

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

- APPLICATIONS** : Applications, quoting relevant reference and name of Department, should be forwarded as follows: Chief Director: Strategic HR, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualification.
- FOR ATTENTION** : Mr. Junior Maboya / Ms. Moipone Mathole
- CLOSING DATE** : 15 August 2024
- NOTE** : Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must only be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (SMS) posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela programme (SMS Pre-Entry Programme) offered by the National School of Governance (NSG) which can be accessed via following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Department (s) reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON

- POST 27/88** : **HEAD OF DEPARTMENT: HEALTH REF NO: OTP/42/24/01**
(Five (5) years fixed term contract)
- SALARY** : R2 259 984 per annum (Level 16), (SMS Grade D). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
- CENTRE** : Polokwane - (Head Office)
- REQUIREMENTS** : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Medical / Health Science / Financial Management / Business Management/ Administration will be an added advantage. Valid

DUTIES

driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

: The successful candidate will be the Head of Department and Accounting Officer responsible for: Serve as the accounting officer of the department in line with the PFMA and establish strategic direction of the department to ensure alignment with its mandate. Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department 's vision, mission, strategy, goals and objectives. Align individual performance to the strategic business objectives as outlined in the Department 's balance scorecard. Formulate, implement and report on strategic framework in the area of functional responsibility. Manage and ensure proper utilization of resources responsibly, effectively, efficiently, economically and in a transparent manner, which inter-alia include: Ensure the efficient and effective capacity and development of staff, Promotion of sound labour relations through management and maintenance of discipline, Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management, Proper use and care of state property and assets, Proper financial management spending and reporting, Ensure that budget spending is maximized in line with strategic objectives, Monitor and oversee memorandum of understanding, service level agreements and expenditure review, Monitor Departmental revenue, Manage and oversee the development and support of an effective project plan and ensure proper funding or resourcing of such. Ensure implementation of overall, integrated, client oriented, high quality, performance and value driven, efficient and effective health programs/ services in the province. Facilitate and support planning and implementation of projects and programmes, Implement appropriate systems for achievement of the Departmental policy objectives and priorities of the Department are delivered, Drive and facilitate on-going transformation process of the Department, Oversee the development of Operational Plans and ensure that the Department fulfils its government mandates, which is: Lead and ensure the development and management of a responsible Provincial Health services, Promote the quality of public health of the people of the province through the provision of :-Tertiary, Specialised and Health Care support Services, District Health Services, Oversee the management of infrastructure development and technical support, Ensure the sustainable utilization of resources through Financial Management and Corporate Services, Explore, develop and implement new ways of service delivery that will contribute to the improvement of the health status of the community, Ensure proper co-ordination of projects and programs, Manage the performance and service delivery of the Department, Facilitate and drive transformation and restructuring processes in the Department, Manage the analysis, development and implementation of national and provincial legislation, policies and other statutory directives/ obligations. Oversee, enforce and ensure the development, adherence, compliance and implementation of Provincial and National Legislation, regulations and policies such as PFMA, PGDS. Ensure compliance to PSR, collective agreements and other statutory obligations and exercise delegated powers in line with PSR. Implement appropriate systems, for achievement of the Departmental policy objectives and priorities. Ensure an overall system and process for strategic planning, monitoring and review of delivery against objectives for the department 's health service delivery plan. Ensure the effective implementation of Government policies in the areas of the Public Service as well as National & Provincial legislation relevant to the Department, Initiate programs and other processes to give effect to Government policy, Provide reports and account for departmental performance in accordance with the country's statutory requirements. Render administrative and technical advisory support to the executive authority. Render support and advise to the MEC on the core mandates of the Department. Assist with the development of appropriate policies, guidelines and advise the MEC in this regard. Ensure that the MEC is supported with advice, research, planning, coordination,

monitoring and evaluation of services for the achievement of the Department's strategic objectives. Provide the MEC with sufficient and necessary information to enable the MEC to execute her/his responsibilities and make informed decisions. Execute special projects as assigned by the MEC. Promote inter and intra-government relations, participate and represent the department in various fora. Interface between the department and its external environment on the one hand and with parliamentary and legislature committee on the other, Ensure and maintain good relations within the department and all stakeholders, Liaise and coordinate with governmental, non-governmental institutions and other structures and organizations, Manage key stakeholders' relationship related to the delivery of service, Develop relationship across diverse groups of stakeholders. Provide strategic direction to ensure efficient, effective and developmental support-oriented system in the following: Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives. Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner. Manage the provision of integrated developmental social services to the poor and the vulnerable in partnership with civil society organisations through: Care and support to Older Persons, People with disabilities in residential facilities and accessing protective workshops, Institutional HIV and AIDS services provided, Individuals benefiting from Social relief of distress program, Provide comprehensive child and family care and support services to communities in partnership with stakeholders and civil society organizations in rendering the following.: Care and Services to Families, Child Care and Protection, ECD and Partial Care. render administrative and technical advisory support to the Executing Authority. Promote inter and intra-government relations and represent the department in various fora.

- ENQUIRIES** : Ms. Moipone Mathole Tel No: (015) 287 6360 or Mr. Junior Maboya Tel No: (015) 287 6290
- POST 27/89** : **HEAD OF DEPARTMENT: EDUCATION REF NO: OTP/42/24/02**
(5 years fixed term contract)
- SALARY** : R2 259 984 per annum (Level 16), (SMS Grade D). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : A Qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Education Curriculum Development / Financial Management / Business Management / Administration will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Core and Process Competencies- Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic direction on the provision and implementation of curriculum delivery & support services. Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Provincial norms and standards have been developed and implemented and National norms and stands have been adapted to ensure optimum service delivery. Curriculum and development programmes achieve the set objectives. Provide strategic direction on the provision and implementation of institutional governance, coordination and support services. Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Provincial

norms and standards have been developed and implemented and National norms and stands have been adapted to ensure optimum service delivery. Well- managed departmental institutions, quality standards of learning and teaching and social support programmes promoted. Provide strategic direction and coordinate the implementation of corporate management services. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Well and appropriately resourced in terms of personnel to maximize service delivery and in terms of PSR. Provide strategic direction and coordinate the provision of financial management services. Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery. Financial Management done in line with PFMA and to achieve the set objectives. Provide strategic direction and facilitate the provision of organizational risk management. Compliance with relevant policies and programmes. Ensure the provisioning of Executive support services to the offices of the MEC and HOD. Well-resourced and effective and efficient support. Ensure the provision of intergovernmental relations, donor funding and Education Trust. Well-resourced and effective and efficient support.

