

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane. or on the following website: <http://10.55.145.92/e-recruitmentInternal/>
- CLOSING DATE** : 27 June 2025, 14 H00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za/](http://www.limpopo.gov.za/) [www.edu.gov.za/](http://www.edu.gov.za/) [www.dpsa.gov.za/](http://www.dpsa.gov.za/). The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

**OTHER POSTS**

- POST 19/173** : **SOCIAL WORK MANAGER ECD CONDITIONAL GRANT REF NO: LDOE 11/04/2025**
- SALARY** : R970 686 per annum, (inclusive package)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : Bachelor's degree in social work. Minimum of 10 years' experience in social work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in ECD Conditional Grant. Registration with the South African Council for Social Service Professions as a Social Worker. Computer literacy A valid South African driver's licence (with exception of person with disability). Strategic Capability and Leadership skills. People management and Empowerment skills Programme and Project Management skills. Financial Management Skills. Computer Literacy.
- DUTIES** : Coordinate services and resources needed to meet the needs of ECD Centres, Plan, manage, Maintain accurate and up-to-date database of refurbished and low cost ECD Centres through Conditional grant. Manage and implement the

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|                                          |   | ECD conditional grant registration packages. Facilitate stakeholders' engagement meetings for the construction of low-cost ECD Centres. Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Advocate for ECD Centres and the rights of children. Manage and monitor funded ECD Centres. Supervise Social workers and Social auxiliary workers. Attend Stakeholders, District, Provincial and National meetings. Prepare ECD conditional grant reports. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/174</u></b>                | : | <b><u>DEPUTY DIRECTOR QUANTITY SURVEY: ECD CONDITIONAL GRANT REF NO LDOE 12/04/2025 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R896 436 per annum, (inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                          | : | A Bachelor's Degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognised by SAQA.3 - 5 years' relevant experience at a lower management level as an Assistant Director in Building Construction and Building Maintenance. Computer literacy A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>                     | : | Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource-related activities.                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>                  | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/175</u></b>                | : | <b><u>DEPUTY DIRECTOR QUANTITY SURVEY REF NO: LDOE 15/04/2025 (X1 POST)</u></b><br>Infrastructure Delivery Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R896 436 per annum, (inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | : | A bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA.3 -5 years relevant experience at lower management level as a Quantity Surveyor in Building Construction and Building maintenance. Computer literacy. A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>                     | : | Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do                                                                                                                                                                                                                                                                                                                                                                           |

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|                            |   | maintenance trend analysis and facility cost research. Contribute to the human resource-management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 19/176</u></b>  | : | <b><u>ELECTRICAL ENGINEER GRADE A REF NO: LDOE 14/04/2025 (X1 POST)</u></b><br>Infrastructure Delivery Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R879 342 per annum, (inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | A university degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical Engineer. Minimum of Three Years' experience post qualification. Computer literacy. A valid South African driver's licence (with exception of person with disability Core and Competencies Process: Strategic Capability and Leadership skills People management and Empowerment skills Programme and Project Management skills Financial Management Skills. Computer Literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain electrical engineering norms.                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/177</u></b>  | : | <b><u>TOWN &amp; REGIONAL PLANNER REF NO: LDOE 13/04/2025 (X1 POST)</u></b><br>Infrastructure Delivery Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R866 304 per annum, (inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Head Office, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | University B Degree in Town and Regional Planning or equivalent qualification. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's Licence. Computer literate. Minimum of Six Years' experience post qualification. Core and Competencies Process: Strategic Capability and Leadership skills. People management and Empowerment skills. Programme and Project Management skills Financial Management Skills. Computer Literacy. Knowledge: South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994.PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Public Service Act 1999 and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. |
| <b><u>DUTIES</u></b>       | : | Assist in aligning town planning infrastructure modelling to the Departmental Service Plan. Assist in preparing input for Strategic Plan, Annual Performance Plan and Annual Report. Assist in preparing inputs to the Directorate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                            |   | Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Assist in preparing inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 19/178</u></b>  | : | <b><u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDOE 16/04/2025 (X1 POST)</u></b><br>ECD Conditional Grant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R468 459per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma or degree in Finance/Accounting as recognised by SAQA.A minimum of three (3) years' experience. Experience in ECD will be an added advantage. A valid South African driver's licence (with exception of person with disability. Core And Process Competences Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management Knowledge: Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Skills: Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. |
| <b><u>DUTIES</u></b>       | : | Ensuring payments to all funded ECD centres on time. Ensure a detailed check on documentation. Execute all queries emanating from suppliers promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments. Follow up on all payment documents received late for payments and make sure that appropriate preventative action taken with respect to thereof. Preparation of journals and reconciliation of all ECD centres paid quarterly. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safe keeping of all transactions supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide, supervise and develop finance admin clerks in the sub-directorate. Consolidate Means of Verification (MOV) of funded ECD centres. Ensure call for proposal for funding of ECD centres is conducted on time. Maintain database of funded ECD centres. Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 19/179</u></b>  | : | <b><u>ASSISTANT DIRECTOR: QUANTITY SURVEY REF NO: LDOE 17/04/2025</u></b><br>Sub – Directorate: ECD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R468 459 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b><u>REQUIREMENTS</u></b> | : | A Bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA. A minimum of three (3) years' experience at supervisory level in Building Construction and Building Maintenance. Computer literacy. A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management and Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource- management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/180</u></b>  | : | <b><u>SOCIAL WORKER REF NO: LDOE 20/04/2025 (X2 POSTS)</u></b><br>Sub - Directorate: ECD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R325 200 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Sekhukhune South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | A Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license. Core And Process Competencies Good verbal and written communication, Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills, Knowledge and experience in working with Children's Act. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Computer literate (excel skills will be an added advantage). |
| <b><u>DUTIES</u></b>       | : | Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service, good record keeping. Register and Monitor Early Childhood Development programmes. Maintain and update databases of registered and funded ECD centres.                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b><u>POST 19/181</u></b>  | : | <b><u>ADMINISTRATION OFFICER REF NO: LDOE 18/04/2025 (X1 POST)</u></b><br>Sub - Directorate: ECD<br>Contract Post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R325 101 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelor's Degree in Office Administration or a relevant equivalent qualification (NQF level 7) Appropriate experience in Construction/ Facility Maintenance or Project Management A minimum of three (03) years' experience in administrative. A valid South African driver's licence (with exception of person with disability. Core and Process Competencies: Computer Literacy Advanced skills in excel, word and power point. Data capturing skills. Good communication skills and flexibility. Time management, planning and organisation skills. Ability to function independently and as part of a team.              |
| <b><u>DUTIES</u></b>       | : | Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the infrastructure unit. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required. Render secretariat services for the Departmental Infrastructure unit.                |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/182</u></b>  | : | <b><u>ADMINISTRATION CLERK REF NO: LDOE 19/04/2025 (X1 POST)</u></b><br>Sub - Directorate: ECD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification with 1-2 years' experience in administration. Experience in ECD will be an added advantage. A valid South African driver's licence (with exception of person with disability Knowledge: Skills and Competencies Computer Literacy. Advanced skills in excel, word and power point, Data capturing skills. Good communication skills, Organisation skills, Teamwork and Flexibility. Knowledge of legal framework governing the public service, Keep and maintain personnel records. Presentation skills, Knowledge of Education strategies and programmes pertaining to ECD will be an added advantage. |
| <b><u>DUTIES</u></b>       | : | Consolidate ECD Means of Verification (MOV), record, organize, store, capture and retrieve correspondence and data (line function), Handle routine enquiries, Update registers and statistics. Make photocopies, receive, and send mails. Distribute documents/packages to various stakeholders, as required. Keep and maintain the filing system for the subsidy components and all ECD databases. Type basic letters and/or other correspondence when required. Keep and maintain incoming and outgoing registers. Book venue for meetings, prepare agendas and file attendance. Type and record minutes of the meetings.                  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

#### **OFFICE OF THE PREMIER**

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| <b><u>APPLICATIONS</u></b> | : | 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> | : | 30 June 2025 at 16h00.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## **NOTE**

: The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: 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 & 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: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). 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 & 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. 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, 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 ECEHLON**

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| <b><u>POST 19/183</u></b>  | : | <b><u>CHIEF DIRECTOR: ADMINISTRATION SUPPORT REF NO: OTP: 03 / 25 / 01 (X1 POST)</u></b><br>Chief Directorate: Administration Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R1 436 022 per annum (Level 14), all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 7) in Public Administration / Public Management / Human Resource Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Senior Management level in related field. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Responsibilities: Oversee the provision of Human Resource Management Services which includes Recruitment and Selection, Compensation and Service Benefits, implementation and reviewing of HRM policies, provision of Organization development services, development and implementation of HR Plan and Employment Equity Plans. Oversee the Management of Departmental Records, Facilities and Auxiliary Services. Oversee the provision of HRD, PMDS and Employee Health and Wellness Programmes. Oversee the Management of Information Communication Technology (ICT) Infrastructure and Security Services which include the provision, maintenance, monitoring and installation of ICT equipment, analysis of Information Communication Technology requirements, development, maintenance and implementation of application systems, management of contracts and Service Level Agreement, the provision of ICT infrastructure and security services. Provide strategic direction in respect of Administration support by Managing resources and maintaining discipline. Manage the provision of equipment (assets) required by personnel for the achievement of outputs in their respective Job Descriptions. Implement and develop strategies of the directorate to ensure alignment with its business plans. Formulate, implement and report on strategic frameworks in the area of functional responsibility. Develop Operational Plans to give strategic direction to the directorate and coordinate reports. |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 19/184</u></b>  | : | <b><u>DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 03 / 25 / 02 (X1 POST)</u></b><br>Directorate: Limpopo Youth Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 216 824 per annum (Level 13), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 7) in Public Management / Public Administration/ Project Management / Community Development / Development Studies or equivalent qualification as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Develop and review provincial youth development policies, frameworks and strategies. Align youth development strategies with the provincial growth and development strategies. Provide strategic direction to departments on the mainstreaming of youth development initiatives. Oversee the development and implementation of integrated youth development programmes across all                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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|                                          |   | provincial departments. Facilitate the coordination of departmental and municipal youth development plans to avoid duplication and promote synergies. Drive initiatives that enhance youth economic participation, social cohesion and skills development. Build and manage strategic partnerships with the National Youth Development Agency (NYDA), civil society, private sector and academic institutions. Engage with formations, community-based Organisations and traditional leaders to promote inclusive youth development. Prepare quarterly and annual reports on youth development interventions and their contribution to provincial development goals. Ensure data-driven decision-making by maintaining an up-to-date youth development database. |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/185</u></b>                | : | <b><u>DIRECTOR: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION REF NO: OTP: 03 / 25 / 03 (X1 POST)</u></b><br>Directorate: Infrastructure Planning and Project Management Coordination                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 216 824 per annum (Level 13), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                          | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | An undergraduate qualification (NQF level 7) in Built Environment Qualifications / Project 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 at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>                     | : | Co-ordinate Integrated Infrastructure Development Planning in the Province. Coordinate the development, updating and review of the Provincial Integrated Infrastructure Related Policy / Framework / Strategy / Plan. Provide project management oversight on priority projects in the province. Facilitate the development of Province - Wide Intervention Plans on infrastructure matters. Manage Human Resource and Divisional Budget.                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/186</u></b>                | : | <b><u>DIRECTOR: SPECIAL PROGRAMMES REF NO: OTP: 03 / 25 / 04 (X1 POST)</u></b><br>Directorate: Special Programmes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 216 824 per annum (Level 13), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                          | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | An undergraduate qualification (NQF level 7) in Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>                     | : | Co-ordinate, facilitate, monitor and evaluate the implementation and mainstreaming of disability programmes in line function Departments. Coordinate, facilitate, monitor and evaluate the implementation and mainstreaming of Older Person's Rights and Military Veteran programs in line function Departments. Monitor, facilitate, coordinate and evaluate the mainstreaming of children's rights program implementation in line function Departments. Monitor, facilitate, coordinate and evaluate the service delivery improvement plan. Monitor, facilitate, coordinate and evaluate the service standards. Monitor, facilitate, coordinate and evaluate the Thusong Programme.                                                                            |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b><u>POST 19/187</u></b>  | : | <b><u>DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 03 / 25 / 05 (X1 POST)</u></b><br>Directorate: Organisational Development Coordination                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R1 216 824 per annum (Level 13), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 7) in Management Services / Organisation and Work Study/ Operations Management / Production 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 at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Manage, coordinate, monitor and evaluate the implementation of organisational design and work-study investigation within the Provincial Administration. Manage, coordinate, monitor and evaluate the implementation of Job Evaluation within the Provincial Administration. Manage the coordination, implementation and monitoring of Operations Management Framework within the Province. Manage, coordinate, monitor and evaluate the development, review and implementation of Job Descriptions within the Provincial Administration. Manage the performance of the Directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 19/188</u></b>  | : | <b><u>DIRECTOR: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES REF NO: OTP: 03 / 25 / 06 (X1 POST)</u></b><br>Directorate: Financial Management and Accounting Services                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R1 216 824 per annum (Level 13), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 7) in Financial Management / Financial Accounting or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level in Financial Accounting/ Financial Management. A valid driver's license except for people with disability.                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Manage Budget Planning. Manage and Coordinate, Bank Reconciliation and Debt Management. Manage Assets, Disposal and Financial systems. Manage payment of salaries and related claims. Manage payment of creditors and other general accounts.                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                                                        |

#### **OTHER POSTS**

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| <b><u>POST 19/189</u></b>  | : | <b><u>DEPUTY DIRECTOR: MONITORING &amp; EVALUATION ECONOMIC AND INFRASTRUCTURE SECTOR REF NO: OTP: 03 / 25 / 07 (X1 POST)</u></b><br>Directorate: Monitoring & Evaluation Economic and Infrastructure Sector                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Public Administration 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 Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.                                                                   |
| <b><u>DUTIES</u></b>       | : | Coordinate and monitor the implementation of Government National Outcomes and other strategic priorities in Provincial Departments. Coordinate and monitor the implementation of the provincial Pillars of Monitoring and Evaluation (M&E) Framework in Provincial Departments. Coordinate and monitor the implementation of the Provincial Infrastructure programmes/projects in all Departments. Coordinate and monitor the implementation of Economic programmes/projects. |

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| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/190</u></b>                | : | <b><u>DEPUTY DIRECTOR: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY REF NO: OTP: 03 / 25 / 08 (X2 POSTS)</u></b><br>Directorate: Development Planning and Anti-Poverty Strategy                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 059 105 per annum (Level 12), (all-inclusive remunerative package)<br>Polokwane<br>An 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 (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.                             |
| <b><u>DUTIES</u></b>                     | : | 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 Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/191</u></b>                | : | <b><u>DEPUTY DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP: 03 / 25 / 09 (X1 POST)</u></b><br>Directorate: Public Sector HRD Programmes                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 059 105 per annum (Level 12), (all-inclusive remunerative package)<br>Polokwane<br>An undergraduate qualification (NQF level 6) in HRD / HRM / Public Management or equivalent qualification in relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.                 |
| <b><u>DUTIES</u></b>                     | : | Coordinate and monitor the development and implementation of Departmental workplace skills plans (WSPs). Coordinate and monitor the development and implementation of Annual HRD Implementation plans and M&E reports. Coordinate and monitor the implementation of generic training programmes. Develop and monitor policy guidelines on the implementation of HRD programmes in the Limpopo Provincial Departments.                                                                                                  |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/192</u></b>                | : | <b><u>DEPUTY DIRECTOR: PGITO REF NO: OTP: 03 / 25 / 10 (X1 POST)</u></b><br>Directorate: Provincial Government Information Technology Office                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 059 105 per annum (Level 12), (all-inclusive remunerative package)<br>Polokwane<br>An undergraduate qualification (NQF level 6) in Information Technology 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 ICT, ICT Governance and E-governance Strategy of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>                     | : | Coordinate and monitor the implementation of the ICT strategy. Coordinate and monitor the implementation of transversal vendor contracts or agreements. Provide quality advice and support to provincial departments on ICT matters. Provide high-quality secretarial services to the Provincial Government Information Technology Officers Council (PGITOC).                                                                                                                                                          |

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| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                           |
| <b><u>POST 19/193</u></b>  | : | <b><u>DEPUTY DIRECTOR: M&amp;E G&amp;A REF NO: OTP: 03 / 25 / 11 (X1 POST)</u></b><br>Directorate: Monitoring & Evaluation Justice Crime Prevention and Security (JCPS) And Governance & Administration (G&A) Sector                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Public Administration 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 Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.            |
| <b><u>DUTIES</u></b>       | : | Monitor the implementation of four (4) National Outcomes; 5, 9, 11 and 12 (PoA priorities). Monitor Service delivery points and projects. Coordinate and Manage Provincial M&E System.                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                           |
| <b><u>POST 19/194</u></b>  | : | <b><u>DEPUTY DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP: 03 / 25 / 13 (X1 POST)</u></b><br>Directorate: Internal Controls and Compliance                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Compliance, Auditing, Accounting Science or Risk Management as recognised by South African Qualification Authority SAQA. A minimum of five (5) years' experience in Compliance/ Auditing / Financial Management or Risk Management of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | Manage development and execution of Internal Controls & Compliance plan. Manage Internal Controls and Compliance Reports. Effective coordination of governance, oversight structures and assurance providers. Facilitate audit steering committee meetings, entry and exit meetings.                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                           |
| <b><u>POST 19/195</u></b>  | : | <b><u>DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP: 03 / 25 / 14 (X1 POST)</u></b><br>Directorate: Office of the Director General                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Public Administration / Internal Audit 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 Office Administration of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | Provide Administrative Support to the Director General. Provide Secretariat Support to the Director General. Effective Management and Monitoring of the Implementation of the Decisions / Directives / Resolutions of various meetings. Coordination of Compliance Report to Oversight Structures. Effective Management of records and photocopier in the DG's Registry.                                               |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                           |

