure that fuel claims accompanied by the log-sheets, itinerary form or monthly plan for payment, advise department on matters related to transport, formulate departmental policies, procedure manuals and circulars on transport related matters, attend all meetings relate to transport matters, train staff members within the department on new transport policies and ensure that officials interested in participate under scheme B and obtain approval. Manage GG vehicle: approve exemption letters for use of GG vehicle after working hours, weekends and holidays, analyse report/statement from the service provider on usage of GG vehicle before running costs are paid, facilitate disposal of GG vehicle that belong to the department, ensure that only authorized drivers are allocated with GG vehicles for use, liaise with the Provincial Department of Transport regarding competency test driving skills for our department drivers, issue directive on proper usage of GG vehicle, facilitate insurance cover for cars, ensure that accidents are reported to the police immediately after the happen, ensure that accident forms are properly completed by the driver concern and signed by his/her supervisor or responsible manager, ensure that accident form are submitted to Legal service directorate for legal opinion and ensure that GG vehicle are sent to the Merchants for repair after approval. Ensure maintenance of GG vehicles: Ensure that damaged GG vehicles are repaired, ensure that GG vehicles are serviced cleaned on regular basis, ensure that license discs for GG vehicles are renewed and compile quarterly maintenance reports on state vehicle.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/114</u>	: <u>DEPUTY DIRECTOR: COMMUNICATIONS, PUBLIC RELATIONS AND MARKETING REF NO: DSAC 2025/05</u>
<u>SALARY</u>	: R896 436 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	: Head Office (Polokwane) : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Journalism, Communications, Media studies, Marketing, Public Relations and Communications Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years experience in Communication, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Skills: Communication skills, graphic designing skills, research and management skills, financial excel management, writing skills and academic/story writing Knowledge: Legislative prescripts or framework, Constitution, PFMA, communication policies, PAIA.
<u>DUTIES</u>	: Design the layout of publications and promotional materials: Manage the compilation of corporate publications, manage departmental social media platforms and website updates, facilitate the publishing of departmental documents and co-ordinate marketing and communication. Co-ordinate the publishing of departmental documents: Ensure access to departmental information for service delivery, issue out media release and invites to ensure

that departmental programmes receive media coverage, manage the departmental website and promote good image of the department. Provide advice on communication needs: Facilitate the development of departmental communications strategy, manage and promote special projects and campaigns, strengthen good relationship with both internal and external stakeholders, development of communication legislative frameworks and ensure newsletter in order. Management of Human and Physical Resources: Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate and monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts and ensure proper management of assets within the division.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/115 : **DEPUTY DIRECTOR: STRATEGY AND POLICY DEVELOPMENT REF NO: DSAC 2025/06**
Re-advertisement: Applicants who applied before are encouraged to apply again.

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Head Office (Polokwane)
REQUIREMENTS : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Strategy and Policy Development / Development Studies / Public Policy or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Sounds and knowledge of PFMA, governance planning framework, government planning cycle (MTEF and strategic planning), knowledge and understanding of public service legislation and policy framework, national and provincial development plans, government planning, policy and research development frameworks, strategic planning and policy development, research, understanding of Batho Pele Principles. Skills: Computer literacy (MS Office: Word, Excel, Power Point, outlook etc). Policy formulation, coordination, research, compilation of management reports, formulation and editing, facilitation and presentation, interpersonal relations and ability to work under pressure.

DUTIES : Facilitate the Batho Pele programmes within the department: Facilitate the implementation of Batho Pele principle by following up on issues raised during consultative meetings on a regular basis, attend and record issues raised during the stakeholder's forum and submit to relevant offices for follow up, coordinate the process of conducting customers survey, record issues and ensure they are attended by relevant departments, facilitate the monitoring process of suggestion boxes. Facilitate the development and implementation of service standards and service delivery plan: Coordinate development, monitoring and evaluation of service standards, management of reports for monitoring and evaluation of SDIP and facilitate feedback, coordinate development and review of SDIPs as per DPSA template, provide administrative and institutional support for all directorates to improve services to the people as per the SDIP cycle, communicate service standards to the public, conduct all awareness or advocacy projects and service complaints programme e.g. Presidential and Premier hotline. Co-ordinate change management and service delivery improvement mechanisms: Facilitate implementation of changes management interventions, manage customer relations and frontline services improvement including complaint mechanisms, queue and reception management, facilitate development of service standards charter, facilitate implementation of Batho Pele programmes, facilitate service delivery improvement planning. Coordinate mainstreaming of gender and women, people with disability, youth and older persons, as well as human rights programmes: Facilitate the presentations, awareness sessions and capacity development with regard to special groups, coordinate the impact of services within the department with regard to youth, children, older persons and people with disabilities, facilitate the integration of HDI's and special groups within the