ENQUIRIES : Ms. Moipone Mathole Tel No: (015) 287 6360 or Mr. Junior Maboya Tel No: (015) 287 6290

POST 27/90 : **HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: OTP/42/24/03**
(Five (5) years fixed term contract)

SALARY : R1 741 770 per annum (Level 15), (SMS Grade D). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.

CENTRE : Polokwane - (Head Office)
REQUIREMENTS : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Social Science / Social Work / Financial Management / Business Management/ Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES : The successful candidate will be the Head of Department and Accounting Officer responsible for: Serve as the accounting officer of the department in line with the PFMA and establish the strategic direction of the department to ensure alignment with its business plans. Oversee the provision of Integrated Social welfare services to the poor and the vulnerable in partnership with civil society organizations within the province. Oversee that older persons and disability programmes are coordinated and provided. Oversee that non – institutionalized HIV/ AIDS and social relief programmes are coordinated and provided. Oversee the provision of psycho-social support to the beneficiaries, debriefing, food parcels and school uniforms. Oversee coordination of inter-sectoral collaboration to ensure that the department contributes to Integrated services delivery. Oversee coordination and maintenance of good relations within the Department and all Stakeholders. Oversee the provision of social services to children and families within the province through child and youth care centres and victim empowerment centres. Oversee the Child Protection services are coordinated and provided. Oversee the development of strategies for Child Protection Services. Oversee the development of policies for Child Protection services. Oversee that child and youth care services are coordinated and provided. Oversee the development of Provincial Strategy on Child and Youth Care Centers. Oversee the provision of development and research services programmes to empower communities of Limpopo Province. Implement Integrated Development programmes that facilitate the empowerment of communities towards sustainable livelihood. Provide community-based research, planning and mobilisation. Coordinate and develop youth and women empowerment programs. Facilitate of implementation of skills development programmes and job creation programmes. Monitor and ensure that research and population development culture is entrenched. Oversee and ensure effective and efficient population research and demographic analysis. Oversee the provision of corporate services in adherence, compliance and

implementation of Provincial and National legislation, regulations and policies. Guide and provide effective managerial and strategic coordination of human resource development and management. Provide comprehensive organisational development support and advice. Technical support on the implementation and customisation of national legislation on government information management and technology (GITO), strategic support and communication services. Ensure mission effectiveness and operational efficiency through effective and efficient records management. Coordinate legal services and employee relations and people management in the department to obtain a maximum impact on the departments' service delivery. Provide transformation and change management services. Manage the department's performance with regard to monitoring and evaluation of quality services delivery programs. Oversee and promote proper financial management in line with PFMA and other provincial /national prescripts. Coordinate and manage financial regulatory compliance and reporting. Ensure that inspection and investigations are conducted to establish compliance with the PFMA within the Department. Coordinate Financial Planning, Budgeting, and Reporting services in the Department. Oversee and ensure effective and efficient bookkeeping and bank reconciliation. Develop and monitor the implementation supply chain management internal policies, systems, and processes. Provide infrastructure management in the department. Ensure and promote an appropriate platform for risk management services within the province. Provide leadership, strategy, and advice on risk implications of management decisions. Ensure risk management, security, fraud, and corruption awareness within the department. Ensure continuous improvements in internal control systems through risk management, corruption, and fraud prevention strategies. Ensure the availability of surveillance systems, categorization of documents and computers. Coordinate the implementation of security management services. Ensure that employees have positive security clearances and disclose financial interest annually. Facilitate and ensure coordination of social development services at all the provincial districts, sub-districts/ municipalities, and institutions. Oversee the development of Operational Plans to give strategic direction to the district office. Manage the integration of IDP programs with strategic objectives and plans. Oversee the provincial and district devolution task teams. Ensure the collation of monthly, quarterly, and annual reports from the districts. Monitor the implementation quality assurance/improvement plans. Develop and maintain good relations between the department and all stakeholders.

- ENQUIRIES** : Ms. Moipone Mathole Tel No: (015) 287 6360 OR Mr. Junior Maboya Tel No: (015) 287 6290
- POST 27/91** : **HEAD OF DEPARTMENT: AGRICULTURE & RURAL DEVELOPMENT REF NO: OTP/42/24/04**
(Five (5) years fixed term contract)
- SALARY** : R1 741 770 per annum (Level 15), (SMS Grade D). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
- CENTRE** : Polokwane - (Head Office)
- REQUIREMENTS** : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Agriculture Extension / Financial Management / Business Management/ Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for: Oversee the rendering of agricultural technical services in the department. Render support and advice to the MEC for Agriculture and Rural Development on the core mandates of the Department. Provide strategic leadership in the provision of technical services. Coordinate and oversee the provision and rendering of research and training services in the Department. Provide leadership and guidance on the provision of sustainable resource management. Provide leadership and support in the rendering of farmer

support and Agribusiness development. Lead driving programmes to ensure that there is food security throughout the province. Provide executive leadership and support in respect of rural development and district management. Drive and lead the transformation of the agricultural sector in line with national, provincial and departmental goals and objectives. Guide and manage implementation of agricultural services in all the Districts and Municipalities. Coordinate rural development in the department and province. Ensure the achievement of the key priorities of the government of the day by coordinating rural development throughout the province. Co-Ordinate Infrastructure Development & Project Performance Functions. Develop strategic intervention in projects implementation. Promote infrastructure development improvement program. Provide infrastructure project database management. Provide strategic leadership on the provision of risk, anti-corruption and integrity management. Provide leadership and guidance on the provision of enterprise risk management support. Coordinate the development and monitoring of implementation of business continuity plan. Promote the implementation of code of conduct. Monitor compliance to rules and regulations in the public service. Ensure promotion of the financial disclosure system. Ensure the development and maintenance of internal anti-corruption systems to combat all forms of fraud and corruption. Provide leadership and oversee the provision of financial management. Ensure that financial and other resources allocated to the Department are managed in accordance with the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts. Manage and oversee the provision of internal control and compliance. Oversee the provision and management of financial accounting. Oversee the provision of management accounting. Manage supply chain and ensure that systems are in place. Coordinate the provision of asset management in the department and province. Provide leadership in the management of departmental assets. Provide leadership and oversee the provision of strategy and systems services. Provide strategic leadership in the strategic management, monitoring and evaluation. Provide strategic leadership for provision of legal support services. Provide executive leadership in the provision of communication services. Provide strategic leadership for provision of government information management and technology services. Provide leadership and oversee the provision of corporate management services. Provide strategic human resource management of the Department. Provide executive support and leadership on the provision of Human Resource Development and Employee Relations. Provide advice and guidance on employee health and wellness programmes. Provide executive support and leadership on security and facilities Management.

