

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

<b><u>APPLICATIONS</u></b>	: Applications are encouraged to be submitted through the Provincial Government e-Recruitment website at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> , however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from <a href="http://www.gov.za">www.gov.za</a> / <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> / <a href="http://www.labour.gov.za">www.labour.gov.za</a> and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<b><u>CLOSING DATE</u></b> <b><u>NOTE</u></b>	<p>: 27 February 2026 at 16h00.</p> <p>: The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan of the Office. The following must be considered in relation to the completion of the Z83 by applicants: Application form must be fully completed and signed by the applicant. All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F &amp; 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 Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated on the post applying for in the Column "Reference Number" on Z83 application form. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme">www.thensg.gov.za/training-course/sms-pre-entry-programme</a>. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management &amp; Development for Public Service Professionalization Volume 1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend suitable SMS 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. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check and recommended candidates will be subjected to security clearance procedures. The Office reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving.</p>

If you have not heard from the Office within ninety (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, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Note: Certified copies of educational qualifications (or any other required certificates and/or results on the post), academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date (prior to be interviewed), failure to produce the requested certified copies as mentioned, will result in an automatic disqualification from the process. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: <https://erecruitment.limpopo.gov.za>, [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and Limpopo Provincial Departments social media platform. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

#### **MANAGEMENT ECHELON**

<b><u>POST 05/392</u></b>	:	<b><u>DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF. NO: OTP: 01/26/01 (1XPOST)</u></b> Directorate: Organisational Development Coordination (Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested)
<b><u>SALARY</u></b>	:	R1 266 714 – R1 492 122. per annum (all-inclusive remunerative package) per annum (Level 13)
<b><u>CENTRE REQUIREMENTS</u></b>	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Management Services / Organisational Development / Operations Management/ Production Management / Human Resources Management / Business Administration or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). Training in Job Evaluation will be an added advantage. A minimum of five (05) years' experience at Middle /Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
<b><u>DUITES</u></b>	:	Responsibilities: Develop and review Provincial OD and JE policies, procedures and processes Ensure uniformity on the implementation of Work-study compliance issues within the Provincial Administration. Plan and manage the consultation process as determined in terms of the directive by the MPSA. Chair and Coordinate Provincial OD and JE Committee meetings. Provide technical support to the departmental heads of OD and JE units. Conduct full work-study investigations at macro level. Monitor the alignment of departmental organizational structures with the strategic positions of specific departments. Manage benchmarking process of generic posts in the province. Facilitate consolidation of job descriptions from provincial departments in respect of generic posts. Conduct impact study on the implementation of JE results on the organizational structures of departments. Represent the province at the Inter-Provincial and National OD and JE Forums. Monitor consistency in the implementation of job evaluation system in the province. Facilitate implementation of Organisational Functional Assessment (OFA) in all provincial departments. Provide advice (through workshop etc.) on the development and implementation of procedure manuals in line with applicable prescripts. Manage the facilitation on the submission of OMF reports to DPSA. should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 05/393</u></b>	:	<b><u>DIRECTOR: INTEGRITY, SECURITY AND VETTING SERVICES REF NO: OTP: 01/26/02 (1XPOST)</u></b> Directorate: Integrity, Security and Vetting Services
<b><u>SALARY</u></b>	:	R1 266 714 – R1 492 122. per annum (all-inclusive remunerative package) (Level 13)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Security / Risk Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle / Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
<b><u>DUITES</u></b>	:	Responsibilities: Provide strategic direction in respect of Policy development within Provincial Administration. Coordinate, monitor and evaluate the anti-corruption programmes within Provincial Departments. Monitor the implementation of the whistle blowing mechanisms and manage the development of information management systems. Coordinate information security and vetting services. Coordinate physical and technical security.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/394</u></b>	:	<b><u>DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: OTP: 01/26/03 (1XPOST)</u></b> Directorate: Research and Development
<b><u>SALARY</u></b>	:	R1 266 714 – R1 492 122.per annum (all-inclusive remunerative package) (Level 13)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Public Management / Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of five (5) years' experience at Middle / Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disabilities.
<b><u>DUITES</u></b>	:	Responsibilities: Coordinate the review and implementation of the Provincial Research & Development Framework. Coordinate the development and implementation of the Provincial Research & Innovation Agenda. Management and coordination of the Limpopo Research Ethics Committee (LPREC). Facilitation & Coordination of the Limpopo Research Forum. Management of the Limpopo Policy Research Repository. Management of the Directorate.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b>OTHER POSTS</b>		
<b><u>POST 05/395</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (IR) &amp; AFRICAN PEER REVIEW MECHANISM (APRM) REF NO: OTP: 01/26/04 (1XPOST)</u></b> Directorate: International Relations and APRM
<b><u>SALARY</u></b>	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations/Political Science/Economics or an equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience within IR/APRM of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<b><u>DUITES</u></b>	:	Responsibilities: Consolidate and promote the African agenda by forging and maintain relations between Limpopo and Provinces in SADC countries and further optimizing opportunities presented in the continent of South Africa and further afield. Monitor implementation of the memorandum of understanding. Co-ordinate international visit and update the database of international missions.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.

