



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER

Ref. No. : 3/4/1
Enq. : Ms M.S Mahlase

CIRCULAR No. 41 OF 2020

TO ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL ADMINISTRATION.

RE -ADVERTISEMENT OF VACANT POST IN LIMPOPO PROVINCIAL ADMINISTRATION.

Applications are hereby invited for the filling of vacant post in Limpopo Provincial Administration which are as follows.

- | | |
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| 1. Post | : Head and Accounting Officer for Department of Social Development (Five (5) years fixed term contract) |
| Reference No. | : OTP/41/20/01 |
| SMS Grade D, salary level | : 15 |
| Inclusive remuneration package | : R1,521 591 per annum. |
| Non-pensionable Head of Department allowance | : 10% of the payable inclusive remuneration package. |
| Centre | : Polokwane (Head Office) |

MINIMUM REQUIREMENTS

- An undergraduate qualification NQF 7 and a post graduate qualification NQF level 8 as recognised by SAQA.
- At least eight to ten (8-10) years of experience at a senior management level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).
- Post graduate qualification in Social Science / Public Administration/ Financial Management/ Business Management 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.

PERSONAL ATTRIBUTES

- Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Communication/ Conflict Resolution

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KEY PERFORMANCE AREAS

The successful candidate will be the Head of Department and Accounting Officer responsible for:-

- ◆ **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, which inter-alia include:
 - 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.
 - Ensure that budget spending is maximized in line with strategic objective
 - Monitor and oversee memorandum of understanding, service level agreements and expenditure review.
- Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy.
- Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies

- **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.**

RE -ADVERTISEMENT:

2. Post : Head and Accounting Officer for Department of Education (Five (5) years fixed term contract)
- Reference No. : OTP/41/20/02
- SMS Grade D, salary level : 16
- Inclusive remuneration package : R1, 978 533 per annum.
- Non-pensionable Head of Department allowance : 10% of the payable inclusive remuneration package.
- Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- An undergraduate qualification NQF 7 and a post graduate qualification NQF level 8 as recognised by SAQA.
- At least eight (8) to ten (10) years of experience at a senior management level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).

- A post graduated qualification in Financial/ Business Management/ Administration/ Education and Curriculum Development 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.

PERSONAL ATTRIBUTES

- Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Communication/ Conflict Resolution

KEY PERFORMANCE AREAS

The successful candidate will be the Head of Department and Accounting Officer responsible to:-

- 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

2. Conditions of appointment

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 **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.

All shortlisted candidates for these post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier.

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.

•Following the interview and technical exercise, the selection panel will recommend a candidate 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.

- The recommended candidate will be subjected to security clearance procedures.

NOTES TO APPLICANTS:

- Applications must be submitted on a prescribed signed Form Z.83 (obtainable from any Public Service department) which must be completed in full, originally signed and dated by the applicant.

The application should be accompanied by recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as certified copies of all qualifications, endorsed academic record/transcript, Identity Document and valid driver's license. Failure to submit certified copies and required documents will result in the application not being considered/disqualification.

- Applications received after the **closing date, faxed or e-mailed** will not be considered. Please clearly indicate the reference number of the position which you are applying for. All shortlisted candidates will be subjected to security clearance. The appointment is subjected to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidate must be willing to sign an oath of secrecy with the Department.
- Foreign nationals are requested to attach SAQA accreditation of their qualifications. 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, 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.

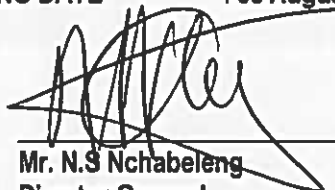
Applications must be addressed to:-Director General, Office of the Premier, Private Bag X9483, POLOKWANE, 0700

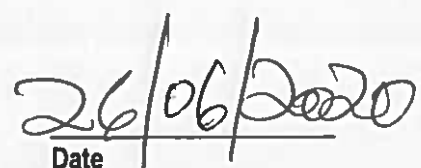
NB: Those who previously applied for the post of HOD: Education are encouraged to re-apply.

Enquiries should be directed to **Ms. Suzan Mahlase / Mr. Junior Maboya** at **015 287 6030/6290** respectively. Applications may be hand delivered to the Office of the Premier at Mowaneng Building, No. 40 Hans van Rensburg Street in Polokwane at Office No. A013, General Records (Registry), Ground floor. Applications must be submitted on or before the closing date and no late applications will be accepted. Faxed or emailed applications shall not be considered. Failure to comply with the above will result in immediate disqualification.

- The Limpopo Provincial Administration is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in the employment especially in terms of representativity

CLOSING DATE : 03 August 2020


Mr. N.S Nchabeleng
Director General


Date

Mowaneng Building, 40 Hans Van Rensburg Street, POLOKWANE, 0699, Private Bag X9483, POLOKWANE, 0700
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