- ENQUIRIES** : Ms. Moipone Mathole Tel No: (015) 287 6360 or Mr. Junior Maboya Tel No: (015) 287 6290
- POST 27/92** : **HEAD OF DEPARTMENT: PUBLIC WORKS ROADS & INFRASTRUCTURE**
REF NO: OTP/42/24/05
(Five (5) years fixed term contract)
- SALARY** : R1 741 770 per annum (Level 15), (SMS Grade D). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
- CENTRE** : Polokwane - (Head Office)
- REQUIREMENTS** : A qualification at NQF 8 as recognised by South African Qualification Authority (SAQA). Ten (10) years of experience at a senior management level. Post graduate qualification in Asset and Infrastructure Management / Civil Engineering / Engineering Management / Financial Management / Business Management/ Administration will be an added advantage. Valid driver's licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic direction on the provision and implementation of provincial infrastructure. Manage the integrated planning in the province for longer-term infrastructure and property planning. Facilitate and support the planning and implementation of projects and programmes relating to Health, Education and Provincial departments building infrastructure. Manage the formulation and implementation of provincial building

infrastructure maintenance projects and programmes. Facilitate and support the planning and implementation of projects and programmes relating to roads infrastructure. Manage integrated planning for the acquisition and/or disposal of land and property as required provincially. Manage and monitor the immovable asset registers. Manage the formulation, implementation and reporting on job creation targets including the Expanded Public Works Programme. Manage and maintain the relation with the Road Agency Limpopo to achieve adequate roads infrastructure in the province. Oversee the planning, design, budgeting and procurement for the infrastructure projects and programmes. Manage intra and intergovernmental relations. Provide strategic direction on the provision and implementation of institutional governance, coordination and support services. Manage strategic plans. Manage financial and human resources. Manage internal audits and organisational risk management. Manage capacity building. Manage and maintain performance of Department. Manage financial spending and reporting. Manage service level agreements and expenditure reviews. Manage effective portfolio, programme and project management services by Departments. Manage reporting to administrative and political structures. Monitor district coordination and departmental operations including contractor development and infrastructure support services. Manage the provision of legal services. Manage and facilitate communication and stakeholder management. Serve as the accounting officer of the department in line with the PFMA and establish strategic direction of the department to ensure alignment with the mandate. Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives. Align individual performance to the strategic business objectives as outlined in the Department's balance scorecard. Formulate, implement and report on strategic framework in the area of functional responsibility. Manage and oversee the development and support of an effective project plan and ensure proper funding or resourcing. Manage and ensure proper utilization of resources responsibly, effectively, efficiently, economically and in a transparent manner, which inter-alia include: Ensure the efficient and effective capacity and development of staff, Promotion of sound labour relations through management and maintenance of discipline Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management. Proper use and care of state property and assets. Proper financial management spending and reporting. Ensure that budget spending is maximized in line with strategic objectives. Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Monitor Departmental revenue. Manage the departmental policies and systems. Manage the development, implementation, monitoring and evaluation of policies required to fulfil the mandate of the Department. Manage the development of strategies and systems to fulfil Departmental legal mandate, priorities and objectives. Manage the system for strategic planning, monitoring and review of delivery against the objectives set in the departmental service delivery plan. Manage the implementation of Provincial and National Government policies. Manage the implementation of construction procurement system for the province. Provide advisory and administrative support to the MEC. Manage the development of policies and guidelines for the MEC. Provide advice, research, planning, coordination, monitoring and evaluation services to the MEC. Provide the MEC sufficient information to enable him/her to execute responsibilities and make informed decisions. Establish strategic direction of the department to ensure alignment with mandates by: Providing Departmental Management and Planning; Providing financial management and corporate services in the department; Providing Executive authority and management support; Provide strategic direction on the development and implementation of curriculum, institutional management, governance and support, organizational risk management, policies, guidelines and procedure manuals. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive curriculum and education development programmes in the province. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human and physical); Coordinate the

provision of Institutional Management, Governance and Support services. Coordinate Organizational Risk Management services. Promote inter and intra-governmental relations and participate and represent the department in various forums.

ENQUIRIES : Ms. Moipone Mthole Tel No: (015) 287 6360 or Mr. Junior Maboya Tel No: (015) 287 6290

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 : 14 August 2024 at 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NOTE : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or 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 be 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. 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 / www.limpopo.gov.za and www.dpsa.gov.za **NB:** Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

MANAGEMENT ECHELON

- POST 27/93** : **CHIEF DIRECTOR: RISK-BASED AUDITING & SPECIALIZED AUDIT CLUSTER B REF NO: LPT/497**
Branch: Shared Internal Audit Services (SIAS)
- SALARY** : R1 436 022 per annum (Level 14), 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 in Internal Auditing or related qualification. PIA, CA (SA), CIA, RA or equivalent and experience in financial statements audits will be an added advantage. 5 years' experience at a Senior Management Level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Knowledge of Public Administration, PFMA and Treasury Regulations, Operational Functions, Financial Management, Modified Cash Standards, Auditing Standards, Human Resource Management and Development, Public Service Act and Regulations. Core Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client orientation and Customer Focus. Communication.