<b><u>POST 05/396</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT &amp; RESEARCH REF NO: OTP: 01/26/05 (1XPOST)</u></b> Directorate: Human Capital Investment & Research
<b><u>SALARY</u></b>	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
<b><u>CENTRE REQUIREMENTS</u></b>	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development, Public Management or Administration / Business Management / Project Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development / Human Capital Investment & Research / SETA (Sector Education and Training Authority) of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:	Responsibilities: Manage the coordination and implementation of the apportioned Limpopo Human Capital Investment Strategy (LHCIS). Manage the coordination of skills development initiatives and partnerships in the province. Manage sectors coordination meeting/workshops. Manage the coordination of SETAS, Institution of Higher Learning and Industries.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/397</u></b>	:	<b><u>DEPUTY DIRECTOR: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY REF NO: OTP: 01/26/06 (2xPosts)</u></b> (Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested).
<b><u>SALARY</u></b>	:	R1 059 105 – R1 247 574.per annum (all-inclusive remunerative package) (Level 12)
<b><u>CENTRE REQUIREMENTS</u></b>	:	A National Senior certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Development Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Development Planning of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:	Responsibilities: Coordinate policy development and analysis. Coordinate integrated development planning amongst the three spheres of government. Coordinate and implement the integrated Provincial Planning cycle. Coordinate assessment and consolidation of Provincial Strategic plans. Link intergovernmental Strategic plans with the Municipal IDPs.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/398</u></b>	:	<b><u>DEPUTY DIRECTOR: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF NO: OTP: 01/26/07 (1XPOST)</u></b> Directorate: Departmental Government Information Technology Office (DGITO)
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958.per annum (all-inclusive remunerative package) (Level 11)
<b><u>CENTRE REQUIREMENTS</u></b>	:	A National Senior Certificate/ equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Systems Development or IT environment of which three (3) years' experience must have been at an Assistant Director / Junior Management level. A System Development Certificate will be an added advantage. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:	Responsibilities: Development and Maintenance of applications to be aligned with technological and user requirements. Establishment and implementation of a change management forms for user of existing systems. Management of SLA's and Licenses with SITA and suppliers of IT goods and services.

Development and implementation of applications and information systems, policies, standards, norms and guidelines. Establishment of a proper record management for applications and systems development & maintenance. Management of staff within the Unit. Provision of Applications and Information systems to employees in the Office.	
<b><u>ENQUIRIES</u></b>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/399</u></b>	: <b><u>DEPUTY DIRECTOR: ACCOUNTS REF. NO: OTP: 01/26/08 (1XPOST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY</u></b>	: R896 436 – R1 055 958.per annum (all-inclusive remunerative package) (Level 11)
<b><u>CENTRE REQUIREMENTS</u></b>	: A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Financial Management of which three (03) years' experience must have been at an Assistant Director / Junior Management level. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	: Responsibilities: Manage the expenditure control and capturing of payment. Liaise with Provincial Treasury, Internal Auditors, Office of the Auditor General and other Stakeholders. Reconcile payments transactions. Manage subordinates.
<b><u>ENQUIRIES</u></b>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/400</u></b>	: <b><u>GISC PROFESSIONAL PRODUCTION GRADE A-C REF NO: OTP: 01/26/09 (1XPOST)</u></b> Directorate: Geographic Information System (Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested).
<b><u>SALARY</u></b>	: Grade A: R761 157 – R816 852.per annum Grade B: R866 304 – R924 198.per annum Grade C: R976 029 – R1 144 008.per annum (all-inclusive remunerative
<b><u>CENTRE REQUIREMENTS</u></b>	: Polokwane A National Senior Certificate / equivalent plus an undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics / Geography or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Registration with South African Geomatics Council (SAGC) / PLATO as a GISC Professional. Grade A (0-2 years appropriate experience), Grade B (14 years appropriate experience) and Grade C (26 years appropriate experience) in an area after registration with SAGC / PLATO as a Professional. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	: Responsibilities: Provide GIS support to departments, municipalities and other stakeholders within the provincial administration. Develop and coordinate GIS projects in the province. Coordinate the establishment (design and develop) and maintenance of the Provincial Geo-database and Website. Render Mapping Services.
<b><u>ENQUIRIES</u></b>	: should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/401</u></b>	: <b><u>ASSISTANT DIRECTOR: SERVICE DELIVERY INTERVENTION REF. NO: OTP: 01/26/10 (1XPOST)</u></b> Directorate: Service Delivery Intervention
<b><u>SALARY</u></b>	: R582 444 – R686 091.per annum (Level 10)
<b><u>CENTRE REQUIREMENTS</u></b>	: Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences / Public Administration or any equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Service Delivery Intervention / Improvement / Monitoring and

