

**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 X 9486, 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** : 18 September 2026 @ 16H00. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : 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 other relevant verification purposes. The recommended candidate will further be subjected to Personnel Suitability Checks, including financial disclosure requirements, social media screening, and other relevant verification processes. All successful candidates will be subjected to the applicable security clearance processes. All shortlisted candidates will be subjected to pre-entry assessments prior to the interview process. All shortlisted candidates for SMS posts, will be subjected to a technical exercise and Interview. Following technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 SMS short-listed candidates will be required to have completed certificate and submit such upon appointment. All shortlisted candidates for other posts 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. 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 the Department 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. NB! Candidates who applied before for the re-advertised vacant post are encouraged to re-apply.

MANAGEMENT ECHELON

<u>POST 29/226</u>	:	<u>DIRECTOR: RISK BASED & INFORMATION SYSTEM AUDIT REF NO: LPT/527</u> Branch Shared Internal Audit Services (Re-advertisement)
<u>SALARY</u>	:	R1 317 384 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</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	NQF Level 7 qualification in Auditing / Accounting or related field as recognized by the SAQA. PIA / CIA / CISA / AGA (SA) / Government Auditors / RA / CA(SA) will be an added advantage. 5 years' working experience at a middle / senior managerial level in Auditing. Experience in Information Systems Audits 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. Stakeholder relationship and management.
<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 Elizba Kotze Tel No: (015) 298 7000

OTHER POSTS

<u>POST 29/227</u>	: <u>DEPUTY DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: LPT/81</u> Directorate: Transformation Services
<u>SALARY</u>	: R932 292 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>	: NQF level 6 qualification in Social Work / Psychology or related field as recognized by SAQA. Registration with HPCSA will be an added advantage. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Employee Health and Wellness Programme. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, and applications of DPSA EHW Strategic Framework, 2008 as amended as well as understanding of the legislative framework governing the Public Service such as; Children's Act no 38 of 2005. Skills Development Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Administrative Justice Act. Promotion of Access of Information Act. Promotion of Access of Information Act. Public Service Regulations and various Bargaining Council Resolutions. National Strategic Plan on HIV, STIs and TB. Mental Health Act, OHS Act. Negotiation skills. Report writing skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Facilitation skills. Co-ordination skills. Leadership skills. Conflict Management.
<u>DUTIES</u>	: Manage and monitor the implementation of HIV AND AIDS, STI's and TB (HAST) Programme. Ensure the maximization of opportunities for all employees to participate in HIV testing services. Manage and monitor the implementation of HIV, STI's and TB prevention to reduce new infections in the department. Ensure the provision of educational sessions to protect and promote the human rights and access to Justine of all employees. Develop, monitor and evaluate the implementation of peer educator's programme. Develop and monitor HAST costed operational plans. Manage and monitor the implementation of health and productivity management (HPM) program. Manage communicable and non-communicable diseases. Manage and monitor the provision of wellness screening. Manage and monitor the provision of disease management activities. Analyse, interpret, report chronic disease and related health risk in the department. Management the provision of mental health programmes. Develop and monitor HPM costed operational plan. Manage and monitor the implementation of safety health environment risk and Quality (SHERQ) assurance in line with the Occupational Health & Safety Act. Ensure the provision and promotion of occupational health and safety educational sessions. Ensure Occupational Health Safety administrative compliance. Manage and monitor the implementation of SHERQ risk assessment. Manage and monitor OHS Audits. Analyse workplace reports and advise management. Manage and monitor Occupational Injuries and Diseases in line with Compensation of Occupational Injuries and Diseases Act (COIDA). Manage and monitor the implementation of wellness management programmes. Manage and monitor the implementation of individual wellness physical

interventions. Analyse the utilization of physical wellness activities. Manage and provide supervision on individual wellness psychosocial interventions. Manage implementation of organisational wellness. Manage and monitor the implementation of work-life balance programmes. Co-ordinate the implementation of spiritual wellness. Develop, implement, and monitor the EH&W policies. Develop / review policies, systems operating procedures and strategies related to EH&W. Coordinate consultative processes on the development and review of EH&W policies. Manage and monitor implement and monitor policies, procedures, systems and strategies related to EHW. Manage and utilise resources (Human, Physical and Financial) in accordance with relevant directives and legislation. Provide effective supervision and mentorship to the EH&W coordinators. Manage performance and appraisal of the staff as required by regulations. Consolidate and conduct quality assurance of EH&W monthly, quarterly and annual evaluation reports. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage allocated budget for implementation of EH&W programmes. Executive administrative functions (attend stakeholders engagement meetings and ensure DPSA compliance reports are compiled and submitted timeously).