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| <b><u>POST 19/196</u></b>  | : | <b><u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: OTP: 03 / 25 / 15 (X1 POST)</u></b><br>Directorate: HRD, PMDS and Employee Health and Wellness                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive remunerative package)                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Human Resource Management / Development or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in HRD environment of which three (3) years must be at Assistant Director level. A valid driver's license except for people with disability.                                                                                      |
| <b><u>DUTIES</u></b>       | : | Manage the development of Workplace Skills Plan. Manage the development of policies. Manage the development of course manuals. Manage the facilitation of training courses and administration of bursaries. Manage the facilitation of Internship and Learnership Programmes. Manage the implementation of AET (Adult Education Training).                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                |
| <b><u>POST 19/197</u></b>  | : | <b><u>GIS PROFESSIONAL PRODUCTION GRADE A-C REF NO: OTP: 03 / 25 / 12 (X2 POSTS)</u></b><br>Directorate: Geographic Information System                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | Grade A: R761 157–R816 852 per annum, (all-inclusive remunerative package)<br>Grade B: R866 304–R924 198 per annum, (all-inclusive remunerative package)<br>Grade C: R976 029–R1 144 008 per annum, (all-inclusive remunerative package)                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics as recognized by the South African Qualification Authority (SAQA). Registration with the South African Geomatics Council (SAGC) as GIS Professional. <b>Grade A:</b> (0-2 years appropriate experience), <b>Grade B:</b> (14 years appropriate experience), <b>Grade C:</b> (26 years appropriate experience). A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | 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 Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                |
| <b><u>POST 19/198</u></b>  | : | <b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: OTP: 03 / 25 / 23 (X1 POST)</u></b><br>Directorate: State Law Advisory Services (Legal Services)<br>Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested.                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R586 956 per annum (MR6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate legal qualification (NQF level 7) in LLB / B. JURIS / B. Proc as recognized by the South African Qualification Authority (SAQA). A minimum of eight (8) years appropriate post qualification legal experience in labour matters. A valid driver's license except for people with disability.                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Ensure a well-coordinated Civil & Labour Litigation Service and represent the Provincial Administration in Conciliation, Arbitration and Labour Matters. Provide legal advice to the Provincial Administration. Draft or edit Labour related contracts and Legal documents for the Provincial Administration. Perform delegated and assigned duties.                                                                                                                                        |

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| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                      |
| <b><u>POST 19/199</u></b>  | : | <b><u>ASSISTANT DIRECTOR: HRM COORDINATION REF. NO.: OTP: 03 / 25 / 16 (X1 POST)</u></b><br>Directorate: Human Resource Management Coordination                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's license except for people with disability.                                   |
| <b><u>DUTIES</u></b>       | : | Coordinate Recruitment and Selection within Provincial Departments. Coordinate and Monitor HR Practices within the Provincial Administration. Coordinate effective management and implementation of Departmental HR Plans. Coordinate, develop and implement Human Resource policies, reporting templates, standardized recruitment and selection processes & Standard Operating Procedures (SoPs) to all Departments.            |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                      |
| <b><u>POST 19/200</u></b>  | : | <b><u>ASSISTANT DIRECTOR: THUSONG SERVICE CENTERS REF NO: OTP: 03 / 25 / 17 (X1 POST)</u></b><br>Directorate: Special Programmes                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Social Sciences/Public Management/ Public Administration/ Development Studies or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Transformation Service/ Community Liaison at a Supervisory level. A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | Advise and support the establishment and management of Thusong Service Centers. Monitor and evaluate services rendered at Thusong Service centers, Traditional Authority Offices, and mobile services. Promotion of access to government services through integrated service delivery.                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                      |
| <b><u>POST 19/201</u></b>  | : | <b><u>ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF PEOPLE WITH DISABILITIES REF NO: OTP: 03 / 25 / 18 (X1 POST)</u></b><br>Directorate: Special Programmes                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Special Programmes at a Supervisory level. A valid driver's license except for people with disability.                                                                                  |
| <b><u>DUTIES</u></b>       | : | Assist in the improvement of mainstreaming of disability programmes in line function departments. Facilitate and coordinate disability related capacity building programmes in line function Departments and Municipalities. Assist in the improvement of coordination of advocacy programs for nation building. Facilitate the improvement of mainstreaming of disability programmes in line function Departments.               |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                      |

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| <b><u>POST 19/202</u></b>  | : | <b><u>ASSISTANT DIRECTOR: INTEGRITY SERVICES REF NO: OTP: 03 / 25 / 19 (X1 POST)</u></b><br>Directorate: Integrity, Security and Vetting Services                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Policing / Security Management / Forensic Investigation / Criminology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in the Anti-corruption / Integrity / Investigations environment at a Supervisory level. A valid driver's license except for people with disability.                                                          |
| <b><u>DUTIES</u></b>       | : | Coordinate and monitor establishment of the minimum anti-corruption capacity within Provincial Departments. Facilitate the implementation of anti-corruption education and awareness programmes. Coordinate the implementation of Ethics Management Programmes. Monitor the implementation of the whistle blowing mechanisms. Manage Integrity information systems.                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                            |
| <b><u>POST 19/203</u></b>  | : | <b><u>ASSISTANT DIRECTOR: VETTING SERVICES REF. NO.: OTP: 03 / 25 / 20 (X2 POSTS)</u></b><br>Directorate: Integrity, Security and Vetting Services                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Social Science / Security Management / Investigation or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in the Security Management and Investigations environment at a Supervisory level. Security Vetting Certificate / Training offered by State Security Agency (SSA). A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines norms and standards in vetting. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects / processes.                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Candidates will be subjected to vetting process to the level of top secrets.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 19/204</u></b>  | : | <b><u>ASSISTANT DIRECTOR: AUDIO VISUAL SERVICES REF NO: OTP: 03 / 25 / 21 (X1 POST)</u></b><br>Directorate: Provincial Corporate Communication                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Film and Video Productions or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in film and video industry at a Supervisory level. A valid driver's license except for people with disability.                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Manage and technically produce Government video documentaries. Develop multimedia processes of the province in ways that reflect innovation & implement special requirements in covering government programme and activities. Provide the technical support services for multimedia. Manage and coordinate multimedia channel and projects in process from conception to delivery & production staff.                                                                                                   |

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| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                         |
| <b><u>POST 19/205</u></b>  | : | <b><u>ASSISTANT DIRECTOR: MARKETING SERVICES REF NO: OTP: 03 / 25 / 22 (X1 POST)</u></b><br>Directorate: Provincial Corporate Communication                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Marketing/ Communication Studies as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years experience in Communication environment at a Supervisory level. A valid driver's license except for people with disability.                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Coordinate the promotion and protection of provincial Corporate Identity (CI) Manual. Coordinate Exhibition Activities. Coordinate the promotion of the brand Limpopo.                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                         |
| <b><u>POST 19/206</u></b>  | : | <b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (PMDS) REF NO: OTP: 03 / 25 / 24 (X1 POST)</u></b><br>Directorate: HRD, PMDS and Employee Health and Wellness                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management/ Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Performance Management environment at a Supervisory level. PERSAL certificate/ results. A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | Implement Performance Management and Development System. Ensure the maintenance of Performance Management Database. Render administration support services. Coordinate the Performance Management System Committee meetings and Performance Management Development System trend analysis.                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                         |
| <b><u>POST 19/207</u></b>  | : | <b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY COORDINATION REF NO: OTP: 03 / 25 / 25 (X1 POST)</u></b><br>Directorate: Strategic Management Services                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Public Management / Strategic Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Strategic Planning/ Policy Coordination at a Supervisory level. A valid driver's license except for people with disability.                                                         |
| <b><u>DUTIES</u></b>       | : | Coordinate Strategic Planning processes in line with applicable guidelines and frameworks. Policy Development and Coordination. Coordinate Annual Planning for the Sub-Directorate. Stakeholder Engagement and Coordination.                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                         |
| <b><u>POST 19/208</u></b>  | : | <b><u>SYSTEM ANALYST REF NO: OTP: 03 / 25 / 26 (X1 POST)</u></b><br>Directorate: Department Government Information Technology Office                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                        |