<b><u>DUTIES</u></b>	Evaluation at a Supervisory level A valid driver's license except for people with disabilities.
<b><u>ENQUIRIES</u></b>	Responsibilities: Coordinate the resolution of service delivery complaints. Coordinate and monitor the implementation of the Khaedu deployment programme in the province. Provide support in the coordination of evaluations through the Departmental Evaluation Plan and the Provincial Evaluation Plan. Monitor and ensure Implementation of commitments raised during EXCO Outreach Programmes. Provide support in the execution of the provincial customer surveys.
<b><u>POST 05/402</u></b>	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<b><u>ASSISTANT DIRECTOR: GENERAL RISK REF NO: OTP: 01/26/11 (1XPOST)</u></b> Directorate: Organisational Risk, Integrity and Security Management
<b><u>DUTIES</u></b>	R468 459 – R551 823.per annum (Level 09)
<b><u>ENQUIRIES</u></b>	Polokwane
<b><u>POST 05/403</u></b>	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Risk and/or Security Management/ Internal Audit qualification in as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Risk Management at a Supervisory level. A valid driver's license except for people with disabilities.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	Responsibilities: Facilitate and advice on the risk management assessment process. Monitor and review the identified risk response activities. Conduct Education and awareness campaigns through workshops and one on one interviews. Provide Secretariat Services to the Risk Management Committee (RMC) and ensure that the RMC fulfils its mandates as outlined in the charter.
<b><u>DUTIES</u></b>	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<b><u>ENQUIRIES</u></b>	
<b><u>POST 05/404</u></b>	<b><u>SYSTEM ANALYST: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF. NO: OTP: 01/26/12 (1XPOST)</u></b> Directorate: Departmental Government Information Office (DGITO)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R468 459 – R551 823.per annum (Level 09)
<b><u>DUTIES</u></b>	Polokwane
<b><u>ENQUIRIES</u></b>	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or any equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in supervising Application Systems within the ICT environment. ITIL certificate or COBIT certificate in ICT Governance will be an added advantage. A valid driver's license except for people with disabilities.
<b><u>POST 05/404</u></b>	Responsibilities: Determine Applications Requirements. Develop and maintain all IT Applications systems. Manage Systems Development projects. Provide support on IT application systems and user support.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<b><u>DUTIES</u></b>	
<b><u>ENQUIRIES</u></b>	
<b><u>POST 05/404</u></b>	<b><u>ASSISTANT DIRECTOR: RECRUITMENT &amp; SELECTION AND HR PLANNING, INFORMATION &amp; SYSTEMS REF NO: OTP:01/26/13 (1XPOST)</u></b> Directorate: Human Resource Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	R468 459 – R551 823. per annum (Level 09)
<b><u>DUTIES</u></b>	Polokwane
<b><u>ENQUIRIES</u></b>	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or development / Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's license except for people with disabilities.
<b><u>POST 05/404</u></b>	Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Monitor the capturing/updating of PERSAL Structure, Staff Establishment, and personal information on the PERSAL system. Faciliate Transfers, Secondments, Grade progressions and Translations.

