



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

Ref. No. : S 4 / 3 / 1 / 1
Enq : Conny Kgadima

PROVINCIAL TREASURY

TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS AND STAFF

HRM CIRCULAR NO. 23 OF 2019

**ADVERTISEMENT OF VACANT POSTS WITHIN THE ESTABLISHMENT OF THE
LIMPOPO PROVINCIAL TREASURY**

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
2. Applications must be submitted on Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by not more than three months certified copies of educational qualifications, identity documents, a Comprehensive Curriculum Vitae or Resume and a Valid Code EB vehicle driver's License (where required) and exempting applicants with disabilities.
3. **Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. NB: YOU ARE KINDLY REQUESTED TO COMPLETE A, B AND C OF THE Z83 FORM IN FULL.**

All Applications should be submitted to:

Director: Human Resource Management
Private Bag X 9486
POLOKWANE,
0700

OR

Hand delivered to:

Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry,
46 Hans van Rensburg Street
POLOKWANE,
0700

4. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** attach certified copies of certificates of evaluation by the SAQA.

5. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations.
6. All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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 assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
7. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons).
8. **Please note that for re-advertised post, applicants who applied previously for the same post are advised to re-apply if they are still interested.**
9. All General enquiries should be directed to Messrs Mathoma Reuben, Lukheli Packson, Mesdames, Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
10. The closing date for submission of applications is **Friday the 4th October 2019 @ 16H00.** Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
11. 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
12. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

Note: The contents of this Circular will also be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za / and www.dpsa.gov.za

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.





 MR. G.C PRATT CA (SA)
 HEAD OF THE DEPARTMENT

6/9/2019

 DATE

ANNEXURE "A"

MANAGEMENT ECHELON

Post : Chief Director: Provincial Supply Chain Management
(Re-advertisement)
Ref. No. : LPT/337
Branch : Assets, Liabilities & Supply Chain Management
Salary Package : R1 251 183 per annum
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : 14
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting/Legal/Supply Chain Management/Financial Management/Strategic Management or related field. 5 years' working experience at a senior management level. Experience within Public Sector Supply Chain Management environment at Senior Management Level will be an added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Ensure compliance on SCM Regulatory Framework. Develop policy, norms and standards. Monitor and provide support on implementation of SCM policy, norms and standard. Establish and oversee the governance mechanisms. Monitor, evaluate and report on system, supplier performance and contract management. Monitor, evaluate and report on contract management. Manage transversal and term contracts for common goods and services. Manage vendor selection, product selection, vendor management tender processing and management, catalogues/vendor bulleting database management, management information monitor and provide support on transversal term contracts. Ensure reporting on the state of contract management in the province. Ensure development of Black Economic Empowerment. Support SMME development. Identify new opportunities for transversal contracts. Manage and share contract management knowledge and information. Ensure management and monitoring of supplier

performance. Provide SCM Client support and develop SCM Capacity. Provide client support on SCM strategies and SCM information management. Ensure the implementation of provincial strategies for SCM ICT operations support and advisory services. Ensure the engagement with government stakeholders and external stakeholders to support the development and implementation of Provincial SCM strategies and plans for improved SCM capacity, capability and performance. Manage and support the implementation and provision of the SCM advisory services framework. Develop and implement monitoring and evaluation systems for SCM operations support and advisory services. Manage and perform research on SCM operations support and advisory services good practices. Ensure SCM operations support and advisory services-related knowledge and information. Enhance compliance with infrastructure procurement framework. Provide advice on the development of policies regarding infrastructure procurement. Monitor, evaluate and report on infrastructure procurement in the provincial administration. Manage the development and review risk profile infrastructure procurement. Ensure the enhancement of transparency and compliance with SCM processes. Manage research conduct for best practices and new alternative solutions.

Post : **Director: Employee Utilization & Capacity Building**
Ref. No. : **LPT/46**
Chief Directorate : **Corporate Services**
Salary Package : **R1 057 326 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management / Development or related field. 5 years' working experience at a middle / senior management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills audit. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Management and Development policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Compile the Workplace Skills Plan (WSP). Facilitate the provision of Bursaries. Provide Training and Development Services. Implement workplace learning programs. Implement integrated adult education and training (AET) framework. Develop leadership development strategy. Develop

workplace skills and do skills audit. Coordinate learning academy. Coordinate specialized programmes in collaboration with professional bodies. Ensure the implementation of the PMDS System. Develop, manage and monitor the implementation of performance management and development systems. Coordinate and administer performance management and development systems. Monitor compliance to Provincial PMDS Policy according to regulatory and development framework. Implementation of job evaluation results (upgrading). Ensure the implementation of Youth Development and Talent Management Programmes. Implement career planning management programme. Facilitate and implement the outcomes of competency assessments. Implement talent management programmes. Manage Internships, Learnerships, Traineeship and Bursaries. Convene and provide Secretariat to Skills Development Committee. Co-ordinate Learning Networks and promote Awareness of Growth and Development. Manage the component. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions and comply with reporting requirements. Perform people management functions. Develop and manage the Directorate Budget.

Post : **Director: Transversal Risk Management**
Ref. No. : **LPT/381**
Branch : **Financial Governance**
Salary Package : **R1 057 326 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Commerce / Auditing / Internal Audit / Risk Management or related field. 5 years' working experience at a middle / senior management level. A postgraduate qualification in the mentioned fields and / or registration with a relevant professional body will be an added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and its Regulations and other relevant public sector Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Ensure the development and implementation of provincial risk management frameworks, guidelines and procedures. Regular review of provincial risk management frameworks. Development and communication of risk management guidelines and procedures. Ongoing research with regards to risk

management best practices. Ensure standardization in the implementation of risk management processes across votes and public entities. Monitor the implementation of enterprise risk management within votes and public entities. Development of risk management maturity assessment tools. Site visits to allow engagement with votes and public entities. Attendance of votes and public entities risk management committees. Coordination of Provincial Risk Management Forum. Assist with risk management capacity building within votes and public entities. Ongoing skills assessments as it relates to risk management capacity within votes and public entities. Recommendation and coordination of risk management training to address skills gaps. Recommendations for the appointment to boost risk management capacity where gaps exist. Establishment and enhancement of effective functioning of risk management governance structures with votes and public entities. Ensure ongoing training for the risk management committees. Development and monitoring of a provincial risk profile. Consultation with various stakeholders such as Provincial EXCO, National Treasury, boards of public entities, audit committees and external stakeholders affected by the operations of the provincial government. Facilitate risk identification processes and risk evaluation within the Province. Facilitate identification of risk treatment options and mitigation strategies. Monitoring and reporting to the various provincial cluster committees including EXCO. Enforce compliance with regulations as it relates to risk management. Engage Accounting Officers and Accounting Authorities to improve buy in. Ongoing consultations to enhance relationships in order to improve compliance. Issuing of recommendations to address identified Gaps. Escalation of non-compliance to relevant structures.

Post : **Director: Municipal Finance & Governance:**
Ref. No. : **LPT/272**
Chief Directorate : **Municipal Finance & Governance**
Salary Package : **R1 057 326 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management or related field. 5 years' working experience at a middle / senior management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA),

Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Provide strategic expertise in Municipal Supply Chain Management at a provincial level (municipalities) and implementation of all Municipal Finance Management Act (MFMA) related functions at the allocated district. Monitor and review municipalities' compliance with Municipal Supply Chain Management Regulatory Framework and the roll out of SCM reforms. Provide guidance on the alignment of SCM process to the budget processes. Design assessment tools for monitoring SCM. Advise municipalities on the interpretation of SCM legislative prescripts, regulations and related circulars. Monitor that the budget time-table is prepared and tabled within the regulated time frame. Assist municipalities in preparation of budgets in the regulated formats. Monitor and support municipalities on municipal budget planning and implementation, Risk Management, Internal Audit, Revenue and debt management, SCOA, Accounting related functions, Municipal Internship Programme and general compliance with MFMA, its related regulations and circulars. Manage human resources, financial resources and administrative activities relating to the allocated district.

Post : Director: Systems Administration
Ref. No. : LPT/444
Chief Directorate : System Administration
Salary Package : R1 057 326 per annum
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : 13
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting / Financial Management / Financial Information Systems or related field. 5 years' working experience in Financial Information Systems at a middle / senior management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Extensive knowledge of government systems such as BAS, PERSAL & LOGIS will be an added advantage. Membership of relevant professional body will also be an additional advantage.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

DUTIES: KEY PERFORMANCE AREAS: Manage the provision of End-User support on financial systems. Define level of service to users in a documented service standard