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| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) 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 disability.                                                                                    |
| <b><u>DUTIES</u></b>                     | : | Determine applications requirements. Monitor developments and maintenance of all IT Applications Systems. Coordinate Systems Development projects. Provide support on IT Application Systems and User Support.                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 19/209</u></b>                | : | <b><u>ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: OTP: 03 / 25 / 27 (X1 POST)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                          | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | An undergraduate qualification (NQF level 6) in Supply Chain / Logistics / Purchasing Management / Contract Management Law or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Supply Chain or Financial Management field at Supervisory level. A valid driver's license except for people with disability.                                                                                                               |
| <b><u>DUTIES</u></b>                     | : | Analyse proper contract administration. Manage, monitor contract administration. Monitor supplier performance according to the contract and service level agreement. Monitor vendor performance                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 19/210</u></b>                | : | <b><u>ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: OTP: 03 / 25 / 28 (X1 POST)</u></b><br>Directorate: Financial Management and Accounting Services                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                          | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | An 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 three (3) years' experience in Financial Management at a Supervisory level. BAS & LOGIS Certificate / Results. A valid driver's license except for people with disability.                                                                                                                                                      |
| <b><u>DUTIES</u></b>                     | : | Close books effectively. Maintain code structure. Manage access to systems. Provide support to system users. Manage assets.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 19/211</u></b>                | : | <b><u>ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: OTP: 03 / 25 / 29 (X1 POST)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                          | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | An undergraduate qualification (NQF level 6) in Supply Chain/ Logistics/ Purchasing Management/ 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 three (3) years' experience in Supply Chain/ Logistics Management at a Supervisory level. LOGIS literacy certificate / results. A valid driver's license except for people with disability. |

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| <b><u>DUTIES</u></b>       | : | Monitoring ordering and issuing of inventory items. Monitor spot-check and stocktaking. Manage the disposal of inventory items. Management of staff and monthly report.                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                   |
| <b><u>POST 19/212</u></b>  | : | <b><u>RESEARCH OFFICER REF NO: OTP: 03 / 25 / 30 (X1 POST)</u></b><br>Directorate: Media Liaison and Research Services                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Journalism, Media Studies, Public Relations 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 Communication. A valid driver's license except for people with disability.                                                                                  |
| <b><u>DUTIES</u></b>       | : | Conduct EXCO Imbizo Research. Monitor and Analyse the media coverage and trends. Coordinate the Provincial Media Rapid Response sessions. Conduct Media briefs.                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                   |
| <b><u>POST 19/213</u></b>  | : | <b><u>PERSONNEL PRACTITIONER: RECRUITMENT &amp; SELECTION AND HR PLANNING, INFORMATION AND SYSTEMS REF NO: OTP: 03 / 25 / 31 (X1 POST)</u></b><br>Directorate: Human Resource Management Services                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Human Resource Management / 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>       | : | Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information PERSAL system. Facilitate transfers, secondments, salary (grade) progressions and Translations. Facilitate Human Resource Planning, Information and Systems.                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                   |
| <b><u>POST 19/214</u></b>  | : | <b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP: 03 / 25 / 32 (X1 POST)</u></b><br>Directorate: Human Resource Management Services                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in the Organisational Development environment. A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | Assist with the designing of the functional organization and staff establishment structure. Facilitate the development of Job Descriptions and conduct Job Evaluations. Assist in the implementation of the Operations Management Framework (OMF). Assist in the implementation of Change Management Programme and strategies. Provide secretariat and administrative function to the unit.                                    |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                                                   |

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| <b><u>POST 19/215</u></b>  | : | <b><u>PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: OTP: 03 / 25 / 33 (X1 POST)</u></b><br>Directorate: HRD, PMDS and Employee Health and Wellness Programmes                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in HRM / Public Administration / Public Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Performance Management. PERSAL Certificate / Results. A valid driver's license except for people with disability.                     |
| <b><u>DUTIES</u></b>       | : | Assist in providing guidance and support to PMDS. Assist in monitoring of the implementation of PMDS. Administer performance management and development system (PMDS). Records Management                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                              |
| <b><u>POST 19/216</u></b>  | : | <b><u>STATE ACCOUNTANT: ACCOUNTS REF NO: OTP: 03 / 25 / 34 (X1 POST)</u></b><br>Directorate: Financial Management and Accounting Services                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Financial Management as or equivalent qualification in the relevant field / area recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Financial Management. BAS & LOGIS Certificate / Results.                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Control Expenditure and Capture payments. Process payment vouchers for complete payments. Liaise with Treasury; Internal Audit, Office of the Auditor General and other Stakeholders.                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                              |
| <b><u>POST 19/217</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: BIDS MANAGEMENT REF NO: OTP: 03 / 25 / 35 (X1 POST)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Supply Chain / Purchasing 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 Supply Chain Management environment. A valid driver's license except for people with disability.                                              |
| <b><u>DUTIES</u></b>       | : | Invite Bids. Administer Compliance. Serve as a Secretariat to Bids Evaluation Committee. Serve as a Secretariat to Bids Adjudication Committee.                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                              |
| <b><u>POST 19/218</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: QOUTATION MANAGEMENT REF NO: OTP: 03 / 25 / 36 (X1 POST)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics Management / Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Supply Chain Management or Financial Management. A valid driver's license except for people with disability. |

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| <b><u>DUTIES</u></b>       | : | Source Quotations. Liaise with Stakeholders. Process received quotations. Link of documents on LOGIS.                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                |
| <b><u>POST 19/219</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: GOVERNMENT SUBSIDIZED REF NO: OTP: 03 / 25 / 37 (X1 POST)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management / Logistics 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 Supply Chain / Transport Management. A valid driver's license except for people with disability. |
| <b><u>DUTIES</u></b>       | : | Capture fuel claims for subsidized vehicles, SMS, MMS and Scheme B. Capture applications for subsidized vehicles. Update commitment register. Update contracts for schemes.                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                |
| <b><u>POST 19/220</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: OTP: 03 / 25 / 38 (X1 POST)</u></b><br>Directorate: HRD, PMDS and Employee Health and Wellness Programmes                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification (NQF level 6) in HRD / HRM / Public Administration / Public 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 Human Resource Development.                                                                                    |
| <b><u>DUTIES</u></b>       | : | Assist in planning and coordinate skills programmes. Assist in Administering bursaries. Assist in administering Developmental Programmes. Records Management.                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                |
| <b><u>POST 19/221</u></b>  | : | <b><u>ACCOUNTING CLERK: BUDGET PLANNING REF NO: OTP: 03 / 25 / 39 (X1 POST)</u></b><br>Directorate: Financial Management and Accounting Services                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer Literacy / MS Package Office.                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Assist on Budget Planning. Distribute monthly expenditure and commitment reports. Manage cash flow.                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                                                                                                                |
| <b><u>POST 19/222</u></b>  | : | <b><u>ACCOUNTING CLERK: DEBTS AND BANK RECONCILIATION MANAGEMENT REF NO: OTP: 03 / 25 / 40 (X1 POST)</u></b><br>Directorate: Financial Management and Accounting Services                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Polokwane                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer Literacy / Microsoft Office Package.                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Render Bank Reconciliation Services. Handle Revenue. Create Debt.                                                                                                                                                                                                                                                                                                                           |

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| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                        |
| <b><u>POST 19/223</u></b>                | : | <b><u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: OTP: 03 / 25 / 41 (X1 POST)</u></b><br>Directorate: Financial Management and Accounting Services                                                                                                                                              |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R228 321 per annum (Level 05)<br>Polokwane<br>Grade 12 (NQF Level 4) with Accounting as a subject as recognized by the South African Qualification Authority (SAQA). Computer literacy / Microsoft Office Package.                                                                                  |
| <b><u>DUTIES</u></b>                     | : | Process payments of salaries, wages and allowances to all employees. Capture subsistence and travel, fuel, and overtime claims in PERSAL and BAS system. Process Human Resources advices in PERSAL and Salary related debts. Sort salary reports, IRP5 and payroll report and filling of documents. |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                        |
| <b><u>POST 19/224</u></b>                | : | <b><u>SECRETARY REF NO: OTP: 03 / 25 / 42 (X4 POSTS)</u></b><br>Branch: Corporate Management (X1 Post); Institutional Development Support (X1 Post); Stakeholder Management Coordination (X1 Post); and Planning Coordination, Monitoring and Evaluation (X1 Post).                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R228 321 per annum (Level 05)<br>Polokwane<br>Grade 12 (NQF Level 4) or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). Computer Literacy.                                                                                   |
| <b><u>DUTIES</u></b>                     | : | Provide secretarial/ receptionist support service to the DDG. Provide clerical support services to the DDG. Remains up to date with regard to prescripts/ policies and procedures applicable to the work terrain to ensure efficient and effective support to the DDG.                              |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                        |
| <b><u>POST 19/225</u></b>                | : | <b><u>REGISTRY CLERK: GENERAL RECORDS REF NO: OTP: 03 / 25 / 43 (X1 POST)</u></b><br>Directorate: Records and Facilities Management Services (Work Environment)                                                                                                                                     |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R228 321 per annum (Level 05)<br>Polokwane<br>Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer literacy.                                                                                                                                          |
| <b><u>DUTIES</u></b>                     | : | Provide General Records Services to clients. Implement Staff file plan, Records policy, procedure manual control schedule. File personal and series files. Facilitate Messenger and Postal services.                                                                                                |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                        |
| <b><u>POST 19/226</u></b>                | : | <b><u>HANDYMAN REF NO: OTP: 03 / 25 / 44 (X1 POST)</u></b><br>Directorate: Records and Facilities Management Services (Work Environment)                                                                                                                                                            |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R163 680 per annum (Level 03)<br>Polokwane<br>ABET / AET Level 4 / Grade 9 certificate or equivalent qualification as recognized by the South African Qualification Authority (SAQA).                                                                                                               |
| <b><u>DUTIES</u></b>                     | : | Maintain Office Buildings. Maintain Office Equipment and Furniture.                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>                  | : | Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.                                                                                        |