department programmes, collaboration and partnership with institutions that are responsive to department programmes for special group. Management of Human and Physical Resources: Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate and monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts, ensure proper management of assets within the division.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/116 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO. DSAC 2024/07**

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Head Office (Polokwane)
REQUIREMENTS : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Labour Relations / Labour Law or equivalent qualification related to the field. A minimum of 5 years of experience in Labour Relations environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge: Sound and knowledge of relevant prescripts such as: 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. Skills: Negotiation skills, people management, financial management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics and diversity management, facilitation skills, leadership skills, change and knowledge management and disciplinary management.

DUTIES : Disciplinary code and procedure, dispute resolution procedure councils and chambers resolutions in the department: Conduct a survey on the status of grievance rules ,disciplinary code and procedure, dispute procedure councils and chambers resolutions in the department, advise the hod on grievance rules ,misconduct, disputes and resolutions, collect statistics on grievances, misconduct and disputes and analyse the trend, compile a consolidated report on grievances, misconduct and disputes for submission to management and other relevant stakeholders, make recommendations to the hod on intervention strategies, develop intervention strategies to address the challenges and coordinate the flow of information on grievances, misconduct, disputes and resolutions to the key stakeholders. Handle and facilitate grievances, misconduct cases, dispute resolution and capacity building in the department: Receive allegations of misconduct from supervisors and or managers, secure attendance of witnesses to be present at the hearings, advise the Head of Department on all matters related to labour remedial service/misconduct cases, recommend the appointments of employer representative and chairperson of the disciplinary hearing, represent the employer during disciplinary hearings, draft allegations in terms of clauses 6 and 7 of the disciplinary code and procedure, PSCBS Resolution 1 of 2003, and inform the alleged offender about his/her rights, communicate the outcome of the disciplinary hearing with the alleged offender, preside over disciplinary hearings in terms of clause 7.3 of code, raise with the offending employee to submit an appeal, refer the appeal to the Executive Authority, receive complaints and grievances lodged including referrals of disputes declared, analyse issues in disputes surrounding grievances and disputes, advise and seek mandate from Head of Department for resolution of disputes, advise management on the validity of the complaints and or grievances, investigate the grievance and seek a fair resolution thereof, advise the aggrieved and management on the status of the grievance, advise the aggrieved employee on the outcome thereof if finalized and conduct research on the subject for capacity development, conduct capacity development and compile a report to the HOD thereof. Coordinate, monitor and evaluate the implementation of collective agreements in the Department: Facilitate and monitor implementation of collective agreements concluded in bargaining councils, coordinate, monitor and participate in the activities of task teams established in bargaining councils, conduct capacity building on collective agreements,

report to the HOD and Management on the implementation of collective agreements. Coordinate, manage and monitor public service industrial action in the department, manage and monitor strike action in the department, develop a strike management plan, establish a departmental task team to manage the strike action, develop a contingency plan to minimize the harmful effects of strike action on service delivery, collect statistics on employees affected by the strike action, compile a report to Office of the Premier and other relevant stakeholders on the management of strikes, Coordinate, monitor, facilitate and evaluate capacity building on grievance rules and disciplinary code and procedure in the department: Coordinate capacity building sessions for the department, organise capacity building documents or manuals on grievance rules, disciplinary code and procedure and other relevant resolutions/collective agreements, develop capacity building programmes and advise and recommend to the HOD on Labour Relations capacity building needs.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/117 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION**
REF NO: DSAC 2024/08

