



OFFICE OF
THE PREMIER

Ref. No. : S4/1/1

Enq. : Ms. M.T. Bambo

DIRECTOR GENERAL CIRCULAR No. 11 OF 2021

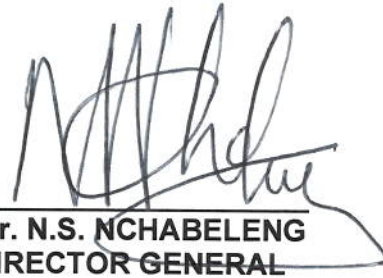
ADVERTISEMENT OF NINE (9) VACANT POSTS ON THE ESTABLISHMENT IN THE OFFICE OF THE PREMIER.

1. Applicants are hereby invited to apply for the filling of the vacant posts as per the attached advertisement Annexure A of Circular No. 11 of 2021.
2. Applications must be accompanied by a Comprehensive Curriculum Vitae, certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) as well as a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. Applications should be addressed to:

Director General
Office of the Premier
Private Bag X9483
POLOKWANE
0700
3. Applications may also be hand delivered to the Office of the Premier at 40 Hans Van Rensburg Street, Polokwane, Mowaneng Building, and Office No. A013, General Records: Registry, Ground floor.
4. Enquiries should be directed to Mesdames Moyaba ME / Kekana PL / Mgbo PM / Mokgalaka S at telephone numbers 015 - 287 6027 / 6293 / 6441 / 6665 respectively.
5. The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply.
6. The successful candidates must be willing to sign an oath of secrecy with the Office and a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office.
7. The closing date for the applications is the **23rd December 2021 at 16h00**. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

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 ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

8. NOTE: The contents of the advertised vacant posts will also be posted on the following websites www.limpopo.gov.za and www.dpsa.gov.za.



Mr. N.S. NCHABELENG
DIRECTOR GENERAL

DATE: 19/11/2021

ANNEXURE A

A. DEPUTY DIRECTOR: ASSETS DISPOSAL AND FINANCIAL SYSTEM MANAGEMENT

Post	:	Deputy Director: Assets Disposal and Financial System Management (1x post)
Reference No.	:	OTP: 11/21/01
Salary level	:	11
Salary Package	:	R744,255.00 p.a. (all-inclusive package)
Salary Scale	:	R744,255.00 - R876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- Five years' experience in Financial Management of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in Assets Management and Financial Systems will be an added advantage.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Strategic Capability and Leadership,
- Programme and Project Management,
- Change Management,
- Financial Management,
- People Management and Empowerment
- Knowledge Management
- Problem Solving and analysis
- Client orientation and Customer Focus
- Policy analysis and Development
- Good Communication skills, Group dynamics
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Manage Asset register and Library materials
- Manage the disposal of Assets
- Manage Financial Systems

B. DEPUTY DIRECTOR: ACQUISITION MANAGEMENT

Post	:	Deputy Director: Acquisition Management (1x post)
Reference No.	:	OTP: 11/21/02
Salary level	:	11
Salary Package	:	R744,255.00 p.a. (all-inclusive package)

Salary Scale : R744,255.00 - R876,705.00
Centre : Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- Five years' experience in Financial Management of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in Acquisition Management (Supply Chain Management) will be an added advantage.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Strategic Capability and Leadership,
- Programme and Project Management,
- Change Management,
- Financial Management,
- People Management and Empowerment
- Knowledge Management
- Problem Solving and analysis
- Client orientation and Customer Focus
- Policy analysis and Development
- Good Communication skills, Group dynamics
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Ensure the invitation of Bids and Quotations
- Manage Contracts
- Render Secretariat and Advisory support to the Departmental Bids Committee

C. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post : Deputy Director: Transport Management (1x Post)
Reference No. : OTP: 11/21/03
Salary level : 11
Salary Package : R744,255.00 p.a. (all-inclusive package)
Salary Scale : R744,255.00 - R876,705.00
Centre : Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- Five years' experience in Financial Management of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in Transport Management (Supply Chain Management) will be an added advantage.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Strategic Capability and Leadership,
- Programme and Project Management,
- Change Management,
- Financial Management,
- People Management and Empowerment
- Knowledge Management
- Problem Solving and analysis
- Client orientation and Customer Focus
- Policy analysis and Development
- Good Communication skills, Group dynamics
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Manage government owned vehicles.
- Manage government motor schemes vehicles

D. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

Post	:	Deputy Director: Recruitment & Selection Human Resource Planning, Information & Systems (1x Post)
Reference No.	:	OTP: 11/21/04
Salary level	:	11
Salary Package	:	R744,255.00 p.a. (all-inclusive package)
Salary Scale	:	R744,255.00 - R876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- Five years' experience in Human Resource Management of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in Recruitment & Selection, Human Resource Planning, Information and Systems will be an added advantage.
- PERSAL literate
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Strategic Capability and Leadership,
- Programme and Project Management,
- Change Management,
- Financial Management,
- People Management and Empowerment

- Knowledge Management
- Problem Solving and analysis
- Client orientation and Customer Focus
- Policy analysis and Development
- Good Communication skills, Group dynamics
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Manage the administration of systems and implementation of Staff Establishment.
- Manage recruitment and selection process.
- Manage Human Resource Planning, Information and Systems.