## PROVINCIAL TREASURY

*The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.*



- APPLICATIONS** : Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
- CLOSING DATE** : 30 June 2025 @ 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date,

please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates including Senior Management Services (SMS), shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the interview and Technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview. The advert will be posted on the following websites [www.limtreasury.gov.za](http://www.limtreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za)

#### **MANAGEMENT ECHELON**

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| <b><u>POST 19/227</u></b>         | : | <b><u>DEPUTY DIRECTOR-GENERAL: SUSTAINABLE RESOURCE MANAGEMENT REF NO: LPT/221</u></b><br>Branch Sustainable Resource Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>              | : | R1 741 770 per annum (Level 15), (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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane<br>A postgraduate qualification (NQF level 8) as recognised by SAQA. Qualification in Financial Management / Accounting / Economics or related qualification. Eight (8) years' experience at a senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures including Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research/analysing. Technical/standards/procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management. Planning, Staffing needs. Good understating of working knowledge of the relevant legal prescripts including the Public Finance Management Act, Municipal Finance Management Act, Municipal Systems Act, Public Procurement Act, Division of Revenue Act, etc. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Budget management and analysis, Infrastructure and construction management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. |
| <b><u>DUTIES</u></b>              | : | Oversee programmes and systems for macro-economic research to align the provincial fiscal policy. Determine and evaluate economic parameters and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

socio-economic imperatives within a provincial context. Provide provincial socio-economic research and analysis that informs fiscal policy development and annual budget. Provide statistics and economic modelling services. Provide technical assistance in the application of economic analysis. Conduct economic and social research. Determine resource shifts between Votes and main Divisions within a Vote. Oversee the preparation of the provincial medium term budget policy statement. Oversee programmes systems and strategy for provincial own revenue collection and growth. Monitor and coordinate revenue portfolio of the province. Develop, implement and review revenue enhancement strategy. Develop Provincial Revenue policies and procedure in consultation with stakeholders. Develop Provincial Revenue practice notes and guidelines based on the need. Develop and maintain effective efficient controls and systems regarding overall cash management of revenue collection. Develop the provincial revision of tariffs guidelines and revenue forecasting capacity. Develop and maintain Provincial Revenue information management systems. Evaluate, monitor, analyse and give advice on Provincial taxes, levies, duties and surcharges. Promote and enforce transparent and effective revenue management. Monitor and give advice to boards responsible for revenue collection e.g. (Liquor and Gambling Board). Oversee and monitor infrastructure performance of provincial departments, provincial public entities and municipalities. Enhance and monitor performance of infrastructure delivery by Provincial Departments and Provincial Public Entities. Provide advice and guidance on implementation and management of PPP projects. Promote and contribute to infrastructure funding framework and long-term infrastructure planning in the province. Assess relevant provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance. Provide infrastructure inputs at relevant forums pertaining to Provincial Departments and Provincial Public Entities. Promote, monitor and enforce the transparent, economic, effective and efficient management in respect of infrastructure expenditure of Provincial Departments and Provincial Public Entities. Institutionalize the monitoring system for financial and performance indicators related to infrastructure. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Provincial Custodians and Users. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Municipalities through mutual agreement. Promote the use of alternative services delivery funding options for infrastructure for Provincial Departments. Assist with effective implementation of PPP projects. Provide technical assistance, advice and support on PPP projects. Provide PPP training and capacity building. Assist with the appraisal of PPP infrastructure projects. Provide advice and guidance on implementation and management of PPP project. Oversee programmes systems and strategy for the provincial budget planning and implementation. Promote effective and optimal financial resource allocation and enable Government to finance its service delivery obligations. Determine an overall financial envelope for the MTEF. Drive the Medium-Term Expenditure Frameworks (MTEF) and the annual budget processes. Develop and roll out budget systems to enhance budget processing. Provide advice and guidance in Provincial budget compilation process. Determine annual budget allocation per vote. Promote and implement budget reforms. Provide controls to contain costs relating of Provincial COE. Ensure the implementation of public financial and data management. Monitor and report on financial and non-financial performance in provincial departments and entities. Ensure improved expenditure management practices. Oversee the analysis and monitoring implementation of provincial strategic and annual performance plans, implementation of the quarterly performance reporting systems and analysis of quarterly performance data. Monitor budget implementation data and update and maintain data base. Monitoring, evaluating and reporting on economy, efficiency, effectiveness and equity in the use of resources to deliver services. Development of provincial expenditure management prescripts and monitoring compliance. Oversee programmes systems and strategy to ensure effective and efficient financial management as well as governance in municipalities and municipal entities. Enhance financial management and effective governance in municipalities and municipal entities. Develop a framework to ensure optimal and sustainable municipal budget planning, implementation and management. Oversee municipalities budget performance and reporting. Enforce compliance with



financial management and annual reporting framework. Oversee the accounting and reporting support function for municipal compliance with the MFMA, norms and standards governing accounting reporting. Implement a framework for effective and efficient supply chain, asset and liability management in municipalities. Oversee processes of monitoring spending of conditional grants in municipalities. Provide internal audit and risk management support in municipalities. Coordinate institutional development and capacity building programs in municipalities. Provide support to improve financial sustainability of municipalities. Oversee the monitoring and support processes for revenue management value chain implementation in municipalities. Enhance financial management transparency through publication of municipal financial performance. Oversee the monitoring and support on risk management function and Risk Management committee to ensure risk management integration within the municipal activities and alignment to the Risk Management Framework, norms and standards. Oversee the process of monitoring general compliance with MFMA and directives from National Treasury. Ensure effective and efficient management of corporate service functions within the branch. Ensure effective and efficient Human Resource Management. Ensure office management. Ensures that the Branch complies with relevant legislation, policies, procedures and regulations. Ensures effective financial management and procurement for the Branch. Ensures timely and accurate financial reporting to the HOD. Manages and oversee budget and expenditure control within the Branch. Manages and oversee facilities management within Branch.

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

#### **OTHER POSTS**

**POST 19/228** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: CAPRICORN DISTRICT (REVENUE AND DEBT MANAGEMENT) REF NO: LPT/277**

Chief Directorate: Municipal Finance & Governance

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

**CENTRE** : Head Office – Polokwane

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

**DUTIES** : Assess the tabled and adopted MTREF revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation, and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Monitor and support municipalities in the implementation of indigent support policy. Support

municipalities and municipal entities in the implementation of revenue related MSCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.

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

**POST 19/229** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: WATERBERG DISTRICT: (FINANCIAL PLANNING & BUDGET) REF NO: LPT/305**  
Chief Directorate: Municipal Finance & Governance

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

**CENTRE REQUIREMENTS** : Head Office – Polokwane  
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Ability to interpret and apply policies. Analytical and innovative thinking. Research. Workshop presentation and facilitation. Leadership. Organizing.

**DUTIES** : Monitor and provide support on the preparation of tabled budget in line with MFMA and related circular. Provide support and analyse the table budget including MSCOA data strings from municipalities. Assess and monitor implementation of schedule of key deadlines. Provide written feedback on the assessments. Provide support on the implementation pf budget related legislative framework. Monitor and provide support on the preparation of adopted budget in line with MFMA and related circular. Provide support and review the adopted budgets including MSCOA data strings from municipalities. Provide feedback on adopted budget to municipalities. Provide support on implementation of budget related legislative framework. Monitor and support municipalities on mid-year assessments and provide feedback. Provide support and analysis Mid-year budget and performance reports from municipalities. Provide feedback to municipalities on Mid-year analysis and participate in the engagements. Perform a high-level assessment of the adopted adjustment budget and MSCOA data string. Monitor implementation of municipal budget (S71 reports). Provide hands on support to municipalities on Section 71 and MSCOA in-year reports as and when required. Analyze and provide feedback the section 71 reports. Perform roll over assessments. Participate in CFO's Forum.