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/228 : **DEPUTY DIRECTOR'S: SCM GOVERNANCE & COMPLIANCE REF NO'S: LPT/342 & LPT/344 (X2 POSTS)**
Directorate: SCM Governance & Compliance

SALARY : R932 292 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 : NQF level 7 qualification in Supply Chain Management / Financial Management / Accounting or related as recognized by SAQA. Certificate in Supply Chain Management will be an added advantage. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level / Assistant Director level in the broader Supply Chain Management Environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of the Public Finance Management Act, (PFMA). PPPFA. Treasury Regulations. National & Provincial SCM Policies. Relevant case law. Knowledge of Public sector Fraud & Corruption prevention frameworks. Skills. Leadership. Ability to translate legislative requirements into practical, risk-based compliance strategies. Analytical Thinking. High proficiency in data analysis, identifying red flags and interpreting complex procurement scenarios. Legal drafting. Skill in drafting policies circulars and legal opinions on SCM matters. Stakeholder Management. Excellent ability to engage and influence Senior Officials and Auditors.

DUTIES : Manage the implementation of SCM Compliance monitoring systems. Conduct sample-based reviews or assessment of bid committees (specifications, evaluation adjudication), contract awards, deviations, expansions, and emergency procurements. Monitor the assigned departments to ensure that SCM processes (planning, procurement, contract management, and disposal) adhere to the Public Finance Management Act (PFMA). Treasury Regulations, PPPFA, and other relevant prescripts. Review and validate compliance reports, ensuring accuracy, evidence-based findings and alignment with Treasury Regulations and relevant case law. Monitor and evaluate the performance of the SCM monitoring system. Implement a system for the monitoring and evaluation of the performance of the SCM monitoring framework. Monitor the implementation and progress of the SCM monitoring framework through site visits to the assigned institutions. Analyse data and compile reports on the analysis of compliance with established SCM measured and prescribed parameters for: procurement plans quarterly and annually), bid processes specifications and tender procedures, contract terms, supplier / service provider delivery standards, procurement by other means and changes to procurement standards. Propose updates to provincial SCM policies, standards operating procedures, (SOPs) and checklist based recurring compliance gaps identified during monitoring activities. Manage the implementation of SCM Capacity Building programmes / initiatives. Develop

		and deliver targeted training sessions for SCM Practitioners and Bid Committee Members within the assigned departments. Monitor and support the implementation of the CSD RFQ Functionality within the institutions assigned. Assist assigned departments with Root Cause Analysis for their SCM Audit Findings and monitor the implementation of their Audit Action Plans. Coordinate the implementation of the SCM Compliance Risk Assessment and Monitoring (SCM CRAM). Evaluate the current Provincial SCM Compliance Risk environment maturity levels and risks. Identify areas for improvement. Develop improvement plans and ensure the implementation of these plans.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/229</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE MONITORING AND COMPLIANCE (DEPARTMENTS) REF NO: LPT/394</u> Directorate: Governance Monitoring and Compliance
<u>SALARY</u>	:	R932 292 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>	:	NQF level 7 qualification in Commerce / Accounting / Financial Management / 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 Governance, Monitoring & Compliance, 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. Ability to operate Computer Software Programs (Word, Excel and PowerPoint). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply Treasury Directives, PFMA and Treasury Regulations. Analytical and innovative thinking. Report writing and presentation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Diversity Management. Minutes taking. Meeting Coordination. Communication Skills.
<u>DUTIES</u>	:	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. 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 V) 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: Facilitate 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 and analyse reports from Provincial Legislature. 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. Manage the sub-directorate's resources in line with application legislation. Develop and review the Sub-Directorate's plans. Manage performance of employees within the Sub-Directorate. Develop MOUS for supervisees and monitor implementation throughout the year. Motivate employees and ensure discipline within the Sub-Directorate. Ensure capacity and development of staff. Participate in the directorate's budget planning processes and ensure proper utilization of resources in accordance with applicable prescripts. Ensure proper management and accountability for assets within the Sub-Directorate.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/230 : **DEPUTY DIRECTOR: GOVERNANCE MONITORING AND COMPLIANCE (PUBLIC ENTITY SUPPORT) REF NO: LPT/395**
Directorate: Governance Monitoring and Compliance

SALARY : R932 292 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 : NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing 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 Governance / Compliance / Internal Control / Finance / Auditing Environment (External & Internal Audit) 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 Directives, 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. Diversity Management. Minutes taking. Meeting Coordination. Communication Skills.

DUTIES : Monitor implementation of action plan on auditor general audit findings by public entities. Coordinate and monitor consistent application of the Action Plan Template by Public Entities. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding of the Action Plan Template on the implementation of Auditor General Audit Findings. Coordinate and monitor implementation of AG Audit findings through Action Plan by Public Entities. Analyse progress report for oversight structures on the implementation of AG Action Plans, House or SCOPA Resolutions, Unwanted Expenditures and Internal audit Findings. Analyse the Action Plan populated template with AG Audit findings from Public Entities and recommend corrective measures where necessary. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes. Attend Audit Committees and Audit Steering Committee meetings to discuss audit issues and other transversal matters. Identify innovative monitoring and evaluation

methodologies to ensure effective monitoring of financial management. Manage compliance with the applicable legislation. Analyse and monitor the application of the PFMA and Treasury Regulations Compliance checklists / Template. Attend Audit and Risk Committee Meetings of Public Entities to track compliance universe. Coordinate workshops and information sharing session with all public entities to ensure common understanding of the PFMA compliance template, companies ACT, King III and other relevant policies. Coordinate and monitor PFMA compliance by public entities through sending compliance template and receive feedback from entities on a quarterly basis. Analyse PFMA populated template with information from public entities and recommend corrective measures where necessary. Meet with entities PFMA compliance coordinators on a quarterly basis to discuss compliance outcomes. Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the financial statements. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King V) 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). Develop template for reporting on implementation of corrective action emanating from exceptions reported by Office of the Auditor General. Provide support to governance and oversight structure. Coordinate and monitor the functioning of oversight structures such as Audit & Risk Committees and Audit Steering Committees within Public Entities. Ensure the existence of the Central Inter-Departmental Remunerative Committee for Public Entities. Coordinate and monitor the development of Annual Schedule for Central Inter Departmental Remunerative Committee and make sure it is aligned with the Provincial Corporate Calendar. Obtain annual schedules for Audit Committees and Audit Steering Committee meetings for Public Entities. Attend and provide support to Public Entities Audit Committee as well as Audit Steering Committee meetings. Provide secretariat services to the Central Inter-Departmental Remunerative Committee. Facilitate the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 of Treasury Regulations. Conduct analysis on delegation of authority. Coordinate and monitor the implementation of SCOPA or House Resolutions. Attend SCOPA meetings with the relevant Public Entity as and when required. Coordinate and monitor the implementation of all investigations including Forensic Investigation and report to Oversight Structures. Coordinate and monitor the delegation of authority template by public entities. Coordinate and monitor implementation delegation of authority by Public Entities. Analyse progress report for oversight structures on the implementation of delegation of authority by Public Entities. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes.

<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/231</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING (PERSAL TRAINING) REF NO: LPT/424</u> Directorate: Financial Management Capacity Building
<u>SALARY</u>	:	R932 292 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 NQF level 7 qualification in Financial Management / Public Finance as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level / Assistant Director level in Financial Management / Financial Systems Training Environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges, procedures, and legislative frameworks as, Public Finance Management Act, (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho Pele Principles. Personnel and Salary Administration System (PERSAL). Ability to operate a computer. Organising. Adaptability during changes to meet the goals. Innovation and problem solving.
<u>DUTIES</u>	:	Conduct and manage PERSAL Training in Limpopo Province. Conduct Quality assurance during Regional Training. Report back on training observations.

Analyse and evaluate questionnaires (course and trainer), compile course reports and submit to Director: Financial Management Capacity Building. Compile reports (course, monthly, quarterly) and submit to Director. Clarify Financial systems training related information with subordinates as and when needed. Manage financial systems training at National Treasury for courses not offered in Limpopo Province. Attend various Financial Management System forums. Develop PERSAL Provincial Training Schedules in consultation with stakeholders and trainer's as per the APP. Submit training schedules to the HoD for approval via the Director's Office. Distribute provincial training schedules to all departmental CFO's and system controllers as well as upload on TMS. Monitor training centres. Visit training centres at Head Office and the regions as and when required. Report any challenges / problems at the training centres to the relevant Directorates for resolution. Monitor trainers for the contents taught. Moderation of scripts. Supervise subordinate's (Assistant Directors and Trainers). Oversee that trainers train as per approved provincial training schedules. Monitor the marking and assessment done by trainers. Consolidate trainers reports as after each course. Supervise Assistant Directors performance as per job description to meet the given targets. Manage Leave. Database management and reports. Import data file to the training database on TMS. Extract reports in MS-Excel format as required. Monitor the regular updating of the systems training database on TMS and the printing of certificates. Customise excel reports as and when required. Submit reports as and when required.

<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/232</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING (BAS & LOGIS TRAINING) REF NO: LPT/426</u> Directorate: Financial Management Capacity Building
<u>SALARY</u>	:	R932 292 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>	:	NQF level 7 qualification in Financial Management / Public Finance as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level / Assistant Director level in Financial Management / Financial Systems Training Environment. Valid vehicle driver's license (with exception of persons with disabilities). KNOWLEDGE & SKILLS: - Knowledge of variety of work ranges, procedures, and legislative frameworks as, Public Finance Management Act, (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho Pele Principles. Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to operate a computer. Organising. Adaptability during changes to meet the goals. Innovation and problem solving.
<u>DUTIES</u>	:	Conduct and manage BAS & LOGIS Training in Limpopo Province. Conduct Quality assurance during Regional Training. Report back on training observations. Analyse and evaluate questionnaires (course and trainer), compile course reports and submit to Director: Financial Management Capacity Building. Compile reports (course, monthly, quarterly) and submit to Director. Clarify Financial systems training related information with subordinates as and when needed. Manage financial systems training at National Treasury for courses not offered in Limpopo Province. Attend various Financial Management System forums. Develop BAS & LOGIS Provincial Training Schedules in consultation with stakeholders and trainer's as per the APP. Submit training schedules to the HoD for approval via the Director's Office. Distribute provincial training schedules to all departmental CFO's and system controllers as well as upload on TMS. Monitor training centres. Visit training centres at Head Office and the regions as and when required. Report any challenges / problems at the training centres to the relevant Directorates for resolution. Monitor trainers for the contents taught. Moderation of scripts. Supervise subordinate's (Assistant Directors and Trainers). Oversee that trainers train as per approved provincial training schedules. Monitor the marking and assessment done by trainers. Consolidate trainers reports as after each course. Supervise Assistant Directors performance as per job description to meet the given targets. Manage Leave. Database management and reports. Import data file to the training database on TMS. Extract reports in MS-Excel