- DUTIES** : Provide risk-based internal audit services (5,7 & 10), fraud diagnostic reviews, information systems audit, financial statements, and performance audits. Implement and monitor internal audit strategy. Manage client's relations between the department and Provincial internal audit. Provide direction and leadership to the risk-based and specialized audit support divisions in the realization of the Provincial Departmental goals and objectives. Support Departmental Accounting Officers / Heads of Departments in achieving their strategic goals and objectives through the provision of efficient and effective audits and consulting services in respect of risk management, internal controls and governance processes. Support provincial departmental management in the achievement of strategic objectives against specified performance measures. Ensure the implementation of the policy and legislative frameworks to ensure that cognizance is taken of new developments. Develop, implement and maintain the internal audit methodologies, policies and procedures. Provide training and guidance to role players (internal and external) on the requirements and implementation of internal audit methodologies policies and procedures. Develop the three-year strategic risk based internal audit plan. Develop and manage the strategic and operational plan of the Limpopo Internal Audit Activity and report on progress as required. Ensure the implementation monitoring and reviewing the effectiveness of the Quality Assurance Improvement Program / Plan (QAIP) and that all Internal Audit Assignments are conducted in terms of prescribed standards. Manage the reviews of interim and annual financial statements and reports reviews and consulting services in key risk areas for the institution emanating from current operations as set out in the strategic plan, risk management strategy and Auditor General South Africa and internal audit findings. Communicate the internal audit strategic plan to the Audit Committee and Departmental Accounting Officers / Heads of Departments including executive management. Manage the development and execution of the annual internal audit plan. Oversee the development and implementation of operational plan for specialized internal audit services. Manage the specialized internal audit components. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions.
- ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000
- POST 27/94** : **DIRECTOR: LEGAL SERVICES REF NO: LPT/19**
Chief Directorate: Corporate Services
Re-advertisement, Applications who applied before are encouraged to apply
- SALARY** : R1 216 824 per annum (Level 13), All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts.
- CENTRE REQUIREMENTS** : Head Office – Polokwane
: An NQF level 7 qualification as recognized by SAQA in Legal or related qualification. 5 years' experience at middle / senior managerial level in a Legal Services environment. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Advance knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Inter-Governmental relations framework and procurement prescripts. Core Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Risk Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client orientation and Customer Focus. Communication. Excellent communication skills, a creative and innovative thinker.
- DUTIES** : Provision of legal services and support to the department. Offer legal opinions and advice by advising MEC on appeals lodged against administrative

decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analyzing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts. Effective and efficient management of the of financial, physical and human resources. Management of risk and audit queries.

- ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000
- POST 27/95** : **DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: LPT/411**
Chief Directorate: Accounting Services
- SALARY** : R1 216 824 per annum (Level 13), All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts.
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : An NQF level 7 qualification as recognized by SAQA in Accounting / Financial Management / Auditing or related field. 5 years' working experience at a middle / senior management level in Financial Accounting and Reporting / Management Accounting / Auditing. CA (SA) will be added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge and skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy, Knowledge Management, Service Delivery Innovation' Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts. Core competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Risk Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client orientation and Customer Focus. Communication.
- DUTIES** : Monitoring and implementing relevant accounting standards in Departments and Public Entities. Roll out the implementation of approved accounting standards such as GRAP/IFRS and Modified Cash Standards. Keep abreast of developments in the accounting field and advise departments and public entities accordingly on applicable reporting framework. Manage workshops and training on accounting frameworks, standards, guidelines and transversal

accounting policies through forums. Quality assure the submissions of audit reports, monthly reports, interim and annual financial statements. Develop a support plan for the Departments and Public entities on the preparation / compilation of Annual Financial Statement. Provide feedback on review and monitor implementation. Ensure timely submission of accurate annual financial statements for departments and public entities to the Auditor General for Audit. Provide assistance, guidance to Departments and Public Entities on year-end matters. Monitoring and assisting departments' clearance of suspense accounts and exceptions monthly. Develop and implement strategies to ensure monthly clearance. Provide departments and public entities with Provincial guidelines and procedures on accounting matters. Determine monthly and annual deadlines and advise stakeholders accordingly. Participate in the Accounting Standards Board, Public Sector Accounting Forum on the new / update on accounting reforms. Review Interim, Annual Financial statements and Annual Reports for Departments and Public Entities. Train departments and public entities on financial statements templates and preparation guides. Review interim and annual financial statements for department and public entities and advise on areas that need Improvement. Provide feedback on review and monitor implementation. Manage Audit reports, management letters and audit implementation plans to identify material misstatement and to develop support strategies. Ensuring timely tabling of annual reports in the Provincial Legislature. Submitting audited annual reports for departments and public entities to National Treasury. Perform strategic and operational planning. Manage stakeholder relationships. Oversee administrative support functions. Prepare consolidated financial statements for the departments and Public entities and submit to the Auditor General for Audit. Review annual financial statements excel template in line with tabled annual reports. Prepare consolidated annual financial statements for the departments and public entities and submit to Auditor General for Audit. Publish audited consolidated annual financial statements for Legislature. Managing bank and investments accounts for Traditional Leaders and Trust Accounts. Oversee the Bank and investments accounts for Traditional Leaders and Trust accounts. Payout monies due to Traditional Councils. Reconcile interest payable to Traditional Council and dormant accounts. Conduct monthly meetings with CoGHSTA on management of the account. Prepare monthly and annual Financial Statements for Traditional and Trust accounts and submit to Auditor General for Audit. Liaise with financial institution of investment account. Ensure quality assurance of the SAICA Trainee Accountants Programme. Review and monitor competency levels achieved by all SAICA trainees to ensure that they are in line with the SAICA regulated competency framework and Training Office's Generic Plan. Monitor the SAICA regulated core hours required within the training period of each trainee. Implement SAICA regulated development plans for trainees that are not in line with the expected SAICA competency levels. Develop and implement a mentorship program consistent with the regulated SAICA requirements. Facilitate simulation training workshops and lectures in line with the SAICA regulated competency framework and professional exams. Compile all necessary information for the SAICA training office accreditation review. Managing the component. Compile and manage Directorate budget, Risk register and general Human Resource management of the Directorate.

ENQUIRIES

:

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

OTHER POSTS

POST 27/96

:

DEPUTY DIRECTOR: CAA TRAINING OFFICER REF NO: LPT/425/1

Directorate: Financial Management Capacity Building Training
Re- advertisement, Applications who applied before are encouraged to apply

SALARY

:

R849 702 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 in Financial Management / Accounting / Economics or related field. A Qualified Chartered Accountant as recognised by SAQA at (NQF level 8) will be an added advantage. 3 years' relevant experience at junior / middle management level / Assistant Director level in the Public Sector. Experience as an accredited SAICA assessor or use

of the Electronic Assessment Tool (EAT) will be an added advantage. Valid vehicle (Code EB) 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 / analysing. Computer literate. Technical/standards / procedures. Needs and priorities of the Department. Public Service Act. DPSA directives. Analytical thinking. Strategic capacity and leadership. Project Management. Change / diversity management. Financial management. Knowledge management. Service Delivery Innovation. Human resource management and development. Client orientation and customer focus. Policy formulation. Ability to interpret and apply policy. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Organizing. Conflict management. Adaptability during changes to meet the goals.