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

**POST 19/230** : **DEPUTY DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/252**  
Directorate: Public Finance & Data Management

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

**CENTRE REQUIREMENTS** : Head Office – Polokwane  
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting / Economics or related field. Five (5) years' experience within the field of which three (3) years' functional experience at

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|                            | junior managerial \ Assistant Director level in Financial Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : Collect, evaluate, and consolidate financial and non-financial data. Facilitate training on IYM data file. Consolidate the expenditure performance against annual performance plans. Determine expenditure parameters. Develop data for departments and public entities for National Treasury. Align provincial cash-flow projections to provincial budget. Compile monthly in-year monitoring reports and facilitate reporting to national treasury and relevant stakeholders. Prepare annual IYM submission dates. Facilitate annual workshop on IYM compilation. Consolidate Provincial IYM reports. Report on compensation of employee's expenditure trends. Facilitate the Budget and Revenue forum. Facilitate quarterly bilateral meetings and report of provincial performance. Develop and maintain data models and common network drive. Develop data model for reporting in the province. Develop data analysis models for compensation of employees monitoring in the province. Facilitate a workshop for stakeholders on data models. Develop MTEF (Medium Term Expenditure Framework) database including the updating and preparation of tools for the budget process. Provide audited information for the database. Provide revised estimates during different stages of the budget. Provide Key Performance Indicators to the EPRE. Align the budget to planning documents. Coordinate and manage conditional grants implementation. Analyse conditional grant business plan. Provide inputs to conditional grants frameworks. Facilitate workshops to department and public entities on grant framework. Coordinate submission of grand evaluation reports. Prepare conditional grant performance report. |
| <b><u>ENQUIRIES</u></b>    | : Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/231</u></b>  | : <b><u>DEPUTY DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/442</u></b><br>Directorate: Financial Systems Implementation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : Head Office – Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Information Systems / Business Informatics / Business Analysis / Systems Development / Information Technology / Information Systems or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level as Business Analyst. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, 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 using relevant technology. 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. Computer software programs (word, excel and power point). Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.                                                                                                                              |

**DUTIES**

: Improve and reengineer existing business processes. Analyse the current environment and identify areas for business process improvements. Map current business processes that incorporate financial systems according to Toolkit on Public Service Business Process Mapping. Develop business case, scope and requirements documents. Conduct research on implementation approaches strategies. Develop assessment reports. Prepare/ develop implementation plans. Conduct benchmark exercise on financial systems. Implement new financial systems and enhance existing. Assess new system requests and advise. 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 (Govt Departments) management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access. Identify opportunities for improving business processes 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. Render advisory services on Transversal Financial Systems in Limpopo Provincial Government. Analyse request on the new financial systems and enhancement in the departments. Develop business case to substantiate the recommendation for acquisition new financial systems. Develop quarterly reports. Provide secretariat services for the system development projects. Coordinate the implementation of financial systems in the department. Collaborate in the planning, design, development and deployment of new applications and enhancements to existing applications. Coordinate the procurement of recommended equipment to be utilized with the new systems. Manage allocation of procured equipment to departments. Monitor implementation and utilization of the equipment. Develop operational leadership. Manage Leave as per leave plans. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct bi-annual Reviews. Promotes transformation within the directorate and implement performance improvements suggestions scheme. Provide corrective measures in terms of deviation. Operationalize and communicates the vision and mission for the directorate. Consolidates final reviews and respond to committee needs.

**ENQUIRIES**

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

**POST 19/232**

: **DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/391**

Directorate: Governance, Monitoring & Compliance

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

**SALARY**

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

**CENTRE REQUIREMENTS**

: Head Office – Polokwane

: An NQF level 7 qualification as recognized by SAQA. Qualification in Accounting / Internal Auditing. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Skills & Knowledge: Knowledge of variety of work ranges and procedures such as: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department.

Competencies: Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.

## **DUTIES**

: Manage the implementation of compliance to norms, standards, policies and guideline. Facilitate the research and quality assure the drafted policies and guidelines for the province. Facilitate the process of drafting new policies and guidelines in terms of Section 18 of the PFMA. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Draft toolkits and report related to PFMA compliance. Manage compliance with the applicable legislation. Coordinate the process of issuing directives on the management of unwanted expenditure (irregular, fruitless and wasteful and unauthorized expenditures). Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statement. Review audited AFS to confirm the unwanted expenditure identified by Audit General. Review irregular expenditure applications for condonement by IECC. Do follow ups on unwanted expenditures on quarterly. Draft IECC minutes and resolutions. Draft feedback letters to departments as per IECC recommendations. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by [provincial public entities (including subsidiaries). Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Assess 30 days payments in line with NT Instruction Note number 34. Provide support to governance and oversight structure. Audit Committees: Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 and 27.1 of Treasury Regulations. Facilitate logistical arrangements for Audit Committee and Provincial Technical Committee. Manage the availability of secretariat functions for governance forums. Receive reports from Provincial Legislature. Analyse the reports. SCOPA: Conduct monthly follow up with departments and public entities on the implementation of Scopa resolutions. Set up the meetings with the various stakeholders. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide assistance / technical advice on how to resolve some of the resolutions. Prepare the register for all the resolutions taken to be signed by both the departments and public entities and treasury. Attend all SCOPA public hearings. Take minutes during the public hearings for support of draft resolutions. Review audited AFS of departments for correct disclosure of unauthorised expenditure. Motivate to Legislature whether identified unauthorised expenditure should be approved with funding or not. Upon the receipt of SCOPA resolutions inform the Legal Services (OTP) to draft Finance Bill. Manage provincial internal control framework. Develop and amend Provincial Internal Control Framework. Develop monitoring tool to monitor implementation of the Framework by Institutions. Facilitate review and amendment of the Provincial Internal Control Framework. Produce Provincial Report to inform Oversight structures about the status of Internal Control in the Institutions. Coordinate provincial forensic investigations in the Province. Develop and amend Provincial Investigation Steering Framework for approval by the Committee. Serve as a Secretariat for the Provincial Investigation Steering Committee. Develop Terms of References as requested by the Investigation Steering Committee for Investigations. Liaise and provide support to Forensic Investigation Firms appointed. Follow-up with Institutions on implementation of Forensic Investigations Recommendations. Develop MOUS for assistant directors and monitor their quarterly performance. Develop MOU for five Assistant Directors and monitor and ensure its implementation throughout the year. Informal Quarterly Review of all Subordinates Performance. Formal Reviews of all Subordinates and submit to Human Resources Management. Support subordinates' performance to achieve organisational goals in terms of training and capacity development. Quality assures the work of the subordinates.

## **ENQUIRIES**

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

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| <b><u>POST 19/233</u></b>         | : | <b><u>DEPUTY DIRECTOR: GOVERNANCE, MONITORING &amp; COMPLIANCE REF NO: LPT/392</u></b><br>Directorate: Governance, Monitoring & Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane<br>An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Audit or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Skills & Knowledge: Knowledge of variety of work ranges and procedures such as: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>              | : | 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 implementing 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 Plan by Public Entities. 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. 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 departments 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 IV) by [provincial public entities (including subsidiaries)]. Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). 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 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 meetings as well as Audit Steering Committee meetings. Provide secretariat services to the Central Inter- |

Departmental Remunerative Committee. Conduct 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 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.

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| <b><u>ENQUIRIES</u></b>           | : | Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/234</u></b>         | : | <b><u>DEPUTY DIRECTOR: BANKING SERVICES REF NO: LPT/330</u></b><br>Directorate: Banking, Cash & Liabilities Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane<br>An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Financial Accounting. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in management of government finances as well as Government Financial System particularly BAS. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge, Skills & Competencies: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & Power point) coupled with good presentation skills and interpersonal relations.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>              | : | Monitoring performance of Commercial Banking Contract in line with Service Levels. Maintenance of Provincial Government bank accounts. Provisioning and monitoring usage of face value documents for provincial departments. Handling banking queries and provide technical banking support to provincial departments and public entities. Conducting quarterly compliance assessments of provincial departments and public entities on banking management prescripts. Manage performance, budget / expenditure, and risks of the sub-directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/235</u></b>         | : | <b><u>DEPUTY DIRECTOR: MARKETING &amp; EVENTS MANAGEMENT REF NO: LPT/85</u></b><br>Directorate: Communications Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane<br>An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Communications / Marketing or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial \ Assistant Director level in Communications 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/ Analyzing. Computer software programs (word, excel and power point). Technical/ Standards/ Procedures. Needs and priorities of the Department. Negotiation skills. People Management. Financial Management. Problem 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. Planning and organization skills. |