		format as required. Monitor the regular updating of the systems training database on TMS and the printing of certificates. Customise excel reports as and when required. Submit reports as and when required.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/233</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: LPT/414</u> Directorate: Financial Accounting & Reporting
<u>SALARY</u>	:	R932 292 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 NQF level 7 qualification in Financial 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 Financial Accounting or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedure such as Managerial functions; Finance. Planning & organising. Compilation of reports. Research / analysing. Computer. Ability to interpret and apply Treasury Directives. PFMA. GAAP & GRAP. Treasury Regulations. Needs and priorities of the Departments and Public Entities. Skills: Interpretation of accounts. Analytical and Innovative thinking. Financial accounting skills. Report Writing skills. Advance Excel. Leadership. Organising & Planning. Conflict Management. Financial management. Strategic Management. Policy Formulation.
<u>DUTIES</u>	:	Develop and implement systems and processes to improve sound financial management and Audit outcomes. Compile provincial standards operating procedure to ensure implementation and adherence by all public entities and subsidiaries. Implement National Treasury prescripts and approved accounting standards. Review and report on the quality of interim and annual financial statements. Manage the clearance of monthly suspense accounts for public entities and subsidiaries. Manage the clearance of monthly inter-department accounts for public entities and subsidiaries. Review the implementation of National Treasury Instruction notes by public entities and subsidiaries. Manage consolidated annual financial statements. Review the consolidated annual financial statements. Review Accounting Officers report. Review an audit file to support the consolidated Annual Financial Statements (AFS). Liaison with external stakeholders. Manage the component. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management and financial management functions.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/234</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: LPT/15</u> Directorate: Enterprise Risk Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in Risk Management or related field as recognized by SAQA. Three (3) years' functional experience at supervisory level / Senior /Risk Officer/ Senior / Risk Practitioner within Risk Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning & Organising. Public Administration knowledge and experience. Risk Management and Audit knowledge and experience. Effective presentation and reporting skills. Research / analysing. Ability to operate computer. Ability to interpret and apply policy. Problem solving. Analytical and innovative thinking. Research. Report writing and workshop presentation and facilitation. Ability to operate Risk Management Software. Organising. Project Management. Conflict Management.
<u>DUTIES</u>	:	Assist with the development and implementation of the Enterprise Risk Management strategy. Assist the Deputy Director to initiate, coordinate and implement an Enterprise Risk Management Strategy and plan within the

department. Initiate and implement an Enterprise Risk Management strategy and plan within the department. Ensure implementation appropriate risk responses. Implement the Risk Register for the department. Implement education and awareness on risk management within the department. Examine prompt implementation of the developed risk responses to remedy any significant weaknesses. Examine the effectiveness of risk management within the department. Integrate Risk Management with all management activities at all levels. Implement functioning of Risk Committee's for the branches. Identifying of risks on an ongoing basis. Assist the Deputy Director to advise executive management on the alignment of the departmental strategy and budget to provincial and national objectives. Assist branches within the department in managing their risks. Continuously monitor and review risks and controls to cater for internal and external changes. Provide guidelines on risk management methodology and reporting channels. Apply the responsibility of physical management of risks at the most appropriate level as well as accountability for achieving positive results. Assess compliance with related Risk Management matters as contained in the applicable Legislation. Assist in conducting yearly risk assessments according to the PFMA.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/235 : **ASSISTANT DIRECTOR: TRAINING & DEVELOPMENT REF NO: LPT/48**
Directorate: Employee Utilization & Capacity Building

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Human Resource Management / Public Administration / Public Management as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Training Officer / Senior / Training Practitioner in Human Resource Development. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth 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.

DUTIES : Coordinate workshop learning programs. Ensure that Performance Plan, Key Performance Areas of staff to be incorporated in WSP. Ensure that training provided to be in line with the WSP. Determine training needs, opportunities and requests from staff and management and make recommendations. Coordinate development of programs in the department. Compile an Annual Training Report according to the SETA required standards. Facilitate administration of bursaries. Identify bursary needs in consultation with line managers. Coordinate awarding of full-time and part-time bursaries. Oversee payment of study fees to academic institutions. Develop and ensure implementation of bursary strategy. Monitor bursary contractual obligations. Monitor progress and compliance. Implement leadership strategy. Monitor the HR strategy in relation to the HR planning process. Provide leadership courses, workshops, and educational programs to build specific skills. Regular monitoring and assessing the impact of training and development initiatives within the department with the support of the line manager/reports. Coordinate workshop skills. A summary of all training and development initiatives as well as institutions required for the development of competencies are detailed. Revise training and development requirements are linked to change in service delivery. Use the current Skill Audit Information as part of the gap identification process. Supervise employees and undertake administrative functions in the unit. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure supervisees receive the relevant training to perform their duties effectively and efficiently.