(information requirements, application uptime and response time). Ensure that all incidents reported by users are analysed and allocated to relevant resources for resolution. Ensure that second level operations support is provided to all users according to the service standards. Manage the escalation to National Treasury and Service Providers to minimise delays and cost escalations. Manage adherence to access management processes. Develop and guide the implementation of access management policies. Monitor the implementation of practices to control access to information. Ensure systems availability to support service delivery. Ensuring effective maintenance, support and security of systems and resources including networks, storage for the systems hosted in the province. Ensure that back-ups and disaster recovery function is in place, tested and are fully functional at all times. Manage the service level agreements with the service providers to ensure that the systems are available as per agreed standards. Manage the utilisation of applications and data. Develop and guide the implementation of financial systems policies. Monitor the implementation of system utilisation policies. Continuous audits and analysis of systems data to check the inappropriate utilisation of systems and identify breaches of policy by departments. Coordinate user and system controller for share systems information with the departments. Responsible for hands-on training on new functionality of systems. Develop and implement checklists to monitor adherence to agreed system utilisation standards and processes. Manage the analysis and production of management information. Determine the current data and information needs of users, management, operations and regulatory reporting requirements. Ensuring the production and timely distribution of various required information analysis and reports to improve financial management and decision making. Develop and manage service level protocols with clients.

Post : **Director: Transversal Contracts Management**
Ref. No. : **LPT/352**
Chief Directorate : **Provincial Supply Chain Management**
Salary Package : **R1 057 326 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management or related field. 5 years' working experience at a middle / senior management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of

the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Manage the arrangement of transversal term contracts. Manage transversal and term contracts for common goods and services. Manage transversal and term contracts for critical material and resources. Manage vendor selection, product selection, vendor management, tender processing and management thereof. Manage need analysis of common commodities from provincial departments and public entities. Manage commodity and industry market analysis. Manage the development of terms of reference/ specification for transversal contracts. Manage the appointment of transversal bid specification, evaluation and adjudication committee members. Manage the development of business case for transversal commodities. Ensure the provision of secretariat services to transversal bid committee. Manage the development and signing of contracts and services level agreements. Development and monitoring process strategies to ensure that desired objectives are achieved. Manage the development and monitoring process strategies to ensure that desired objectives are achieved. Render advice on transversal contracts to internal and external clients. Develop risk management strategy for transversal contracts. Monitor and support implementation of the Contract Management Framework. Monitor and support implementation of the Contract Management Procedures. Provide input on the review of SCM policy with regards to contract management. Manage supplier performance for transversal term contracts. Rolling out of all awarded transversal contracts. Development and maintenance of contract register for transversal contracts. Development of monitoring tools for supplier performance on transversal contracts. Development of monitoring tools for compliance with transversal contracts by departments and public entities. Monitor compliance by departments and public entities on transversal contract with SCM processes. Development of feedback mechanisms to contracted service providers with regard to compliance with transversal contracts. Ensure that contractors perform in accordance with the industry standards. Ensure that Contractors are meeting their obligations as stipulated in the contract. Ensure that price and payments terms are adhered to by end user departments towards the service providers.

Post : **Director: Provincial Infrastructure Performance & Public Private Partnership**
Ref. No. : **LPT/258**
Chief Directorate : **Infrastructure Management & Public Private Partnership**
Salary Package : **R1 057 326 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **13**
Centre : **Head Office – Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management / Public Finance/ Built Environment or related field. 5 years' working experience at a middle / senior management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy;

Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Manage infrastructure funding frameworks, long term planning and expenditure in the province. Ensure the conducting of studies /research and benchmarking of service delivery with other institutions within the public and private sector. Ensure the conducting of preliminary evaluations of the model to identify the most suitable model for the Limpopo Provincial Government. Ensure development of financial and economic appraisal models. Look at Interest Power Parity (IPPs), Nett Present Value (NPVs) and Cost Benefit Analysis (CBAs) as different assessment models. Monitor provincial infrastructure plans, budget and provide experts inputs to provincial departments and public entities. Ensure the assistance of departments in developing shareholder compacts for all public entities. Ensure the conducting of research on the performance of the public entities and identification of areas of bottleneck or improvement. Recommend best management practices for the public entities. Ensure the development appropriate restructuring model of non-core functions for implementation. Ensure the development, implementation and monitoring of plan for proposed restructuring models. Develop and manage project plans. Ensure the provision of administrative support for the execution of the plans in the restructuring projects. Ensure the development of terms of reference for the appointment of transactional advisor. Manage all relevant stakeholders including transactional advisors. Ensure that all necessary resources required for the implementation of the restructuring projects are mobilized and made available. Ensure that appropriate mandates and approvals are obtained during inception stage and as well as during execution. Communicate effectively with all relevant stakeholders. Manage the optimal utilization and maintenance of infrastructure by provincial and municipal custodians. Ensure the identification and analysis of projects that have a potential for restructuring in order to improve service delivery. Ensure analysis of various restructuring models in terms of its financial, legal and social impacts and advice accordingly. Ensure the collating and analysis of raw data for pre-feasibility studies. Ensure analysis of risk matrix of restructuring models. Manage the use of alternative service delivery funding options for infrastructure for provincial departments. Advise accounting officers on various options for service delivery improvement. Identify and advise accounting officers on projects that need to be restructured. Advise project steering committee of the restructuring process to ensure compliance with the PFMA and other public sector regulations. Monitor technical assistance, advice and support on Provincial Infrastructure Performance projects. Ensure the provision of assistance with project inception register. Ensure the assessment of capacity at institutions. Ensure the identification and development of PPP's projects. Ensure the development of procurement documents of Request for Qualification (RFQ's), Request for proposal (RFP's) and Public Private & Partnership (PPP's) agreements. Assess value for money criterion. Manage all stakeholders