DUTIES

: Develop, review and manage financial management training policies, procedures, training plans and processes aligned to SAICA requirements and legislative mandates. Develop and review financial management training policies, processes and procedures. Develop, refine, adapt and revise processes in line with SAICA regulated training program requirements. Develop, design and implement training programs and assessments in line with the SAICA regulated competency framework. Conduct the training and assessments for programs and assessments in line with the SAICA regulated competency framework. Control and maintain the administration of all training documents via the electronic SAICA stipulated Training Contract Management System (TCMS). Develop and monitor quality assurance standards in line with that of the SAICA regulated training regulations for the training program. Review, monitor and implement policies and procedures in accordance with the SAICA trainee accountant program. Manage the implementation of departmental policies and frameworks in accordance with the SAICA trainee accountant program. Manage the implementation of departmental Policies and frameworks in accordance with the SAICA trainee accountant programme requirements. Manage and review and amendment of policies based on the inputs from stakeholders. Monitor and evaluate compliance with the implemented policies. Report on any discrepancies with regards to compliance to all stakeholders. Manage the development and implementation of frameworks and policies for the SAICA Trainee accountant programme. Manage the implementation of departmental policies and frameworks in accordance with the SAICA trainee accountant programme requirements. Manage the review and amendment of policies based on the inputs from stakeholders. Monitor and evaluate compliance with the implemented policies. Report on any discrepancies with regards to compliance to all stakeholders. Provide training relating to financial management in the public sector. Conduct financial management training needs analysis and/or skills audit to determine skills development needs. Identify learning methodologies and tools that most effectively build the financial management capacity of government officials. Coordinate, monitor and guide the implementation of client agencies skills financial management development plan. Co-ordinate and facilitate financial management training course and modules to support public sector officials. Undertake facilitation of effective learning environment and evaluate the effectiveness of current training programs. Manage, monitor and evaluate the assessment process, inclusive of feedback engagements to assessments role-players and attend to non - compliance issues. Develop, design and maintain training programs and assessments in line with SAICA regulated competency framework. Review, monitor and implement policies and procedures such as the SAICA assessment policy and SAICA program policy. Control and maintain the administration of all assessment documents via the electronic SAICA preferred Learning Tracking System (LTS). Undertake facilitation of effective learning environments and evaluate the effectiveness of current training programs. Review and monitor competency levels achieved by all SAICA trainees to ensure that they are in line with the SAICA regulated competency framework. Ensure quality assurance of the SAICA Trainee accountant programme in order to ensure accreditation standards are met at all times. Review and monitor competency levels achieved by all SAICA trainees to ensure that they are in line with the SAICA regulated competency framework and Training Office's Generic Plan. Monitor the SAICA regulated core hours required within the training period of each trainee. Implement SAICA regulated development plans for trainees that are not in line with the expected SAICA

		competency levels. Develop and implement a mentorship program consistent with the regulated SAICA requirements. Facilitate simulation training workshops and lectures in line with the SAICA regulated competency framework and professional exams. Compile all necessary information for the SAICA training office accreditation review.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 27/97</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (ACCOUNTING & REPORTING) REF NO: LPT/275</u> Chief Directorate: Municipal Finance & Governance
<u>SALARY</u>	:	R849 702 per annum (Level 11), All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Economics or related field. 3 years' functional experience at junior managerial level / Assistant Director level in Financial Management / Accounting. Valid vehicle (Code EB) 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 \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (MFMA, PFMA, DoRA, Treasury Regulations, GRAP, 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.
<u>DUTIES</u>	:	Support municipalities and municipal entities in the implementation of mSCOA project. Monitor and provide support on municipal accounting, reporting, assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the AFS. Monitoring and review of the In-year accounting related reports, give feedback and support to municipalities and entities. Participate in the audit steering committee meetings and Audit committee meetings for review of AFS. Analyse in year reports Support municipalities and municipal entities in the implementation of mSCOA project. Monitor and support on the submission of the consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 27/98</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE (REVENUE & DEBT MANAGEMENT) REF NO: LPT/289</u> Chief Directorate: Municipal Finance & Governance Re-advertisement, Applications who applied before are encouraged to apply
<u>SALARY</u>	:	R849 702 per annum (Level 11), All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Economics or related field. 3 years' functional experience at junior managerial level / Assistant Director level in Budget Management or related field. Valid vehicle (Code EB) 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 \ analysing. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 27/99</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PPP REF NO: LPT/261</u> Directorate: Provincial Infrastructure Performance & PPP
<u>SALARY</u>	:	R849 702 per annum (Level 11), All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane
	:	An NQF level 7 qualification as recognized by SAQA in Built Environment / Infrastructure Management / Contract Management. 3 years' functional experience at junior managerial level / Assistant Director level in Built Environment / Infrastructure Management / Contract Management Infrastructure. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Negotiation skills. People management. Financial solving. Planning & organizing. Time Management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.
<u>DUTIES</u>	:	Provide assistance and manage the contribution of infrastructure funding framework, long term planning and expenditure in sector departments and provincial public entities. Support and assist departments on compilation of infrastructure plans. Assess and provide feedback and corrective measures for departmental UAMPs to endorse value for money, financial credibility and compliance. Ensure that there is adequately assessed response for Provincial C-AMP as indicated in the U-AMPs. Ensure that IPMPs of departments determine feasibility, integrated planning in sectors and across sections, optimization of value for money and adequate institutional capability. Support and assist departments on Preliminary and Final Project list (table B5s) and budget. Conduct virtual support workshops, working session and participate in assisting departments in populating IRM planning (reports including capturing cash flow projections). Analyse and assess draft infrastructure MTEF

database for provincial departments and public entities. Assess and manage the provincial infrastructure plans, budgets and provide expert inputs to provincial departments. Provide inputs and analyse infrastructure procurement plans for sector departments. Formulate corrective actions to address any challenges in terms of departmental procurement plans. Track procurement processes to deliver on timeframes for projects and programmes implementation. Assist provincial departments and public entities with acceleration of non-progressing programmes and projects. Assess infrastructure acceleration plans and provide recommendations. Validate procurement progress and recommend alternative project scoping and/ or prioritization. Ensure compliance with FIDPM. Manage optimal utilization and maintenance of infrastructure. Manage optimal utilization and maintenance of infrastructure by provincial departments and provincial public entities. Provide training and support to departments on the use of web-based Infrastructure Reporting Model. Ensure that committed budgets and expenditures are correctly captured for departments. Ensure alignment and correctness of data between In-Year-Monitoring, Infrastructure Reporting Model and Basic Accounting Systems. Review payments made quarterly and warrant physical progress made with project implementation and with infrastructure projects through site visits and drafting of reports. Prepare monthly report for submission to Provincial and National Treasury based on the sector departments' infrastructure performance. Provide inputs on identified gaps during IRM forums and ITMC meetings. Attend Departmental Infrastructure Coordinating Committee (DICC) and make inputs. Provide promotion of alternatives service delivery funding options for infrastructure for provincial departments and provincial public entities. Ensure provincialized and institutionalised IDMS in departments and IAs by monitoring the departments IDMS implementation strategies, through workshops. Provide technical support to departments and public entities on PPP. Provide inputs and analyse PPP-projects.

- ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000
- POST 27/100** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT CLUSTER 1 REF NO: LPT/242**
Directorate: Budget Management
- SALARY** : R849 702 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 in Financial Management / Financial Accounting / Management Accounting / Economics. 3 years' functional experience at junior managerial level / Assistant Director level in Budget Management / Financial Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and basic project management. Financial management. Knowledge of basic human Resource management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (PFMA, Treasury Regulations, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills. Knowledge of BAS and PERSAL.
- DUTIES** : Co-ordinate the Provincial Strategic Budget Planning Process. Provincialize National budget guidelines and issues to provincial departments. Provide training and capacity building to provincial departments. Provide guidelines on Division of Revenue Acts, PFMA and Treasury Regulations. Co-ordinate the implementation of provincial budget. Draft budget process. Issue budget format guidelines to departments. Receive and analyse budget inputs from departments. Give inputs on benchmark exercises, provincial visits and Medium-Term Expenditure Committee Meetings Check compliances on submissions of rollovers. Check compliances on budget submissions. Develop

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

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

POST 27/101 : **DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: LPT/79**
Directorate: Communication Services

SALARY : R849 702 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 6 (National Diploma) qualification as recognized by SAQA in Communications or related field. 3 years' experience at Junior Management level / Assistant Director level in Communications or related field. Valid vehicle (Code EB) 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 (PFMA, Treasury Regulations, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.

DUTIES : To manage Corporate Communication Services and Customer Care. Coverage of events. Liaise with the Deputy Director: Events and Exhibition on the Calendar. Coverage of events such as taking pictures, recording, the proceedings and interviewing guests. Production of article from the events covered. Writing drafts of the events covered. Publishing pictures of the events into drafts. Migrating the draft into the template. Distributing the edited articles to the recipients for consumption that is LPT officials. Manage the production of internal newsletter. Provision of Hard copies from the electronic article. In-house of electronic article production. Proofreading of draft of the production of the internal and external newsletter. Final proofreading of the product for quality assurance for production. Manage departmental research in relation to reportage production. Conduct surveys for communication services. Analyze the survey results. Publicize the recommendation of the survey. Liaise with the affected Branches for monitoring purpose. Manage customer care. Ensure management of notice board. Ensure management of reception areas. Ensure identification of employees through name tags. Manage maintenance of customer database.

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

POST 27/102 : **DEPUTY DIRECTOR: PROVINCIAL ASSET MANAGEMENT REF NO: LPT/315**
Directorate: Provincial Assets Management

SALARY : R849 702 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 in Financial Management / Accounting / Commerce or related field. 3 years' functional experience at

junior managerial level / Assistant Director level in Asset / Financial Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Thorough knowledge of Asset Management and Inventory Management, Supply Chain and Expenditure Management, ability to perform reconciliation of accounts, analysis of Financial Statements, Planning and organizing. Report writing. Computer software programs (word, excel and power point). Knowledge of Asset Management System, BAS and LOGIS or related system, PFMA, Treasury Regulations, etc. Ability to supervise people.

DUTIES : Implementation of Provincial Assets and inventory management policies and guidelines. Monitor and support Departments and Public Entities on Inventory and Asset Management. Analyze Provincial Asset registers, inventory management system, financial statements, and reconciled accounts. Provide training and workshops regarding the Asset Management and inventory management systems. Management of disposal of assets, and other items such as chemicals and medicines. Management of asset verification and auctioning process. Facilitate the meetings and provincial forums between the Departments and Public entities. Conduct Loco inspection on immovable properties with Limpopo Department of Public Works, Roads and Infrastructure and any other department that may require that service. Project implementation. Assist the departments with audit related issues such as findings, responses and audit action plan. Management of the Directorate strategic plan, operational plan and risk management. Management of Budget and Human Resources within the Sub-Directorate.

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

POST 27/103 : **ASSISTANT DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO: LPT/348**
 Directorate: SCM Governance & Compliance
 Re-advertisement, applications who applied before are encouraged to apply

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
 : Head Office – Polokwane
 : An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management. 3 years' functional experience in Supply Chain Management or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

DUTIES : Management of tender bulletin. Receive tender advertisement requests from departments. Analyse the requests submitted by departments. Assess bid documents and liaise with institutions. Capture the submitted adverts and correspondences. Send the captured draft for verification. Distribute tender bulletins to various stakeholders. Management of Procurement plans and reporting. Arrange / coordinate SCM capacity building. Management of deviation and variations / extensions expansions reports from institutions. Reporting on quarterly basis.

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

POST 27/104 : **ASSISTANT DIRECTOR: CAPRICORN DISTRICT: SCM CLIENT SUPPORT REF NO: LPT/363**
 Directorate: SCM Client Support

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
 : Head Office – Polokwane
 : An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management or related field. 3 years' functional experience in Supply Chain Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills:

- Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.
- DUTIES** : To provide SCM Client Support to government stakeholders and external stakeholders. Conduct general workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures within the district. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Facilitate District Central Supplier Database Forum for district institutions. Facilitate procurement workshops for targeted designated groups to support the attainment of Provincial Preferential Procurement targets by institutions. Provide support on supplier registration into the government supplier database (CSD) and updates of supplier information into the Central Supplier Database (CSD). Conduct client satisfaction surveys.
- ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000
- POST 27/105** : **ASSISTANT DIRECTOR: SEKHUKHUNE DISTRICT: SCM CLIENT SUPPORT REF NO: LPT/370**
 Directorate: SCM Client Support
 Re-advertisement, Applications who applied before are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
 : Sekhukhune District
 : An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management or related field. 3 years' functional experience in Supply Chain Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.
- DUTIES** : To provide SCM Client Support to government stakeholders and external stakeholders. Conduct general workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures within the district. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Facilitate District Central Supplier Database Forum for district institutions. Facilitate procurement workshops for targeted designated groups to support the attainment of Provincial Preferential Procurement targets by institutions. Provide support on supplier registration into the government supplier database (CSD) and updates of supplier information into the Central Supplier Database (CSD). Conduct client satisfaction surveys.
- ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000
- POST 27/106** : **ASSISTANT DIRECTOR: WATERBERG DISTRICT: SCM CLIENT SUPPORT REF NO: LPT/377**
 Directorate: SCM Client Support
 Re-advertisement, Applications who applied before are encouraged to apply
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
 : Waterberg District
 : An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management or related field. 3 years' functional experience in Supply Chain Management. Valid vehicle (Code EB) driver's

license (with exception of persons with disabilities). Knowledge & skills: Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

DUTIES : To provide SCM Client Support to government stakeholders and external stakeholders. Conduct general workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures within the district. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Facilitate District Central Supplier Database Forum for district institutions. Facilitate procurement workshops for targeted designated groups to support the attainment of Provincial Preferential Procurement targets by institutions. Provide support on supplier registration into the government supplier database (CSD) and updates of supplier information into the Central Supplier Database (CSD). Conduct client satisfaction surveys.