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Head Office (Polokwane)
REQUIREMENTS : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Administration or equivalent qualification related to the field. A minimum 5 years of experience in Administrative Support and Co-ordination environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa. Skills: Proven management competencies, planning & organizing, report writing skills; facilitation skills, co-ordination skills, liaison skills, networking, interpersonal skills, leadership skills, analytical skills, change and knowledge management.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required, study, edit and comment on submissions to be submitted to the executive authority for consideration, manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority's, manage logistical support in the office of the Executive Authority's, develop, implement and maintain a filing system for the office of the executive authority, manage the registry of the office of the Executive Authority's and ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the Executive Authority. This would, inter alia, entail the following: Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of Executive Council, liaise with Senior managers in the institutions within the Executive Authority's portfolio and co-ordinate the activities of the Executive Authority's office. Render support service to the Executive Authority. This would, inter alia, entail the following: Manage the distribution of memorandum to Executive Authority, manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and keep record of decisions of Executive Council and alert the Head of Office and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority, quality control of the work delivered by supervisees, advise supervisees with regard to all aspects of the work, serve as the formal disciplinary authority with regard to supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/118 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HR PLANNING REF NO: DSAC 2025/10**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management or Human Resource Management or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in the Organisational Planning and HR Practice environment at salary level 7/8. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service, good application of work study techniques as well as the Job evaluation equate system, knowledge of organisation development practices, process and change management, project management and research. Skills: General consultation skills, people management, financial management, negotiation skills, problem solving, planning and organising, strategic planning, policy analysis and development, good communication skills, coordination skills, leadership skill and diversity management and facilitation skills.

DUTIES : Administer the development and compilation of job descriptions and job profiling: Facilitate the establishment and maintenance of job descriptions and job profiling for all posts/jobs, review job descriptions and job profile for all posts/jobs as well as newly-defined posts, advise the department on the proper development of job descriptions, ensure the alignment of job profiles and job descriptions to the strategic plans and structural functions and ensure the agreement of job description between the supervisor and the supervisee. Facilitate the implementation of the operations management framework: ensure compilation of the service delivery model, conduct investigations related to business process management, ensure all services are fully documented and mapped, provide advice/recommendations for service delivery improvement, advise on office accommodation, build capacity and organize awareness on work-study processes, maintain workflow delivery loops and advise on improved value chains and ensure an organizational culture that is conducive to good business process. Facilitate HR Planning and Employment Equity processes: Compile the Employment Equity Plan, HR Plan and reports, liaising and partnering with relevant stakeholders on development EE and HE plans, conduct consultations and implement initiatives to support attainment of HR Strategy and EE Targets, administer forum meetings and organise EE annual submissions with the relevant stakeholders. Provide job evaluation services: Conduct job evaluation and facilitate workshops, render secretariat services to the job evaluation panel, develop a data base for job evaluation, facilitate the development of an annual job evaluation action plan and policies, advise the department on job evaluation matters. Facilitate the development and review of organisational structures: Conduct investigations related to the organizational structures, establishment requirements, service delivery, efficiency improvement programs, change intervention and facilitate the implementation thereof, conduct BPM investigations with a view to redesign the structure, advise management on the identified process inefficiencies, improvements and standardization of processes, review and redesign the organizational structures, render advisory service to management and conduct organisational structure implementation audits. Administer personnel costing and post establishment: Capture and maintain organizational structure on the PERSAL system, manage and follow-up HR review report, ensure accurate personnel costing and supervise employees to ensure an effective organisational development & HR Planning Service.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/119 : **ASSISTANT DIRECTOR: SYSTEM CONTROLLER REF NO: DSAC 2025/11**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office