E. DIRECTORATE: HUMAN RESOURCE DEVELOPMENT, PMS, EMPLOYEE HEALTH AND WELLNESS PROGRAMMES.

Post	:	Deputy Director: Human Resource Development (1x Post)
Reference No.	:	OTP: 11/21/05
Salary level	:	11
Salary Package	:	R744,255.00 p.a. (all-inclusive package)
Salary Scale	:	R744,255.00 - R876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- Five years' experience in Human Resource Development of which three (3) years must be at a Junior Management or Assistant Director level.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Strategic Capability and Leadership,
- Programme and Project Management,
- Change Management,
- Financial Management,
- People Management and Empowerment
- Knowledge Management
- Problem Solving and analysis
- Client orientation and Customer Focus
- Policy analysis and Development
- Good Communication skills, Group dynamics
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Manage skills Audit and identification of training needs.
- Co-ordinate the development of Policies.
- Manage the development of course manuals.
- Manage the facilitation of training courses and administration of bursaries.
- Manage the facilitation of Internship and Learnership programmes.
- Manage the implementation of AET (Adult Education Training) programmes.

F. DIRECTORATE: HUMAN RESOURCE DEVELOPMENT, PMS, EMPLOYEE HEALTH & WELLNESS PROGRAMMES

Post	:	Assistant Director: HRD (1x post)
Reference No.	:	OTP: 11/21/06
Salary level	:	9
Salary Package	:	R382,245.00 p.a.
Salary Scale	:	R382,245.00 - R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA).
- A minimum of 01-03 years' experience in Human Resource Development.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Facilitation skills, Assessing, Co-ordination skills.
- Good communication skills, Problem solving, Planning & Organizing.
- Financial Management, People Management, Time Management.
- Policy analysis and development, Diversity management.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Plan and coordinate skills programme.
- Administer internal and external bursaries.
- Administer Internship, Learnership and Experiential Learning.

G. DIRECTORATE: CORPORATE COMMUNICATION SERVICES

Post	:	Multimedia Officer (1x post)
Reference No.	:	OTP: 11/21/07
Salary level	:	8
Salary Package	:	R321,543.00 p.a.
Salary Scale	:	R321,543.00 – R378,765.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA).

- A minimum 01-02 years' experience in Media.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- People Management, Problem Solving, Creative.
- Planning & organizing, Time Management.
- Good communication Skills, Group dynamics.
- Diversity management, Co-ordination skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Manage and provide sound and video services.
- Ensure that sound system and video production are safe and secured.

H. DIRECTORATE: HUMAN RESOURCE DEVELOPMENT, PMS, EMPLOYEE HEALTH & WELLNESS PROGRAMMES

Post	:	Personnel Practitioner: PMDS (1x post)
Reference No.	:	OTP: 11/21/08
Salary level	:	8
Salary Package	:	R321,543.00 p.a.
Salary Scale	:	R321,543.00 – R378,765.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA).
- A minimum of 01-02 years' experience in Performance Management & Development Systems (PMDS).
- PERSAL literacy will be an added advantage.

COMPETENCIES

- Planning & Organizing.
- Facilitation and Presentation skills.
- Managing interpersonal conflict and resolving problems.
- Monitoring and Evaluation, Statistical analysis skills, Report writing.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Assisting providing guidance and support to PMDS.
- Assist in monitoring of the implementation of PMDS.
- Administer performance management and development system (PMDS).

I. DIRECTORATE: ORGANISATIONAL RISK, INTEGRITY AND SECURITY MANAGEMENT

Post	:	ICT Security Administrator (1x post)
Reference No.	:	OTP: 11/21/09
Salary level	:	8
Salary Package	:	R321,543.00 p.a.
Salary Scale	:	R321,543.00 – R378,765.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA).
- A minimum of 01-02 years' experience in ICT Security Environment.

COMPETENCIES

- 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, Coordination skills, Leadership skills
- Change and knowledge management
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Protects system by defining access privileges, control structures and resources.
- Determine security violations and inefficiencies.
- Upgrade system by implementing and maintaining security controls.
- Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures.