



Ref. No. : S4/1/1
Enq. : Mr. C. Kika Bham

DIRECTOR GENERAL CIRCULAR NO. 01 OF 2021

ADVERTISEMENT OF SIX (6) 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 attached advertisement Annexure A of Circular No. 01 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 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 Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at telephone numbers 015 – 287 6293 / 6441 / 6665 / 6027 respectively.
5. The Office of the Premier is an affirmative action employer. Suitable women 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 organization and is also expected to sign 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. Senior Management Service (SMS) posts will be subjected to a compulsory competency based assessment. All applicants applying for an SMS post are required to obtain a pre-entry certificate for Senior Management Service (SMS) post. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms_pre-entry-programme/
7. All shortlisted candidates for SMS posts 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 Department/Office. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
8. The closing date for the applications is the **05 March 2021 at 16h00**. Late applications, e-mails or faxed 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~~.


DIRECTOR GENERAL

DATE: 02/02/2021

ANNEXURE A

A. CHIEF DIRECTORATE: PROVINCIAL COMMUNICATION SERVICES

1.	Post	:	Chief Director: Provincial Communication Service (1x post) Re-Advertisement (Previous applicants should re-apply)
	Reference No.	:	OTP 01/21/01
	Salary level	:	14
	Salary Package	:	R 1,251,183.00 per annum (all-inclusive package)
	Salary Scale	:	R 1,251,183.00 – R 1,495,956.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Senior Management Services (SMS) level.
- Qualification in Communication Studies, Media Studies and Journalism will be an added advantage.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding the legislative framework governing the Public Service (PFMA, Treasury Regulations etc.)
- Negotiation skills, people management, financial management and problem solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development.
- Group dynamics, diversity management, facilitation skills and co-ordination skills.
- Leadership skills, change and knowledge management.
- Good communication skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Manage research and media liaison services.
- Improve capacity and efficacy of the Chief Directorate to deliver quality services.
- Manage corporate communication in the Province.
- Coordinate, monitor and evaluate implementation of the Provincial Communication Strategy.
- Provide strategic support and leadership to Communication Services in the Provincial Administration.

B. DIRECTORATE: FINANCIAL ACCOUNTING SERVICES

2.	Post	:	Director: Financial Accounting Services (1x post)
	Reference No.	:	OTP 01/21/02
	Salary level	:	13
	Salary Package	:	R1, 057 326,00 p.a. (all-inclusive package)
	Salary Scale	:	R1, 057,326.00 – R1, 245, 495.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level.
- Qualification in Financial Management, Financial Accounting or Commerce will be a requirement.
- A valid driver's license with the exception of People with Disability.

COMPETENCIES

- Financial Management Skills
- Project Management Skills
- Planning and Organizing skills
- Strategic Management and Leadership skills
- Policy analysis
- Good Communication skills
- Change and Knowledge Management
- Diversity Management
- People Management
- Computer Literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Manage payment of salaries and related claims.
- Manage payment of creditors and other general accounts.

C. DIRECTORATE: LIMPOPO YOUTH DEVELOPMENT

3. Post : Director: Limpopo Youth Development (1 x post)
Reference No. : OTP: 01/21/03
Salary level : 13
Salary Package : R1 057, 326.00 p.a. (all-inclusive package)
Salary Scale : R1 057, 326.00 – R1 245, 495.00
Centre : Polokwane (Head Office)

REQUIREMENTS

- NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level.
- Qualification in Social Sciences and Public Management will be an added advantage.
- A valid Driver's License with the exception of People with Disability.

COMPETENCIES

- Good communication, report writing and facilitation skills.
- Diplomacy and facilitation skills.
- Co-ordination and liaison skills.
- Networking, diplomacy, change and knowledge management.
- Interpersonal, Leadership and Analytical skills.
- Planning & organizing skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Provide leadership and high-level of strategic direction and policy in the directorate
- Manage the development and conducting of research and policy development
- Manage, promote and support projects and programs
- Develop and maintain good relations within the departments and all stakeholders

D. DIRECTORATE: HUMAN CAPITAL INVESTMENT

4.	Post	:	Director: Human Capital Investment & Research (1x post)
	Reference No.	:	OTP-01/21/04
	Salary level	:	13
	Salary Package	:	R1 057, 326.00 p.a.
	Salary Scale	:	R1 057, 326.00 – R1 245, 495.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level.
- Qualification in Commerce, HRM, HRD or Training will be an added advantage.
- A valid Driver's License with the exception of People with Disability.

COMPETENCIES

- Negotiation skills, people management, financial solving.
- Planning & organizing skills, time management and strategic planning.
- Policy analysis and development.
- Group dynamics and diversity management.
- Facilitation skills
- Co-ordination skills.
- Leadership skills
- Good communication and report writing skills.
- Change and knowledge management.
- Computer Literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Assist in the coordination of the development, review and implementation the Provincial HRD Strategy.
- Conduct research on the skills required by the Provincial economy
- Assist in the coordination of the skills required by Special Integrated Projects and Special Economic Zone areas
- Coordinate and manage partnerships with various stakeholders, e.g., SETAs, Private Sectors, NGOs, Training providers, National and provincial departments, etc.
- Facilitate skills development with various stakeholders for the youths in the province.
- Mobilize financial resources for youth development in the province
- Facilitate for research in the skills relevant for job market in the province.
- Develop a database for skills required by the Provincial economy

E. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES (WORK ENVIRONMENT)

5.	Post	:	Director: Records and Facilities Management Services (Work Environment) (1x Post)
	Reference No.	:	OTP 01/21/05
	Salary level	:	13
	Salary Package	:	R1, 057, 326.00 p.a.
	Salary Scale	:	R1, 057, 326.00 – R1 245, 495.00
	Centre	:	Polokwane (Head Office).

REQUIREMENTS

- NQF Level 7 (Bachelor's Degree / Postgraduate Diploma requiring a minimum period of study of three years) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten (10) years' working experience of which five (5) years' relevant experience must be at a Middle Management Services (MMS) level.
- Certificate in Records and Knowledge Management will be an added advantage.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Facilitation skills and Negotiation skills.
- People Management and Diversity management.
- Financial solving, Planning & organizing.
- Policy analysis and Development.
- Good communication and Leadership skills.
- Group dynamics and Co-ordination skills.
- Change and knowledge management.
- Computer Literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Oversee Departmental HR, General Records and Knowledge.
- Oversee Facilities and Auxiliary services.
- Oversee implementation of the Promotion of Access to Information Act

F. DIRECTORATE: GEOGRAPHICAL INFORMATION SYSTEMS

6.	Post	:	Chief GISc Professional Grade A: GIS (1x post)
	Reference No.	:	OTP 01/21/06
	Salary level	:	OSD
	Salary Package	:	Entry level OSD (all-inclusive package)
	Salary Scale	:	R 898,569.00 – R 1,027,419.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF Level 7 (Bachelor's Degree / Postgraduate Diploma in GIS requiring a minimum period of study of four years in the related field e.g. Geo-informatics and Geographical studies) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of six (6) years' experience in the relevant field (GISc Production, Grade A, B or C) is required.
- Compulsory registration with PLATO as a GISc Professional.
- A valid driver's license with the exception of people with disability.

COMPETENCIES

- Sound and in-depth knowledge of relevant prescripts, more particularly Spatial Data Infrastructure Act (SDI Act), Spatial Planning and Land Use Management Act (SPLUMA), South African Geomatics Professional Act, National Environmental Act (NEMA), Geographic Names Council Act, etc
- Negotiation skills, financial management, strategic management and direction.
- Decision making, team leadership, analytical skills, problem solving and analysis.
- Creativity, self-management, change management, customer focus and responsiveness.
- Planning, knowledge management, organizing and execution.
- Good communication skills and ability to manage conflict.
- Delegation and development of others.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Provide strategic direction and leadership in the unit.
- Ensure the establishment and maintenance of Geo-Database and Website.
- Provide technical and functional GIS support to departments and municipalities.
- Manage Mapping services.