<u>REQUIREMENTS</u>	:	A three-year National Diploma (NQF level 6) or Bachelor's Degree in Financial Management or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in Finance Management environment at salary level 7/8. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge: Managerial functions, finance, Human Resource matters, planning and organizing and compilation of reports Skills: BAS and LOGIS, ability to interpret policy, Financial Management, analytical and innovative thinking, report writing, ability to operate computer, leadership, organizing and conflict management.
<u>DUTIES</u>	:	Manage user registration on BAS and LOGIS: Facilitate and ensure that users are trained before registration, ensure that there is documented request for the system, ensure that indemnity form is completed before granting access to the system, ensure that only access to the relevant user area is granted, manage LOGIS user profiles, IDIC,SADC,SACP,SASP,ENUP and advice on the LOGIS and BAS challenges. Creation of new user profile: The system controller should ensure that there is correct allocation of functions, issue a statement to users explaining their access rights, safeguarding of all users documentations for audit purposes, prepare monthly, quarterly and annual management reports, RR101, RR102&RR103 and analyses LOGIS reports. Review of user access rights: To ensure that there is effective control over access to data and information services, ensure that system users commit themselves for every financial year by completing indemnity form, ensure that access to the system is terminated upon termination of employment or resignation, ensure that new form for change of functions is completed upon appointment to a new post, download report to LOGIS users daily and ensure that all reports, commitment, accruals and payments are analysed and sent to managers for verification and ensure monitoring of annual closure batch printing. Monitor actions of system users: Perform random checks to ensure that no compromise of segregation of duties by users, follow up with users on repeated failed log in attempts, all inactive users should be removed from the systems, make follow up on any blocked or suspended user ID to ensure that the user is the authorized owner, adding and authorizing the ICN on LOGIS,LSCT,LSLG,LSRM,MGAT,MGCP, ensuring the issuing and receiving process is effective and efficient, handling of budget and interfaces between LOGIS and BAS, ensure that Logistics processes and procedures are effective and efficient and prepare inputs for the preparation of the financial statement.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/120</u>	:	<u>ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: DSAC 2025/12</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management / HRM or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in the Organisational Planning and HR Practice environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures, administration procedures including norms and standards, basic numeracy, organizing and planning Skills: computer literacy, basic interpersonal relations, problem solving and maintaining discipline.
<u>DUTIES</u>	:	Assistance with the development and maintenance of the organisational structure: Conduct research on organisational structures, identify the needs for changes on the organisational structure, request, gather and analyse organisational structure, establishment investigation and design organisational staff establishment structure. Conduct job evaluation: Conduct job analysis and interviews, analyse jobs on the evaluating system and present analysed posts to the job evaluation panel. Provide advice and assistance in the development of job descriptions: Conduct research and continuous consultations on job descriptions related matters and finalize job descriptions. Assistance with the provision of work efficiency services: Analyse procedure manuals and propose process / procedure improvements, design and document work processes and procedures, design Departmental forms and assist in facilitation of business process re-engineering projects. Provide secretariat and administrative

functions to the unit: Make logistical arrangements for all consultation meetings of the component, arrange and maintain filing systems of the component, update and maintain components database, draft and maintain components database, draft acknowledgement letters to correspondences addressed to the component and assist the Assistant Director with drafting submissions for approval of job evaluation results, organizational structure and procedure manuals.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/121 : **LIBRARIAN CPU REF NO: DSAC 2025/13**
(For a period of One (1) Year Contract)

SALARY : R325 101 per annum (Level 07), plus 37% of lieu benefit
CENTRE : Head Office
REQUIREMENTS : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library & information Studies / Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Online cataloguing of library materials: Analyse the library material, formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23) to determine the call number, consult the Resource Description and Access (RDA) standards to determine the applicable cataloguing rules. Online classification of library materials on Library Management System (SLIMS): Check the existence of a library material on the SLIMS database, analyse the library material, determine the type, audience and language, analyse and determine the subject content and use Sears List of Subject Headings to determine the subject headings. Printing catalogue cards using REMORA system: Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on REMORA, verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search existing library materials from the SLIMS database: Search the library material by ISBN, author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards. Confirm the information on the cards.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/122 : **ACTIVE RECREATION COORDINATOR (X6 POSTS)**
(for a period of One (1) Year contract)

SALARY : R269 499 per annum (Level 06), plus 37% of lieu benefit
Head Office Ref No: DSAC 2025/14
Vhembe District Ref No: DSAC 2025/15
Capricorn District Ref No: DSAC 2025/16
Mopani District Ref No: DSAC 2025/17
Sekhukhune District Ref No: DSAC 2025/18
Waterberg District Ref No: DSAC 2025/19

REQUIREMENTS : NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Recreation and Leisure studies / Sport Management / Sports Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. 1 -2 years of experience in Sport environment and administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge: Relevant legislations governing Sport and Recreation services, Public Service Act and legislative frameworks. Skills: Problem solving, leadership, conflict resolution, project management, planning and organising, computer literacy, report writing and good communication.