<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/236</u>	:	<u>ASSISTANT DIRECTOR: GENDER FOCAL POINT & DIVERSITY MANAGEMENT REF NO: LPT/67</u> Directorate Transformation Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 qualification in Public Administration / Human Resource Management / Public Management as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within Special Programmes / Employment Equity or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Services. Children's Act no 38 of 2005. Technical Assistance guidelines on the employment of people with disabilities. Job Access Implementation guidelines and plan on the recruitment, Empowerment and Retention of persons with disabilities. Code of practice of managing disability in the workplace. Gender Equality Strategic Framework for the Public Service. NYDA Act 2008. African Youth Charter. 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. Report writing 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.
<u>DUTIES</u>	:	Coordinate diversity management. Facilitate the identification of barriers to Employment Equity. Conduct information and sharing sessions. Coordinate the compilation of Employment and Equity targets and ensure incorporation into the equity plan. Manage compliance prevails to Employment Equity Acts in the department. Facilitate the completion declaration form by employees and ensure exit interviews. Provide secretarial services to the employment equity forums. Monitor commitment register. Control capturing of data on the system. Monitor popularization of employment equity plan in the department. Ensure mainstreaming of programmes pertaining to gender and woman, disability, youth, and older person as well as human rights. Ensure the establishment of Special Program Forums. Coordinate meetings of the different forums namely youth, disability, women, men, and gender forums. Facilitate the forums dialogue sessions, information sharing sessions and workshops. Monitor the participation of youth in all departmental projects. Monitor and evaluate adherence to mainstream and policy prescripts (tendering process, employment). Conducting of workshops / awareness programmes. Co-ordinate annual internal and external stakeholders performing various ministerial activities / events. Facilitate the development of employment equity plan. Manage circulation of the draft on Employment Equity Annual report in the department for inputs. Coordinate consolidation of the Employment Equity inputs. Coordinate development of Employment Equity Annual report and submission for approval. Coordinate submission of Employment Equity reports to the Office of the Premier and Department of Labour. Drafts of reference for Employment Equity consultative forum. Request and receive inputs from stakeholders. Facilitation and consolidation of the received inputs and submit for decision making. Coordinate the establishment of Employment Equity committee. Perform duties of scribe during EE committee meetings. Coordinate monitoring of the implementation to international and national instruments for women development and gender equality. Ensure the coordination, planning, development, and implementation of EE plan. Coordinate the establishment or functioning of EE forum. Coordinate the development of equity plan for all Branches. Provide guidelines and support to line managers in drafting their EE plans. Coordinate diversity management programmes. Conduct the annual EE review and reporting processes. Coordinate the compilation of the departmental EE profile. Render EE advisory role and coordinate approved recommendations. Coordinate research and analysis of the Departmental Policies and procedures on EE. Coordinate the

		evaluation of impact on the implementation of EE Plans. Coordinate and monitor the alignment of National framework on gender with EE plans. Analyse trend, challenges and gaps identified on various gender audit process. Manage the coordination of annual internal and external stakeholders performing various ministerial activities / events. Compile monitoring of the gender equality issues within the departmental strategies. Coordinate the development of action plan for gender mainstreaming. Compile qualitative and quantitative reports for the Head of the Department and Office of the Premier.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/237</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE & PARTNERSHIP REF NO: LPT/267</u> Directorate: Municipal Infrastructure Performance & Public Private & Partnership
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Head Office - Polokwane NQF level 7 qualification in Public Administration / Finance / Economics / Infrastructure Planning / Civil Engineering / Build Environment / Development Studies / Commerce or related field as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within Monitoring Infrastructure Projects / Programmes. Experience in Budget processes will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of MFMA and PFMA. Municipal Infrastructure Grant (MIG) PPP Regulations and Treasury Guidelines. Infrastructure delivery management systems. Government planning & reporting processes. Project Management skills. Financial analysis and reporting. Stakeholder management. Communication and presentation skills. Policy analysis and interpretation. Research and analytical skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Provide assistance to infrastructure funding frameworks, long term planning & expenditure in the province. Develop the infrastructure budget against work in progress, commitments, and cost norms if applicable. Develop the pre-feasibility studies. Develop the business plans for municipal Infrastructure Grands in collaboration with National Treasury and relevant National Sector Departments. Develop the financial roll in line with sector specific criteria. Facilitate the review of a minimum of 50% of all Infrastructure projects where spending exceeded 20% of the contract value and express an opinion on whether the spending was justified. Assess Provincial Infrastructure plans, budgets and provide expert inputs to Provincial Departments and Public Entities. Develop the integrated development and sector plans. Develop the infrastructure procurement strategies / plans prepared by Municipalities Public Entities. Develop the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts, professional service providers and municipalities to implement their own projects and make recommendation. Consolidate the proof projects / programmes of Infrastructure Plans, SDBIPs and related information sources. Provide support to enforce the optimal utilization and maintenance of Infrastructure by Provincial and Municipal custodians. Develop the maintenance plans and budget for immovable assets by Municipalities in collaboration with Provincial Local Government Departments. Assess the immovable assets transferred to Municipalities are budgeted for and operated effect and efficiently. Provide promotion of alternative services delivery options for Infrastructure for Provincial Departments generic objectives. Conduct studies / research benchmark of service delivery with other institution within the public and private sector. Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide support on projects. Provide assistance with projects inception register. Assess capacity at institutions. Identify develop OOO's projects. Develop the procurement documents of RFQ's, RFP's and PPP's agreements. Provide assistance in line with Departments and Municipalities regarding implementation of contract management.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