including Transaction Advisor (TA's). Negotiate Public Private & Partnership (PPP's) agreements. Ensure assistance with line Departments and Municipalities regarding implementation of contract management.

OTHER POSTS

5 X Posts : **Deputy Director: Municipal Finance Governance:
(Revenue & Debt Management)**
Ref. No. : **LPT/302-306**
Directorate : **Municipal Finance & Governance**
Salary Package : **R733 257 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **11**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting / Economics / Auditing or related field. A postgraduate degree or registration with a professional body will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level within Financial Management / Accounting. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: KEY PERFORMANCE AREAS: Assess the tabled and adopted Medium Term Revenue and Expenditure Framework (MTREF) revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. Monitor and support municipalities in the implementation of indigent support policy. Support municipalities and municipal entities in the implementation of revenue related SCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance

based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.

7 X Posts : **Deputy Director: Municipal Finance Governance:**
(Financial Planning & Budget)
Ref. No. : LPT/282/283/289/290/291/295/296
Directorate : **Municipal Finance & Governance**
Salary Package : **R733 257 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **11**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting / Economics / Auditing or related field. A postgraduate degree or registration with a professional body will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level within Financial Management / Accounting. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: KEY PERFORMANCE AREAS: Manage municipal budget planning and implementation. Monitor the budget time table within the regulated time frames. Analyze tabled budgets and review final budgets, provide feedback and support to municipalities. Participate in tabled budget and midyear engagement sessions. Analyze mid-year reports, perform project site visits, give inputs to the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyse the adjustment budget, provide feedback and support to municipalities and municipal entities. Analyse, provide feedback and support municipalities and municipal entities on Section 71 reports. Perform budget verification and s71 reports verification. Obtain and perform roll-over assessments and conduct consultative sessions. Monitor and

support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (mSCOA) project. Provide feedback on MFM status to National Treasury and other stakeholders.

3 X Posts : **Deputy Director: Municipal Finance Governance:**
(Accounting and Reporting)
Ref. No. : **LPT/274-276**
Directorate : **Municipal Finance & Governance**
Salary Package : **R733 257 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **11**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting / Economics / Auditing or related field. A postgraduate degree or registration with a professional body will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level within Financial Management / Accounting. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Municipal Finance Management ACT (MFMA), the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Policies and Prescripts.

DUTIES: KEY PERFORMANCE AREAS: Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (mSCOA) project. Manage municipal accounting, reporting assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the Annual Financial Statement (AFS). Monitoring and review of the In-year accounting related reports. Participate in the audit steering committee meetings and Audit committee meetings for review of Annual Financial Statement (AFS). Analyse in year reports, give feedback and support to municipalities and entities. Support municipalities and municipal entities in the implementation of Municipal Standard Chart of Accounts (mSCOA) project. Monitor and support on the submission of the

consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.