DUTIES : Co-ordinate mass participation in Sport: Number of people actively participating in active Recreation activities. Coordinate and integrate stakeholders' activities. To ensure that the stakeholders are involved in all the districts events and activities. Distributing equipment and attires to Hubs: To

		ensure that distribution registers are correctly recorded and reported after distribution. Rendering administrative functions: To ensure that project plan and specifications are submitted on time. Compilation of reports, data collection and capturing: To ensure that participants and stakeholders complete the attendance register, so that monitoring and evaluation can verify.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/123</u>	:	<u>SPORT AND RECREATION GRANT ADMINISTRATOR REF NO: DSAC 2025/20 (X2 POSTS)</u> (for a period of One (1) Year contract)
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus 37% of lieu benefit
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management / Sport Science/ Administration or equivalent qualification related to the field as recognised by SAQA Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, knowledge of grant framework, Computer literacy, Project planning, Problem solving Communication and Report writing.
<u>DUTIES</u>	:	Coordinate Sport and Recreation grant reports: Receive monthly and quarterly reports, liaise with internal Monitoring and Evaluation Sub-Directorate on grant reports, receive submission of reports by districts and facilitate submission of reports to various stakeholders. Administer sport and recreation business plan system: Update Sport and recreation business plan system, capture Sport and Recreation grant expenditure, consolidate sport and recreation grant business plan, capture portfolio of evidence and attend sport and recreation grant meetings. Provide support for women and disabled sport programmes: Provide administrative support, render logistical arrangements for special sport meetings and events and update the database for women and people with disabilities participating in sport in the province. Monitor utilisation of sport and recreation facilities: Update the database for Sport and Recreation facilities, compile monthly records of utilised sport and recreation facilities, render logistical arrangements of sport and recreation facilities meetings and render administrative support for MIG projects.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/124</u>	:	<u>SPORT ACADEMY COORDINATOR (X3 POSTS)</u> (for a period of One (1) Year contract)
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus 37 % of lieu of benefit
<u>CENTRE</u>	:	Vhembe District Ref No: DSAC 2025/21 Capricorn District Ref No: DSAC 2025/22 Mopani District Ref No: DSAC 2025/23
<u>REQUIREMENTS</u>	:	Grade 12 and Certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management/Administration or/ sport science or equivalent qualification related to the field as recognised by SAQA will be an added advantage, Valid driver's license (except for persons with disabilities). Knowledge And Skills Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.
<u>DUTIES</u>	:	Coordinate sport activities in District Academies; Ensure the functionality of District Academy; liaise with District Confederations and federations in ensuring that Talent Identification programmes are implemented; Support athletes from districts through the academy system; Ensure that team preparation in terms of academy requirements is implemented in Districts; Establish relations with Municipalities , District Municipalities , District Confederations and Federations, Roll – out Academy capacity building programmes ; ensure that District sport and recreation activities are supported

		through the Academy system; Support identified sport focus schools and maintain database of coaches and elite athletes.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/125</u>	:	<u>LIBRARY ASSISTANT REF NO: DSAC 2025/24</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Hoedspruit Library
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education or equivalent qualification from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library and Information Studies / Library and Information Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186
<u>POST 03/126</u>	:	<u>CLEANER REF NO: DSAC 2025/25</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Acknowledge And Skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.
<u>DUTIES</u>	:	Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

INTERNSHIP PROGRAMME (24 Months)

<u>APPLICATIONS</u>	:	Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za
<u>CLOSING DATE</u>	:	02 March 2026
<u>NOTE</u>	:	Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational

qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

OTHER POSTS

<u>POST 03/127</u>	:	<u>COMMUNICATIONS, IT AND EVENTS MANAGEMENT INTERN REF NO: DSAC 2025/26</u> Branch: Corporate Services
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Diploma/Degree in Information Technology / Computer Application Technology/ Computer Networking/ Computer Studies or equivalent qualification related to the field as recognised by SAQA.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/128</u>	:	<u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: DSAC 2025/27</u> Branch: Corporate Services
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Management of Training, Human Resource Development/Management or equivalent qualification related to the field as recognised by SAQA.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186
<u>POST 03/129</u>	:	<u>SUPPLY CHAIN MANAGEMENT REF NO: DSAC 2025/28 (X2 POSTS)</u> Branch: Chief Financial Office
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Supply Chain Management, Logistics or Finance related or equivalent qualification related to the field as recognised by SAQA.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186
<u>POST 03/130</u>	:	<u>ARTS AND CULTURE REF NO: DSAC 2025/29 (X1 POST)</u> Branch: Cultural Affairs
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Arts and Cultural Studies or equivalent qualification related to the field as recognised by SAQA.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186