<u>POST 29/238</u>	:	<u>ASSISTANT DIRECTORS: PROVINCIAL ASSET MANAGEMENT REF NO: LPT/321 & LPT/322 (X2 POSTS)</u> Directorate Provincial Asset Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in Financial Management / Supply Chain Management or related field as recognized by SAQA. Three (3) years' functional experience at supervisory level / Senior / Admin Officer within Assets Management. 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.
<u>DUTIES</u>	:	Conduct assessment on maintenance of assets register. Draw the monitoring scheduled of visits. Communicate the schedule. Request reconciliation packs. Analyse reconciliations. Verify in verification of supporting documents. Compile the maintenance of Asset Register Assessment Tool. Submission of maintenance of Asset Register Assessment Tool to the Deputy Director. Conduct Assessment on Asset Verification. Request asset verification plan. Receive the asset verification plan. Monitor the progress of asset verification. Verify the supporting documents. Compile Asset verification assessment Tool. Submission of the Asset verification assessment Tool to the Deputy Director. Conduct assessments on Disposal of Assets. Request asset disposal plan. Receive the asset disposal plan. Monitor the disposal activities. Verify the supporting documents. Analyse reconciliation of the disposal proceeds. Compile the Asset Disposal Assessment Tool. Submission of the Asset Disposal Assessment Tool to the Deputy Director. Conduct Assessments on the safeguarding of Assets. Draw the monitoring schedule of visit. Communicate the schedule. Conduct the inspection. Compile the safeguarding of Asset Assessment Tool. Submission of safeguarding of asset assessment tool to the Deputy Director. Conduct assessments on inventory management. Draw the monitoring schedule of visit. Communicate the schedule. Conduct site inspection. Verify the supporting documents. Compile the Inventory Management Assessment Tool. Submission of Inventory Management Assessment Tool to the Deputy Director.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/239</u>	:	<u>ASSISTANT DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO: LPT/346</u> Directorate: SCM Governance & Compliance
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in Supply Chain Management / Financial Management as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within 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>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/240</u>	:	<u>ASSISTANT DIRECTOR: SCM CLIENT SUPPORT (VHEMBE) REF NO: LPT/374</u> Directorate SCM Client Support
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Vhembe SCM Client Support
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in Supply Chain Management / Commerce as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer / SCM Practitioner in Public Sector Supply Chain Management. 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. Computer. Needs and priorities of the department. Legal background. 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>	:	Provide SCM capacity building for suppliers. Participate in the development of SMME Capacity Building Programme for SMMEs on public sector procurement for the district. Mobilization of SMMEs for the Capacity Building workshops / roadshows. Conduct workshops and awareness roadshow with suppliers and communities on public sector SCM policies and procedures updates. Provide support to suppliers on completion of Standard Bidding Documents. Provide support to supplier on access to central supplier database and other procurement platforms (SCM ICT). Provide walk-ins and online support to suppliers on new registration into the National Central Supplier database. Provide walk-ins and online support to suppliers on update of their information into the CSD. Provide support and capacitate suppliers on accessing government tender opportunities on e-tender Portal. Provide support and capacitate suppliers on accessing SCM Policy information from government departments and OCPO website. Provide capacity to suppliers on state procurement systems (CSD RFQ Functionality, E- Submissions). Provide walk-in and online support to suppliers with uploading of quotation submissions through the CSD RFQ Functionality. Capacitate suppliers through workshops on the process of the CSD RFQ to upload and check progress on the system. Provide walk-in and online support to suppliers for the e-submissions of tenders. Capacitate suppliers through workshops on the process of e-submissions. Manage resources allocated including HRM within the sub-directorate. Sign performance agreements with the subordinates. Assess the bi-annual and annual performance of the sub-ordinates. Manage the leaves of staff members. Transport management – usage of GG vehicles allocated to the district. Stores management issues.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/241</u>	:	<u>ASSISTANT DIRECTORS: GOVERNANCE, MONITORING & COMPLIANCE (DEPARTMENTS) REF NOS: LPT/398 & LPT/403 (X2 POSTS)</u> Directorate: Governance, Monitoring & Compliance
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within 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.
<u>DUTIES</u>	: 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. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide technical advice on how to resolve some of the resolutions. Prepare and submit monthly & quarterly reports on progress of resolving resolutions by relevant departments. Assist in coordination of PAG's Bilateral sessions with departments in terms of all logistics i.e., issuing meetings invites, agenda, minute, resolutions drafting and attending for engagement.
<u>ENQUIRIES</u>	: Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/242</u>	: <u>ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE (PUBLIC ENTITIES) REF NO: LPT/407</u> Directorate: Governance, Monitoring & Compliance
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Head Office - Polokwane
<u>REQUIREMENTS</u>	: NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within 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.
<u>DUTIES</u>	: Coordinate implementation of compliance to norms, standards, policies and guidelines in provincial public entities including subsidiaries. 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 provincial public entities including subsidiaries and ensure that an action plan is developed to address all the gaps identified. Facilitate and support provincial public entities including subsidiaries