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

POST 27/107 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LPT/213**
Directorate: Supply Chain Management
Re-advertisement, Applications who applied before are encouraged to apply

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Head Office – Polokwane
: An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Commerce. 3 years' functional experience in Asset Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & skills: Knowledge and experience of LOGIS and BAS. Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Good communication skill. Liaison skill. Networking. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.

DUTIES : Co-ordinate assets register. Authorize all movable, immovable assets in the asset register. Authorize movement of assets within the department. Implementation of internal control in the department. Perform monthly reconciliations of assets. Compile monthly reports of assets. Compile quarterly reports for assets. Co-ordinate asset verification process. Monitor the verification of asset in the entire department i.e. Head Office and District Offices and compile the Asset Verification Report. Monitor the bar-coding of assets. Ensure that the Asset Register is updated. Give inputs to the development of assets management plans, including acquisition plans, operational plans, maintenance plans and disposal plans. Perform sport check. Monitor asset quality assurance. Compile quarterly reports for assets. Asset verification report to ensure that there is no discrepancies between the asset register and physical assets. Co-ordinate asset disposal process. To serve as a secretariat of the departmental disposal committee. Provide assistance to the team or committee in identification of assets. Arrangement of auctions. Compiling disposal report. Physical carrying of redundant assets from different offices at head office and districts to appointed auction venue. Assist in recording all assets at the auction place. Assist recording the amounts of all different lots. Preparation of Financial Statements. Monthly reconciliation of capital and current expenditure incurred in BAS. Correction of misallocation of assets. Reconciliation of the general ledger with the Asset Register. Give inputs to the financial statements. Ensure safeguarding of assets.

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

POST 27/108 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: LPT/417/LPT/419 & LPT/421 (X3 POSTS)**

Directorate: Financial Accounting & Reporting
Re-advertisement, (Applications who applied before are encouraged to apply)

SALARY CENTRE REQUIREMENTS

: R444 036 per annum (Level 09)
: Head Office – Polokwane
: An NQF level 7 qualification as recognized by SAQA in Financial Accounting or related field. 3 years' functional experience in Financial Accounting or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Knowledge of Finance. Compilation of reports. Computer literacy, Intermediate Excel. Ability to interpret Treasury Directives and GRAP. Clearing of suspense accounts. Interpretation of accounts. Financial Accounting skills. Report writing skills. Financial Management. Change / diversity management. Analytical skills.

DUTIES

: Support departments in preparation of interim and annual financial statements to be submitted to the office of auditor general in line with the prescripts. Provide guidance in the completion of AFS template and accounting treatment. Review AFS for departments before submitting to AGSA. Submit AFS review reports to Audit Committee. Analyse the Audit Action Plan and provide feedback on the adequacy of addressing the root causes of the finding to mitigate against recurrence. Arrange workshops on updates for departments on AFS reporting framework. Assess and report on the quality of interim and annual financial statements. Monitor the implementation of National Treasury instruction notes by Departments. Review, engage and provide feedback on Interim Financial Statements for departments. Follow up on the implementation of recommendations for issues raised. Coordinate quarterly Financial Accounting & Reporting forum. Distribute templates for reporting to departments. Monthly support departments on clearance of suspense accounts. Follow up on submission of monthly suspense accounts reports. Analyse the suspense accounts reports. Provide feedback on suspense accounts through monthly reports. Provide technical support on accounting treatments. Comment on exposure drafts. Testing of the draft template and provide comments to National Treasury. Co-ordinate the comments on Modified Cash Standards (MCS) and Accounting Manual for Departments (AMD) to National Treasury. Co-ordinate the challenges on the template and accounting treatments to National Treasury. Provide technical support on accounting standards. Assist departments in responding to audit findings.

ENQUIRIES

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

POST 27/109 : **ASSISTANT DIRECTORS: RISK BASED AUDITING REF NO: LPT/502 & REF NO: LPT/469 (X2 POSTS)**

Branch: Shared Internal Audit Services (SIAS)

SALARY CENTRE REQUIREMENTS

: R444 036 per annum (Level:09)
: Head Office – Polokwane
: An NQF level 7 qualification as recognized by SAQA in Internal Auditing or related field. 3 years' functional experience in Internal Auditing or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Knowledge of administrative functions such as, Finance. Human Resource matters. Planning and organizing. Compilation of Reports. Research \ analysing. Needs and priorities of the Department. Public Service Regulations. Public Service Act. Department of Public Service and Administration directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Computer literate. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES

: 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 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 27/110 : **SENIOR ADMIN OFFICER: VHEMBE SCM CLIENT SUPPORT REF NO: LPT/375**
Directorate: SCM Client Support

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Vhembe District
: An NQF level 6 (National Diploma) qualification as recognized by SAQA in Supply Chain Management / Financial Management. 1-year functional experience in Supply Chain Management or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Knowledge & skills: Knowledge of Public Sector SCM Policies and Procedures. Ability to interpret and apply policies. Analytical and communication skills. Adaptability during changes to meet the goals. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power Point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

DUTIES : Provide tendering advisory support services to SMME'S. Provision of information, advise, training and assistance to all Suppliers on CSD during Provincial Events. Facilitation of business information access to suppliers with other Government institutions for supplier's empowerment purposes in the districts. Assist in walk-ins with completion of tender documents on daily basis. Mobilize stakeholders for community outreach tendering workshops and roadshows. Assist with logistics during tendering workshop. Record keeping. Assist walk-in suppliers with new online registration onto the National Central Supplier Database (NCSD). Assist walk-in suppliers with the update of their profile on NCSD. Handling of CSD registration queries from suppliers through the District NCSD Call Centre. Keep and maintain internal controls registers. Keep and maintain stores control registers. Keep and maintain equipment's usage control registers. Maintain Registry control filling system. Keep and maintain transport control registry.

