



OFFICE OF
THE PREMIER

Ref. No. : 3/4/1

Enq. : Maboya Junior

CIRCULAR No. 01 OF 2020

TO ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL ADMINISTRATION.

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.

1. Post : Head and Accounting Officer for Department of Education (Five (5) years fixed term contract)

Reference No. : OTP/01/20/01

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 recognised by SAQA.
- At least Eight (8) – 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 (exempting applicants with disabilities)

COMPETENCIES

Core and Process Competencies

- Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation, Analytic thinking and Proven management skills; Ability to interact at both strategic and operational levels.

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

- 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 –

Moweneng Building, 40 Hans Van Rensburg Street, POLOKWANE, 0699, Private Bag X9483, POLOKWANE, 0700
Tel: (015) 287 8000, (015) 287 6999, Fax: (015) 295 3840 Website: <http://www.limpopo.gov.za>

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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

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 : 28TH FEBRUARY 2020



Mr. N.S. Nchabeleng
DIRECTOR GENERAL

21/01/2020
Date