and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Support and monitor governance compliance by provincial public entities (including subsidiaries). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support provincial public entities including subsidiaries 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 and Risk Committees, SCOPA, etc). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in public entities including subsidiaries. Monitor the implementation of delegation of authority by Public Entities. Prepare and submit monthly and quarterly reports. Monitor implementation of unwanted expenditures within departments and public entities. Coordinate and facilitate review of monthly and quarterly registers on unauthorised irregular, fruitless and wasteful expenditures by all public entities. Coordinate Irregular Expenditure Condonement Committee (IECC) meetings in terms of Logistics i.e., attendance registers, preparation and sending of packs, drafting of minutes, and issuing out invites. Receive applications for condonement from public entities and conduct assessment and advise the committee in terms of compliance to PFMA compliance and reporting framework.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/243 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/443**
Directorate: Financial Systems Implementation

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Financial Information Systems / Business Analysis / System Development / Information Technology (IT) or related field as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / State Accountant in Business Analysis / Financial Information Systems / System Development. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of ICT operations, Systems development, ICT Governance and Programme / Project Management and relevant ICT regulations and Prescripts. Ability to convert business requirements into ICT technical requirements as well as system development using relevant technology, Promotion of Access of Information Act, Negotiation skills. People Management. Financial solving. Planning & organising. Time management. Strategic Planning. Policy analysis and development. Good communication skills. Computer software programs (Word, Excel and PowerPoint). Facilitation skills. Co-ordination skills. Leadership skills. Change and Knowledge Management. Group dynamics. Diversity Management.

DUTIES : Mapping of business processes to maximise effectiveness and efficiencies in the province. Lay BPM foundation engage on stakeholder analysis and manage BPM projects and formulate future shaping force. Compile process inventory. Establish performance measures, measure process performance, analyse performance gaps, determine process vision and design principle for new processes. Determine improvement approach. Develop high level process alternative and conduct details process design. Develop implementation plan. Monitor process performance. Document all necessary documents. Implement new financial systems and enhance existing. Assess new system requests. Conduct research and benchmark on financial systems. Develop an assessment report. Develop a business case. Prepare / develop implementation plan. Conduct post implementation analysis and support on newly implemented systems. Draft a post implementation and support report. Review and improve on current business processes. Consult with clients (Government Departments) management and personnel to identify, define, and document business needs and objectives, current operational procedures, problems, input requirements, and levels of systems access. Identify opportunities for improving business process through information systems and / or non-system driver changes. Assist in the preparation of proposals to develop new systems and / or operational changes. Identify and document

gaps between current and desired state for systems and process. Develop and maintain project documentation including business requirements, functional specification, and test plans. Participate in project planning and estimation activities. Serve as liaison between business stakeholders and technical teams to ensure that business requirements are accurately translated into technical solutions. Conduct user acceptance testing (UAT) and ensure that solutions meet business requirements. Conduct on job training for end-users. Improve and reengineer existing business processes. Map current business that incorporates financial systems according to Toolkit on Public Service Business Process Mapping. Assist with the development of a business case, scope and requirements documents. Conduct research on implementation approached strategies. Develop assessment reports. Prepare / develop implementation plans. Conduct benchmark exercise on financial systems. Ensure effective participation in administering specific ADHOC projects. Organize meetings with implementing Departments. Scribe meeting discussions. Document minutes and resolution registers. Analyse and document business processes. Conduct readiness assessment for implementation of new systems. Develop assessment reports with recommendation. Develop implementation plans.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/244 : **NETWORK CONTROLLER REF NO: LPT/97**
Directorate: Information Communication Technology

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Information Technology (IT) or related field as recognized by SAQA. Two (2) years' functional experience in Information Technology or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Managerial Functions. Finance. Human Resources Matters. Planning and organizing. Compilation of reports. Research/ Analysing. Computer Literate. Negotiation skills; People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Strategic Planning. Policy analysis and development. Good Communication skills. Group dynamic. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management. Planning and organization skills.

