



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

DIRECTOR GENERAL CIRCULAR NO. 07 OF 2021

ADVERTISEMENT OF ONE (1) VACANT SMS POST 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. 07 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 Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 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 **27 August 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: 16/07/2021

ANNEXURE A

A. BRANCH: INSTITUTIONAL DEVELOPMENT SUPPORT

1.	Post	:	Deputy Director-General: Institutional Development Support (1x post)
	Reference No.	:	OTP 07/21/01
	Salary level	:	15
	Salary Package	:	R 1,521,591.00 per annum (all-inclusive package)
	Salary Scale	:	R 1,521,591.00 – R 1,714,074.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- A relevant undergraduate qualification at NQF level 7 requiring a minimum of three (3) years and a relevant post graduate qualification at NQF level 8 as recognized by the South African Qualifications Authority (SAQA).
- At least eight (8) to ten (10) years' experience at Senior Management level of which five (5) years must have been in Senior Management Services (SMS) position within the Organs of the State.
- Ability to interact at both strategic and operational levels.
- 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:

- Provide Leadership and Strategic direction in the Branch.
- Ensure coordination of Transversal Strategic Human Resources.
- Ensure coordination, facilitation, monitoring and evaluation on the implementation of Transformation Programmes.
- Ensure the coordination and management of Provincial HRD Strategies and policies.
- Ensure provision and coordination of Provincial Legal Services.
- Ensure coordination of the provincial Information Technology Services.