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

POST 27/111 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT, SELECTION & APPOINTMENT REF NO: LPT/35**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Head Office – Polokwane
: An NQF level 6 (National Diploma) qualification as recognized by SAQA in Human Resource Management or related field. 1-year functional experience in Human Resource Management or related field. Proof of PERSAL Training, Results or Certificate must be attached. Knowledge & skills: Knowledge of variety of work ranges and procedures such as Managerial functions such as Human Resource Management. Planning. Organizing. Leadership. Project management. Conflict Management. Basic Financial Management. Compilation of reports. Research / Analyzing. Computer Literate. Needs and priorities of the Department. Ability to interpret and apply policy. Workshop presentation and facilitation.

DUTIES : Administer Recruitment and Selection Policy. Facilitating advertisement of vacant posts processes. Updating advertisement register in line with all advertisements. Updating recruitment Plan. Facilitating of selection processes e.g. screening of receiving applications, shortlisting and interviewing processes. Monitoring all appointments transactions that are captured on PERSAL systems. Assisting all new appointees that are appointed as Deputy Directors (MMS) and Directors (SMS) with MMS/SMS salary restructuring. Capturing and approving captured salary restructuring. Updating Personnel Information on PERSAL. Capturing personal information such as physical and residential address for all officials of the Department. Updating Marital Status and dependents on PERSAL system. Capturing for qualifications on PERSAL system. Approving captured personal information transactions on the PERSAL system. Submitting all received documents to HR records for filling in the Personal Files. Administration of remuneration policy. Facilitating acting appointments submissions to Executing Authority for approval. Facilitating payment for Resettlement expenditure for new appointees who are entitled to it. Facilitating the processes of the transportation and storage of household and

personal effects, interim accommodation and travel and subsistence. Monitoring the advices forms to salary section to effect payment. Monitoring the commitment register. Improve utilization of personnel. Facilitating transfers process such as inter-departmental transfers, cross transfers and also promotional transfers. Informing HR Records about employees who are transferring outside the Department to facilitate the transferring of all files to the receiving Departments. Facilitating secondment processes and liaise with the receiving Departments. Monitoring relocation and movement processes of staff within the Department. Facilitating the confirmation of probationary for all appointees who are appointed on probation. Approving and monitoring all transfer transactions captured on the PERSAL system. Manage performance of subordinate. Managing performance of subordinate. Facilitating development of training if is needed.

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

POST 27/112 : **DEMAND & ACQUISITION PRACTITIONER REF NO: LPT/195**
Directorate: Supply Chain Management

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An NQF level 6 (National Diploma) qualification as recognized by SAQA in Supply Chain Management or related field. 1-year functional experience in Supply Chain Management. Knowledge & skills: Sound and in-depth knowledge of relevant prescripts. Application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as; Knowledge of variety of work ranges and procedures such as; SCM matters. Planning and organizing. Needs and priorities of the Department. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Receive request from end users. Process invitation of all price quotations. Capture requests on the Departmental Procurement System. Invite quotations from the suppliers. Receive quotations from suppliers. Prepare dispatch memo for approval by Director SCM or his/her delegated official. Open individual bid files according to filling index. Compile bid documents as per to Preferential Procurement Policy Framework Act and other relevant SCM prescripts. Advertise bids on Provincial tender bulletin, e-portal, departmental website and any other media. Send bid documents to supplier's / service providers. Opening of bid box during bid closing dates. Recording, numbering, and date stamp all received bid documents. Serve as secretariat during bid specification, bid evaluation and bid adjudication sittings. Prepare evaluation spreadsheets and scoring forms. Conduct site inspection on the short-listed suppliers. Process invitation of bids greater than R1 000 000.00. Conduct need analysis. Check the specification from Demand Manager to confirm if it has been approved, check availability of budget before proceeding with procurement of goods or services. Compile the register for the advertised bids. Write down list of all bids advertised with their details such as date of advertisement, closing date of the bid and progress report for the bids on whether they are awarded or still under evaluation or adjudication process. Update the reports on monthly basis. Maintenance of demand and acquisitions supplier database. Prepare bid evaluation and bid adjudication reports. Prepare bid award letters.

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

POST 27/113 : **REGISTRY CLERK REF NO: LPT/106**
Directorate: Records Management & Auxiliary Services

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12. Knowledge & skills: Knowledge of a variety of work ranges and procedures such as Ministry Operations. Proven Management Competencies. Working Knowledge of the Political and Parliamentary/legislative Processes in South Africa. Understanding of Functional areas covered by the Executing Authority's Portfolio. Report Writing. Time management. Good Communication Skills. Creative/innovative. Analytical Thinking skills. Language Skills.

		Presentation. Good Organizational skills. Good People skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide clerical support to human records management. Opening and closing of files. Giving folio numbers to all documents / correspondence received in the registry. Listing of all human resource Records which are ready for disposal. Implementation of minimum information required in all Human Resource Records. Redressing of all worn out files and replacement of new jackets. Filling of personnel and other related documents. Controlling photocopying. Maintenance of registers. Distribution of official message and circulars related to HR matters. Ensure safekeeping of personal records. Render Archive services. Maintenance of the staff filling/records classification systems. Quarterly audit of all active documents and files. Provide any other administrative support to the office. Provide support on facilitation of compliance of information and security. Ensure compliance to management of information and security and promotion of access to information. Ensure compliance to management of National Minimum Information Requirements are complied. Ensure compliance to records classification requirement. provide Support on coordination of personal files. Safekeeping of personal files. Maintenance of staff file plan. Maintenance of schedule of records management policy. Maintenance of records management procedure manuals. Process documents for archiving and disposal. Listing of records that are due for disposal. Listing of records that need to be transferred both to the Provincial Archives and mini departmental archives. Compile list of documents to be archived and submit to the supervisor. Listing of all application for employment that need to be disposed. Provide reproduction services on Human Resource Records. Attend to clients. Handle telephonic and other enquiries received. Electronic scanning of files. Sort and package files for archived and distribution. Keep records for archived documents. Complete index cards for all files.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 27/114</u>	:	<u>TELECOM OPERATOR REF. NO. LPT/123</u> Directorate: Records Management & Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Head Office - Polokwane Grade 12. Knowledge & skills: Sound and in-depth knowledge of providing housekeeping. Ability to operate switchboard equipment. Teamwork. Good interpersonal relations. Able to work under pressure.
<u>DUTIES</u>	:	Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take message and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000