<b><u>ENQUIRIES</u></b>	Facilitate the development, implementation of the Human Resource and Employment Equity Plans as well as management of HR, Information and Systems.
<b><u>POST 05/405</u></b>	:       should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>SALARY</u></b>	<b><u>PROTOCOL OFFICER REF NO: OTP: 01/26/14 (1XPOST)</u></b>
<b><u>CENTRE</u></b>	Directorate: Protocol and Events Management Services
<b><u>REQUIREMENTS</u></b>	:       R397 116 – R467 790. per annum (Level 08) Polokwane A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations/ Public relations/ Events Management/Communications/ Marketing or equivalent qualification in the relevant field/area as recognized by South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Communication / Protocol / Events Management/ Marketing field. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:       Responsibilities: Manage Events. Render Protocol Services. Manage Corporate Gifts and Flag Bank.
<b><u>ENQUIRIES</u></b>	:       should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/406</u></b>	: <b><u>VETTING OFFICER REF NO: OTP: 01/26/15 (1XPOST)</u></b>
	Directorate: Integrity, Security and Vetting Services
<b><u>SALARY</u></b>	:       R397 116 – R467 790.per annum (Level 08)
<b><u>CENTRE</u></b>	:       Polokwane
<b><u>REQUIREMENTS</u></b>	:       A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences/Security Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Security Management/Investigation environment. Security Vetting certificate offered by State Security Agency (SSA). A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:       Responsibilities: Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines norms and standards. Liaison with clients (including networking).
<b><u>ENQUIRIES</u></b>	:       should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/407</u></b>	: <b><u>PERSONNEL PRACTITIONER: RECRUITMENT &amp; SELECTION AND HR PLANNING, INFORMATION &amp; SYSTEMS REF.NO: OTP: 01/26/16 (1XPOST)</u></b>
	Directorate: Human Resource Management Services
<b><u>SALARY</u></b>	:       R397 116 – R467 790.per annum (Level 08)
<b><u>CENTRE</u></b>	:       Polokwane
<b><u>REQUIREMENTS</u></b>	:       A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development /Public Management/Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
<b><u>DUTIES</u></b>	:       Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
<b><u>ENQUIRIES</u></b>	:       should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063/ 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/408</u></b>	: <b><u>ADMINISTRATIVE OFFICER: ASSETS, DISPOSAL AND FINANCIAL SYSTEMS MANAGEMENT REF. NO: OTP: 01/26/17 (1XPOST)</u></b>
	Directorate: Financial Management and Accounting Services
<b><u>SALARY</u></b>	:       R325 101 – R382 959per annum (Level 07)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Financial Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Asset Management environment. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:	Responsibilities: Administer Assets and Asset Register. Receive and distribute new Assets. Administer the disposal of Assets. Conduct verification on Assets.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/409</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: OTP: 01/26/18 (1XPOST)</u></b> Directorate: Integrity, Security and Vetting Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959.per annum (Level 07)
	:	Polokwane
	:	A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Office Administration or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in rendering support services/ Administrative services. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:	Responsibilities: Provide administration of the filing system for all vetting documents within the Limpopo Provincial Administration. Render administrative support. Provides support to the Head of the Unit and other staff regarding vetting operational meetings.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/410</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: QUOTATION MANAGEMENT REF NO: OTP: 01/26/19 (1XPOST)</u></b> Directorate: Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959.per annum (Level 07)
	:	Polokwane
	:	A National Senior Certificate/equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management/Logistics/Purchasing Management or equivalent qualification in the relevant field/area as recognized by South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Supply Chain / Financial Management. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:	Responsibilities: Source Quotations. Liaise with Stakeholders. Process received quotations. Link of documents on LOGIS.
<b><u>ENQUIRIES</u></b>	:	should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.
<b><u>POST 05/411</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SERVICE DELIVERY INTERVENTION REF NO: OTP: 01/26/20 (1XPOST)</u></b> Directorate: Service Delivery Intervention
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959.per annum (Level 07)
	:	Polokwane
	:	A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Public Administration / Management or equivalent qualification in the relevant field as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in administration or related field. A valid driver's license except for people with disabilities.
<b><u>DUTIES</u></b>	:	Responsibilities: Provide support in the coordination of service delivery complaints. Provide administrative support in the coordination of Khaedu deployment programme. Provide administrative support in the management and coordination of performance evaluations of government priorities and interventions. Provide administrative support in the implementation of the issues raised during EXCO Outreach programmes. Provide administrative support in the coordination of customer surveys. Provide administrative support in the management of the Directorate.

**ENQUIRIES** : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.

**POST 05/412** : **ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT REF NO: OTP: 01/26/21 (1XPOST)**  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959.per annum (Level 07)  
: Polokwane

: A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management/Logistics/Purchasing /Bcom in Accounting/Business Management/Economics/Cost and Management Accounting/Financial Management or equivalent Qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Inventory Management. LOGIS certificate / results. A valid driver's license except for people with disabilities.

**DUTIES** : Responsibilities: Order and receive inventory items. Issue inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of stores.

**ENQUIRIES** : should be directed to Messrs: Khorommbi P / Kika Bham C and Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.