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| <b><u>DUTIES</u></b>              | : | Manage marketing services. Provide brand champion role within Limpopo Provincial Treasury directly responsible for activities such as architecture conformance and the implementation rollout of the corporate identity manual guidelines. Promote of the efficiency for all policies, legislation and regulation, incentives and other products through appropriate packaging and branding of its products and services. Manage media relations and execute media releases. Attend media briefing. Send invitation to media. Constant update media releases and alerts on website. Provide branding during departmental events. Monitor the response through electronic and print media. Develop and market the department via different mediums. Develop communication plan for marketing events. Monitor coverage of the departmental events through; Newspaper cuttings and Interview of principals. Marketing of departmental events (advertisement). Monitor Corporate Identity (CI) manual and communication policy compliance. Approval and implementations of Limpopo Provincial Treasury brand applications in line with the CI manual. Organize departmental workshops on CI manual and communication policy. Write reports on CI manual and communication policy. Monitor compliance with CI manual. Advise where designing is not in line with CI manual. Manage intranet and website content development services. Make coverage of events, exhibitions and publishing of internal and external newsletters. Development and maintenance of website services. Analyze the website content. Update the departmental website content. |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/236</u></b>         | : | <b><u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: LPT/55</u></b><br>Directorate: Employee Utilization & Capacity Building<br>Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane<br>An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Human Resource Management / Human Resource Development or equivalent qualification. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level in Performance Management Development Systems (PMDS). Valid vehicle driver's license (with exception of persons with disabilities). PERSAL Certificate / Results must be attached. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as managerial functions. Human Resource Management / Performance Management Development Systems. Planning and organizing. Compilation of reports. Research \ analyzing. Computer software programs (word, excel and power point). 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. Leadership. Organizing. Project Management. Conflict Management. Basic Financial Management. Strategic Management. Policy formulation. Project Management.                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>              | : | Develop, manage, and monitor the implementation of performance management systems. Advise line managers and staff on the implementation of departmental recognition and reward framework. Coordinate moderation process and provide technical support. Monitor quality assurance. Ensure service delivery by measuring performance. Manage probationary appointments. Facilitate the HOD's PMDS / Contracting review. Facilitate a joint departmental moderation committee and the branch moderation committee. Ensure synergy and co-ordination of the PMDS with other HR programs. Develop systems and processes for the attainment of a performance management culture in the Department. Design, develop and facilitate capacity building program on performance management within the Department. Manage and monitor the Senior Management Services performance agreements. Continuously ensures service delivery by measuring performance. Manage and ensure the implementation of the Rewards Strategy for the Department. Manage and ensure compilation of seniority list and long-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



term service awards. Ensure linkages of the PMDS with the strategic objectives of the department. Manage payment of performance bonuses and pay progression. Coordinate and administer performance management systems. Coordinate moderation process and provide technical support. Conduct research and impact analysis pertaining to performance management practices, procedures, processes and policies in the Department. Monitor PMDS practices, policies and procedures and ensure compliance with legislation. Make recommendations and on areas affecting service delivery with an aim of improvement. Monitor compliance to PMDS policy. Advise management and the staff on policy matters with specific reference to PMDS noncompliance. Advise both line managers and staff on the developments of performance agreements and performance instruments to ensure that these are in line with the departmental strategic goals and the unit operational plans. Organize awareness and facilitate capacity building program on performance management. Submit PMS improvement plan to ensure effectiveness and efficiency of the system. Facilitate grievances related to PMDS. Monitor and evaluate the effectiveness of the system and provide regular reports. Submit proposals where changes are necessary and to ensure the effectiveness and efficiency of the system. Conduct research, audits and analysis of the system. Develop performance improvement programs. Advise management and the department on performance management practices, procedures, guidelines and policies. Manage resources (physical and human). Development of operational and business plan. Compile Job Description for the subordinates. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Assess subordinate on quarterly basis. Control leave register. Maintain and update the inventory list. Ensure proper utilization of equipment's.

**ENQUIRIES**

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

**POST 19/237**

: **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE**  
**REF NO: LPT/396**  
Directorate: Governance, Monitoring & Compliance

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

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

**DUTIES**

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

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|                            |   | registration of public entities and subsidiaries. Analyse and draft reports on section 54 applications. Prepare and submit consolidated monthly and quarterly reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/238</u></b>  | : | <b><u>ASSISTANT DIRECTOR: GOVERNANCE, MONITORING &amp; COMPLIANCE</u></b><br><b><u>REF NO: LPT/399 &amp; LPT/406 (X2 POSTS)</u></b><br>Directorate: Governance, Monitoring & Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | 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. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Kgadima Conny: Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/239</u></b>  | : | <b><u>ASSISTANT DIRECTOR: FACILITIES &amp; AUXILIARY MANAGEMENT REF NO: LPT/118</u></b><br>Directorate: Records Management & Auxiliary Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Public Management or related field. 3 years' functional experience in Facilities / Auxiliary Services. 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 managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. 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. Organizing. Conflict of Management. Strategic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## **DUTIES**

Management. Policy formulation. Adaptability during changes to meet goals. Change / diversity Management.

: Maintain infrastructure and allocation of office accommodation. Develop Office Occupation database. Update office occupation database. Maintain Offices and buildings. Liaise with the HR in regarding with the new appointees. Liaise with the department of public works in relation with maintenance of the building. Facilitate the process of acquiring Office space. Make follow-ups to all reported maintenance faults and accommodation. Liaising with internal and external stakeholders. Monitor Office accommodation lease Agreements. Compile report for Office Accommodation to the Manager of quarterly basis. Ensure the provision and maintenance of telephone services. Ensure the telephone policy and procedure manual is being implemented. Ensure provision of telecommunication facilities. Facilitate the payment of monthly telephone bills. Monitor proper usage of telecommunication. Develop landline telephone database. Update landline telephone database. Monitor usage of landline telephone. Provide and facilitate application and payments of landline telephone for employees. Develop and update cell phone and 3G data cards database. Daily monitoring of cellphones and 3G data card on the Spend Manager Cellular Phone System. Facilitate the installation of new telephone PABX. Ensure the provision of housekeeping/auxiliary services. Develop cleaning checklist. Monitor the cleaning of office building. Cleaning of office building and surroundings. Identify suitable cleaning material. Ensure the provision of cleaning material. Consult with OHS on the safety of cleaning product provided. Identify services that need to be outsourced. Capacitate cleaners on housekeeping services. Ensure provision of adequate cleaning materials. Ensure provision of adequate protective clothing. Ensure provision of adequate cleaning equipment's. To ensure the provision of labour-saving devices and office equipment. Ensure that the correct labour-saving devices are being delivered in time in the department i.e. photocopy machine, faxes, etc. Monitor the implementation of labour-saving devices lease agreements. Monthly monitoring the usage of all labour-saving devices. Analyse the usage and advise accordingly on the findings. Ensure that registers of all labour-saving devices are developed, kept and updated regularly. Monthly monitoring of all labour-saving devices registers. Ensure that the expiry date of labour-saving devices are covers in the delivery note by the service provider. Compile labour saving devices monthly report. Prepare monthly payment of labour-saving devices invoice. Facilitate the provisioning of office furniture and equipment's. Ensure that all officials are having adequate office furniture, shelves, microwave, fridge, urn, and all other kitchen appliance/equipment. Implement office furniture contract. Conduct need analysis on the furniture, shelves, microwave, fridge, urn and all other kitchen appliance requirements by the officials. Liaison with HRM with regards to recruitment plan. Ensure that correct office furniture, shelves, microwave, fridge, urn and all other kitchen appliance/equipment is being delivered in time in the department. Manage human resource. Develop job descriptions and performance contract of subordinate. Monitor performance. Liaison with HRM with regards to recruitment plan. Monitoring of Lease Agreements.

## **ENQUIRIES**

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

## **POST 19/240**

: **ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSTEM CONTROLLER) REF NO: LPT/179**  
Directorate: Financial Accounting

## **SALARY CENTRE REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Head Office – Polokwane  
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Accounting or related field. 3 years' functional experience in Financial Management. 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. Human Resource matters. Planning and organizing. Compilation of reports computer. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Ability to Operate computer. Leadership. Organizing. Conflict Management. BAS & LOGIS.