Post : Deputy Director: Provincial Infrastructure Performance & Public Private Partnership
Ref. No. : LPT/261
Directorate : Infrastructure Management & Public Private Partnership
Salary Package : R733 257 per annum
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Built Environment /Financial Management or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level in Built Environment or Financial Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: To manage the performance of infrastructure delivery by Sector Departments. Provide assistance to infrastructure funding frameworks, long term planning and expenditure in sector departments. Develop the infrastructure budget against work in progress, commitments and cost norms if applicable. Develop the pre-feasibility studies. Develop the business plans for Sector Departments Infrastructure Grants in collaboration with National Treasury and relevant National Sector Departments. Develop the financial roll in line with sector specific criteria. Facilitate the review of minimum of 5% of all infrastructure projects where spending exceeded 20% of the contract value and express an opinion on whether the spending was justified. Assess the pre-feasibility studies. Assess provincial infrastructure plans, budgets and provide expert inputs to provincial departments. Assess the integrated development plans and sector plans. Develop the

infrastructure procurement strategies/plans prepared by Sector Departments. Analyse the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts and professional service providers to implement their own projects and make recommendations. Consolidate the progress of project/programme of infrastructure Plans, SDBIPs and related information sources. Provide support to enforce the optimal utilization and maintenance of infrastructure by Sector Departments. Develop the maintenance plans and budgets for immovable assets by Sector Departments. Assess that the immovable assets transferred to Sector Departments are budgeted for and operated effectively and efficiently. Provide promotion of alternative service delivery funding options for infrastructure for Sector Department. Conduct studies/research and benchmark of service delivery with others institutions within the public and private sector. Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide support on PPP projects. Provide assistance with project inception register. Assess capacity at institutions. Identify and develop PPP's projects. Develop the procurement documents of RFQ's, RFP's and PPP's agreements. Provide assistance in line with Departments and municipalities regarding implementation of contract management.

Post : **Deputy Director: Municipal Infrastructure Performance & Public Private Partnership**
Ref. No. : **LPT/265**
Directorate : **Infrastructure Management & Public Private Partnership**
Salary Package : **R733 257 per annum**
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : **11**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting / Built Environment or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level within Financial Management / Accounting / Built Environment. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: To manage the performance of infrastructure delivery by Municipalities. Manage the contribution of infrastructure funding frameworks, long term planning and expenditure in the Province. Assess the infrastructure budget against work in progress, commitments and cost norms if applicable. Assess the pre-feasibility studies, assess the business plans for Municipal Infrastructure Grants in collaboration with National Treasury and relevant National Sector Departments. Assess the infrastructure budgets in line with sector specific criteria. Manage the review of a minimum of 5% of all infrastructure projects where spending exceeded 20% of the contract value and express an opinion on whether the spending was justified. Manage the municipal infrastructure plans, budgets and provide expert inputs to municipalities and public entities. Assess the integrated development and sector plans. Assess the infrastructure procurement strategies / plans prepared by Municipalities and Municipal Public Entities. Assess the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts, professional service providers and municipalities to implement their own projects and make recommendation. Provide progress with projects / programmes against updated Consolidated Infrastructure Plans, SDBIPs and related information sources. Manage optimal utilization and maintenance of Infrastructure by provincial and municipal custodians. Facilitate the development of maintenance plans and budgets for immovable assets by Municipalities in collaboration with Provincial Local Government Departments. Manage the assessments to ascertain that immovable assets transferred to Municipalities are budgeted for and operated effectively and efficiently. Manage the alternative service delivery funding options for infrastructure for municipalities. Conduct studies / research and benchmark of service delivery with other institutions within the public and private sector. Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide technical assistance, advice and support on PPP projects. Provide assistance with project inception register. Assess capacity at institutions. Identify and develop PPP's projects. Develop the procurement documents of RFQ's, RFP's and PPP's agreements. Provide assistance in line with Departments and municipalities regarding implementation of contract management.

Post : Deputy Director: Fiscal Policy Analysis (Revenue)
Ref. No. : LPT/231
Directorate : Fiscal Policy Analysis
Salary Package : R733 257 per annum
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Accounting / Economics or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level in Revenue Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of the Medium-term Expenditure Framework as well as legislation governing budgets within the Public Sector, such as the PFMA and Treasury Regulations. Sound knowledge of provincial

treasury functions and an understanding of fiscal framework and government priorities. Proficiency in the in-year monitoring and quarterly reporting. Computer literacy, research and presentation skills. Analytical skills. Deadline-driven. Reliable and dependable. Strategic Capability and Leadership. Programme and Project Management. People Management and Empowerment. Honesty and Integrity. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Results-driven and service-orientated. The ability to liaise with internal, external stakeholders and network widely.