DUTIES : Provide end user technical support. Provide first- and second-line technical support to end users by diagnosing and resolving hardware, software, network, and application-related issues. Assist users with the installation, configuration, and troubleshooting of ICT equipment and standard business applications to ensure effective system usage. Offer guidance, and user assistance to improve ICT literacy and ensure efficient and productive use of organisational systems and services. Administer a secure windows domain and server application environment infrastructure. Manage and maintain the Windows domain environment, including Active Directory, Group Policy, user accounts, and access controls to ensure secure and efficient identity and access management. Administer Windows Server infrastructure and related services, including configuration, patching, performance monitoring, and backup and recovery to ensure system availability and stability. Implement and enforce security controls across the server and domain environment, including access permissions, audit policies, antivirus/endpoint protection integration, and compliance with ICT security standards. Provide and manage LAN services. Design, configure, and maintain Local Area Network (LAN) infrastructure, including switches, routers, cabling, and wireless access points to ensure reliable connectivity. Monitor LAN performance and availability, troubleshoot network issues, and implement corrective actions to minimise downtime and ensure optimal network performance. Implement and enforce network security controls, including VLAN configuration, access control lists, and segmentation to protect organisational data and resources. Provide capacity monitor and planning. Monitor ICT infrastructure and application resource usage (including servers, storage, and network) to identify performance trends and potential capacity constraints. Analyse system performance data and generate capacity reports to support proactive planning and informed decision-making for future ICT requirements. Develop and implement capacity planning strategies to

		ensure scalable, efficient, and cost-effective ICT infrastructure aligned with organisational growth and service demand. Implement ICT infrastructure change request. Receive, log, and assess ICT infrastructure change requests to determine impact, feasibility, risks, and alignment with organisational standards and architecture. Plan, schedule, and coordinate the implementation of approved changes to ICT infrastructure, ensuring minimal disruption to operational services. Test, document, and validate implemented changes, including updating configuration records and ensuring successful handover into the production.
<u>ENQUIRIES</u>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/245</u>	:	<u>LOGISTIC PRACTITIONER'S REF NO'S LPT/202 & LPT/203 (X2 POSTS)</u> Directorate Supply Chain Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 qualification in Supply Chain Management / Financial Management / Logistics Management or related field as recognised by SAQA. Two (2) years' working experience in Logistics / Supply Chain Management or related field. LOGIS Certificate / Results. 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. Technical / standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Ability to operate computer. 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 quotations 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>	:	Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000
<u>POST 29/246</u>	:	<u>SENIOR ADMIN OFFICER: SCM CLIENT SUPPORT (MOPANI) REF NO: LPT/368</u> Directorate SCM Client Support
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mopani SCM Client Support
<u>REQUIREMENTS</u>	:	NQF level 6 qualification in Financial Management / Supply Chain Management or related field as recognized by SAQA. Two (2) years' functional experience in Supply Chain Management or related field. 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 & organising. Computer. Needs and priorities of department. Legal background. Ability to interpret and apply policy. Communication skill. Adaptability during changes to meet the goals. Financial management. Policy formulation. Leadership. Research. Strategic Management.
<u>DUTIES</u>	:	Provide tendering advisory support services to SMME's. Provision of information, advise training and assistance to all suppliers on CSD during Provincial Events. Facilitation of business information access to suppliers with other government institutions for supplier's empowerment purposes in the district. Assist in walk-ins' with completion of tender documents on daily basis. Mobilize stakeholders for community outreach tendering workshops and

roadshows. Assist with logistical during tendering workshop. Record keeping. Provide support on on-line registration of suppliers on the NCSD. Assist walk – ins suppliers with new online registration onto the National Central Supplier Database (NCSD). Assist walk – in suppliers with the update of their profile on NCSD. Handling of CSD registration queries from suppliers through the District NCSD Call Centre. Keep and maintain internal controls registers. Keep and maintain stores control registers. Keep and maintain equipment's usage control registers. Maintain registry control filing system. Keep and maintain transport control registry. Implement the departmental PMDS. Signing of MOU with supervisor. Quarterly and annual performance reviews with supervisor.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/247 : **GENERAL WORKER REF NO: LPT/127**
Directorate Records Management & Auxiliary Services

SALARY : R144 024 per annum (Level 02)
CENTRE : Head Office - Polokwane
REQUIREMENTS : AET /ABET or Grade 10. Knowledge & Skills: Sound and in-depth knowledge of providing housekeeping.

DUTIES : Provisioning of general worker services in the Department. Cut and maintain trees. Maintain departmental yard. Perform cleaning task of the building exterior / surrounding. Ensure proper handling of garden tools and products. Load and off-load furniture, equipment, and any other goods to relevant destination. Move materials from storage areas to designated workspaces. Label and store material as instructed. Perform general duties as allocated by the supervisor. Administer efficient working of all industrial truck and electric hoist to assist to load and move all materials.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000