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| <b><u>DUTIES</u></b>       | : | Manage users' registration on the system. Facilitate and ensure that users are trained before registration. Ensure that there is documented request for the system. Ensure that indemnity form is completed before granting access to the system. Ensure that only access to the relevant user area is granted. Creation of new user's profile. The system controller ensures that there is correct allocation of functions. Issue a statement to users explaining their access rights. Safeguarding of all users' documentations for audit purposes. Review of user's access rights. To ensure that there is effective control over access of data and information services. Ensure that system users commit themselves for every financial year by completing indemnity form. Ensure that access to the system is terminated upon termination of employment or resignation. Ensure that new form for change of functions is completed upon appointment to a new post. Monitor actions of system users. Perform random checks to ensure that no compromise of segregation of duties by users. Follow up with users on repeated failed log in attempts. All inactive users should be removed from the systems. Make follow up on any blocked or suspended users ID to ensure that the is authorized owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/241</u></b>  | : | <b><u>ASSISTANT DIRECTOR: RISK BASED AUDITING REF NO: LPT/503</u></b><br>Branch: Shared Internal Audit Services (SIAS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit or related field. 3 years' functional experience in Internal Audit or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analysing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Facilitate the implementation of internal audit strategy. Facilitate the implementation of the Annual Audit Plans for all assurance and consulting activities. Facilitate implementation of individual projects as per operational plan, ad-hoc management request approved by Chief Audit Executive or ad-hoc Audit Committee request. Prepare / Review the following planning documents: Notification letter. System Description, Audit program, Engagement letter and Certificate of independence. Facilitate that audit follow up projects are implemented according to the approved plans by the Cluster Audit Committees. Ensure the provision of risk-based auditing on all matters relating to Institutional Governance, Risk Management, Internal Control for votes 4, 6 & 8 client portfolio and in accordance with the approved Internal Audit Charter and Branch Plans. Review executed risk based internal audit project within teammate. Review audit steps on teammate during execution stage. Review audit evidence and the working papers. Sign off working papers on teammate during execution stage. Review and evaluate finalize management comments. Review working paper file prior submission of reports for review in line with Project completion checklist. Report on the status and challenges of the audit projects to the Deputy Director on monthly basis for votes 4, 6 & 8. Implementation of Branch strategic and operational plans relevant to votes. Ensure the provision of risk-auditing services on all matters relating to Institutional governance, Risk Management, Internal Control for votes 4, 6 & 8. Report regularly to the relevant Deputy Director on progress of the implementation of branch strategic and operational plans relevant to votes 4, 6 & 8. Ensure that audit projects are reviewed and implemented as approved by the Deputy Director General: Shared Internal Audit Services for votes 4, 6 & 8. Prepare the quarterly progress report to the Deputy Director at the end of each quarter. Ensure the implementation of relevant Cluster Audit Committee |

resolutions and prepare a Cluster AC Resolution and Briefing Report for Chief Director review. Ensure implementation of the Quality Assurance Improvement Plan (QAIP) for each project for votes 4 6 & 8. Provide the outcomes of the internal audit services. Review exception reports during the reporting stage. Prepare draft final reports and final reports. Facilitate and attend exit meeting. Close off teammate file. Ensure all risk-based audits are conducted in terms of the-SAS's methodology and norms and standards. Ensure quality standards of all work performed in terms of the Quality. Assurance and Improvement Program / Policy of LPIA. Ensure the validity of all audit findings and recommendations and draft the Audit report for discussion within Internal Audit, with auditee client concerned and with audit committee. Follow up. Review the following, follow up execution, follow up evidence, follow up reports, follow up files, close off teammate file, planning, directing and managing audit projects. To appraise the economic acquisition, efficiency and effectiveness of utilization of Limpopo Provincial Departments' resources with a view to identifying opportunities for improvement of policies, procedures and processes and to provide consulting support to management regarding policies, procedures and processes. Update the audit universe for Performance audits and collaborate with at' risk-based Audit Directors for inclusion in the respective annual and three-year rolling plans. Prepare preliminary reports, with recommendation as to further and/or corrective action to be taken. Coordinate relevant information to be included in the quarterly reports for Audit Committee purposes. Administration. Conduct administration on the following. Preparation of performance appraisals. Management of personnel staff. Review weekly timesheet. Prepare weekly timesheet. Review subordinates of performance appraisals. Collaborate, persuade, built and maintain strategic alliances and relationships with Auditee Clients and Stakeholders of vote 1, 3 & 12 client portfolio. Ensure coordination to better leverage the services of all internal and external assurance providers through the implementation of the Combined Assurance Model. Ensure broader assurance coverage whilst minimizing duplication of assurance and audit efforts in in respect of governance, risk management, internal control, and compliance processes (GRCC). Coordinate the management of auditee client expectations by encouraging mutual understanding between Internal Audit and Clients (Auditees). Ensure the safeguarding of the independence and objectivity of the Internal Audit function through appropriate reporting lines and governance structures (including the Three Lines of Defense Model). Develop and maintain effective working relationships with key internal and external stakeholders such as the relationships with Departmental and Internal Transversal assurance providers within Limpopo Provincial Treasury, external auditors, and Provincial Fora such as the Asset, Liabilities and Supply Chain Management, Revenue Management, Internal Control, Audit Steering Committee and Risk Management Committee.

**ENQUIRIES**

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

**POST 19/242**

: **ASSISTANT DIRECTOR: PERFORMANCE AUDITING & CONSULTING SERVICES REF NO: LPT/491**  
Branch: Shared Internal Audit Services (SIAS)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Head Office – Polokwane  
: An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit / B.Com or related field. 3 years' functional experience in Internal Auditing or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analyzing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.

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|------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>DUTIES</u></b>                     | : | Prepare / Review planning of the Audit project. Assist in the implementation of the annual audit plan. Prepare / draft notification letter. Set up a contact meeting with client Departments. Prepare / review an audit engagement letter by way of an entry meeting. Obtain / review sufficient knowledge of the business, activity, or program to be audited. Draft / review request for information document to be submitted to Auditee. Identify / review a focus area for the audit if not known. Identify / review symptoms. Develop audit program (step by step of how audit objectives are going to be achieved and criteria. Lead and guide Senior performance Auditors / Trainee on audit projects to see that professional standards of the Institute of Internal Auditors are maintained in the planning phase. Review the planning working papers prepared by Senior Internal Auditors / Trainee to ensure professional standards are maintained in the planning phase. Prepare / review execution of the audit project. Lead and guide performance Auditors / Trainee to ensure that the approved audit objectives are met and that adequate, practical coverage is achieved. Review audit work performed by Performance / Auditors / Trainee and ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Manager for final review. Prepare / review reporting of Audit projects. Prepare / review all findings identified by Performance Auditors during the execution phase. Prepare / assist a preliminary report with suggested corrective measures (Draft Report). Discuss the draft report with Auditee. Prepare / assist draft final audit with management comments for submission to the manager for review. Ensure completeness of the audit project file on teammate. Administration. Compile job descriptions for the subordinates. Ensure capacity and development of staff. Assess subordinates on a quarterly basis. Control leaves and attendance register. Assist in the development of operational plan. Maintain and update inventory list. Ensure proper utilization of equipment. |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/243</u></b>                | : | <b><u>INTERNAL AUDITOR: RISK BASED AUDITING REF NO'S: LPT/470, LPT/472, LPT/477, LPT/479, LPT/482, LPT/484, LPT/485, LPT/487, LPT/505, LPT/507, LPT/515 (X11 POSTS)</u></b><br>Branch: Shared Internal Audit Services (SIAS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R397 116 per annum (Level 08)<br>Head Office – Polokwane<br>An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Internal Audit or related field. 2 years functional experience in Internal Audit or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report, Public Service Act, BAS. PERSAL, Teammate, Professional Standards. Computer Literacy. Communication skills. Report Writing skills. Presentation skills. Problem solving skills. Time Management. Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>                     | : | Planning and implementation of individual projects as per approved Audit Plan, Ad-hoc management requests (Approved by the CAE). Execute the individual approves audit programmes within Teammate. Reporting and prepare the outcome of individual projects in terms of draft reports. Follow-up on the resolution of unsatisfactory finding in respect of Internal Audit reports, Auditor General's action plan, and SCOPA resolutions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. Kgadima Conny Tel No: (015) 298 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/244</u></b>                | : | <b><u>SENIOR STATE ACCOUNTANT: PAYROLL ADMINISTRATION REF NO: LPT/175</u></b><br>Directorate Financial Accounting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R397 116 per annum (Level 08)<br>Head Office – Polokwane<br>An NQF level 6 (National Diploma) as recognized by SAQA. Qualification in Financial Accounting / Financial Management. 2 years functional experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

in Payroll Administration or related field. PERSAL & BAS Certificates / Results will be an added advantage. Knowledge & Skills: Knowledge of variety of work ranges and procedure such as managerial functions. Finance. Human Resource matters Planning and organizing. Compilation of reports. Computer Literacy. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Leadership. Organizing. Conflict Management.

#### **DUTIES**

: Processing of PERSAL transactions. Submitted vouchers that are captured, processed and filed. Check and verify the authenticity of submitted documents before capturing. Maintain salary related records. Ensure compliance to confidentiality of documents. Capture on PERSAL and BSA and ensure it is supported by authentic source documentation. Implementation of all salary deductions on PERSAL. Reconciliation of IRP5 accumulation. Update information pertaining to IRP5 accumulations. Validate IRP5 by clearing errors during submission. Registering of new employees to obtain tax numbers. Printing of duplicate IRP5 certificates. Creating manual IRP for all BAS payment. Implementation of departmental liabilities / debt. Timeously capturing of departmental debts. Capturing of inter-departmental claims. Ensure correct codes and debt number are used when implementing debt. Tax recalculation during service terminations. Collection of report and filling. Ensure compliance to Treasury Regulations 8.3.4 by collecting, sorting and distribution of salary advice. Ensure that signed payroll certificate are certified and returned within the set time frame. Address any payroll related queries from staff members and external institutions. Advice and assist staff members with salary related queries e.g. issue duplicate IRP5 certificates, recalculation of allowances etc. Ensure that payment schedules are posted, emailed to third parties on monthly basis.

#### **ENQUIRIES**

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