



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

DIRECTOR GENERAL CIRCULAR NO. 09 OF 2020

ADVERTISEMENT OF THREE (3) SMS VACANT POSTS ON THE ESTABLISHMENT IN THE OFFICE OF THE PREMIER

1. Applicants are hereby invited to apply for the filling of the vacant post as per attached advertisement Annexure A of Circular No. 09 of 2020.
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 Moyaba ME / Kekana PL / Mgbo PM / Mokgalaka S or Mr. Chidi C at telephone numbers 015 – 287 6027 / 6293 / 6441 / 6665 / 6308 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 **18 September 2020 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: 12/8/2020

ANNEXURE A

A. CHIEF DIRECTORATE: PROVINCIAL COMMUNICATION SERVICES

1.	Post	:	Chief Director: Provincial Communication Service (1x post)
	Reference No.	:	OTP 09/20/01
	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 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Communication Studies, Media Studies and Journalism) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten years' experience in the field and with five (5) years' experience at a Senior Managerial level.
- 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. CHIEF DIRECTORATE: STRATEGIC HUMAN RESOURCE MANAGEMENT

Post	:	Chief Director; Strategic HRM (1x post)
Reference No.	:	OTP 09/20/02
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 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Public Administration, HRM, Human Resource Development) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten years' experience in the field and with five (5) years' experience at a Senior Managerial level.
- 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, Labour Relations and Occupational Health Safety Act etc.).
- Negotiation skills, people management, financial management and problem solving.
- Planning, leading & 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 and report writing skills and the ability to work under pressure
- Innovation and Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Coordinate, monitor and evaluate implementation of Human Resources Management Practices in the Provincial Administration.
- Coordinate, Monitor and Evaluate implementation of Organizational Work-study and Job Evaluation of the Provincial Administration.
- Coordinate Labour Relations Services in the Provincial Administration.
- Coordinate and monitor Employee Health and Wellness Programmes in the Provincial Administration.
- Coordinate and manage Career incidents of all Provincial Heads of Departments.
- Coordinate monitor and support the implementation of Human Resource, Labour Relations and Employee Health and Wellness policies, prescripts and programmes in all Provincial Departments.
- Standardise the implementation of Human Resource, Employee Health and Wellness, Organisational Work-study and Job Evaluation in the Provincial Administration.

C. CHIEF DIRECTORATE: PROVINCIAL HRD STRATEGY AND POLICY

Post	:	Chief Director: Provincial HRD Strategy and Policy (1x post)
Reference No.	:	OTP 09/20/03
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 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Public Administration, HRM, HRD, Strategic Management) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of ten years' experience in the field and with five (5) years' experience at a Senior Managerial level.
- 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.), National and Provincial HRD Strategy.
- Negotiation skills, people management, financial management and problem solving.
- Planning, leading & 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 and report writing skills and the ability to work under pressure
- Innovation and Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Ensure the provision of strategic direction on the implementation of HRD strategy and policy within and outside the Provincial Administration.
- Ensure the coordination of Public Sector HRD Programmes across Provincial Departments.
- Ensure the coordination and manage Human Capital Investment and Research and youth skills development.
- Ensure the coordination of Performance Management Development System in the Provincial Administration.