DUTIES: KEY PERFORMANCE AREAS: Benchmarking on revenue enhancement best practices. Contribute to the development and review of revenue enhancement strategies. Ensure development of revenue enhancement strategies by departments and entities in alignment of the Provincial Strategy. Contribute to discussions regarding an equitable division of revenue on revenue enhancement allocation. Coordinate revenue enhancement bilateral meetings to unearth own revenue collection potential. Facilitate the identification of new sources of revenue and revenue enhancement projects. Promote and enforce transparent and effective revenue management. Ensure the development and implementation of revenue management policies, procedures and processes (internal control systems) by provincial government in alignment of the provincial policy. Analyze and report on revenue collection performance In Year Monitoring (IYM). Conduct site visits on various revenue collecting institutions. Provide inputs to the development of treasury circulars, guidelines and instruction notes on revenue matters. Analyze refunds out of provincial revenue in line with relevant prescripts. Provide support on recovery of revenue debts and produce reports. Coordinate the determination of own revenue budget estimates. Interacts with other Directorates that impact on revenue generation and budget planning. Provide revenue budget analysis reports for Medium Term Expenditure Committee (MTEC) hearings; bilateral meetings and benchmark exercises. Coordinate inputs to the determination of tariff guidelines and revenue forecasting capacity. Assess and recommend on revenue tariffs proposals from the departments. Maintain tariff database / register and ensure implementation of such tariffs. Coordinate training on revenue matters. Provide advices on the identified risks relating to revenue collection / generation and ensure corrective measures are implemented. Participate in the development of Directorate's financial and administration frameworks. Provide inputs on the development of directorate operational plans activities and implementation thereof.

Post : Deputy Director: Financial Management Capacity Building
Ref. No. : LPT/426
Directorate : Financial Management Capacity Building
Salary Package : R733 257 per annum
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Financial Management / Information System / Public Finance / Training Management / Public Administration or

related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level in Financial and Development Environment / Public Finance. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of the Medium-term Expenditure Framework as well as legislation governing budgets within the Public Sector, such as the PFMA and Treasury Regulations. Sound knowledge of Provincial Treasury functions and an understanding of fiscal framework and government priorities. Proficiency in the in-year monitoring and quarterly reporting. Computer literacy, research and presentation skills. Analytical skills. Deadline driven. Reliable and dependable. Strategic Capability and Leadership. Programme and Project Management. People Management and Empowerment. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. People management skills. Results-driven and service-orientated. The ability to liaise with internal, external stakeholders and network widely.

DUTIES: KEY PERFORMANCE AREAS: Provide transversal systems financial management capacity in departments. Identify transversal systems financial management skills needs. Provide budget inputs and projections. Request HOD approval of transversal systems training schedule. Request for nominations for transversal systems training from provincial departments through the offices of the Chief Financial Officers. Monitor submission of nominations from provincial departments through departmental Systems Controllers. Manage provision of transversal financial systems training. Prepare Operational Plan. Manage the provision of training on the following systems: BAS, LOGIS, and any other financial systems implemented by the province. Attend National Treasury's monthly and quarterly Training Forums. Update New BAS versions and segments details in the training manuals. Attend Provincial Financial Systems Forums. Conduct Quality Assurance. Preparation of Transversal Systems Training Reports. Create Database of officials trained of financial systems on Excel Spreadsheet. Inform Chief Financial Officers of the affected departments on non-participation of the nominated officials. Consolidate monthly and quarterly reports for financial systems training conducted. Compile quarterly and annual report to Cluster Audit Committees. Manage the subordinate. Sign Performance Agreements of subordinates. Monitor individual performance of each official. Promote Team Work. Coordinate Information Sharing Sessions. Problem solving.

Post : Deputy Director: Governance, Monitoring & Compliance
(Audit Committee and other Governance Structures)
Ref. No. : LPT/395
Directorate : Governance, Monitoring & Compliance
Salary Package : R733 257 per annum
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Commerce / Internal Auditing / Public Administration or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level within Governance and Compliance Monitoring, Auditing, Coordination of Governance Structures such as Audit Committees and SCOPA. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Networking and building bonds. Customer service orientation. Decision making. Organizational communication effectiveness. Self- management. Strategic Capability and Leadership. Programme and Project Management. Financial management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource.

DUTIES: KEY PERFORMANCE AREAS: Ensure that Audit Committee is used effectively and efficiently as a tool to improve Governance and Performance in Limpopo Provincial Government. Facilitate amendment of the Audit Committee Charter for approval and implementation. Develop related party transactions for all 12 Departments on a quarterly basis and circulate annual transaction database to the Auditor General. Coordinate, arrange and attend Audit Committee Cluster and Central Audit Committee Meetings. Review all the Minutes and ensure distribution to Members and relevant Stakeholders within turnaround time. Ensure that the Provincial Technical Committee on Finance / Chief Financial Officer's Forum Meetings are taking place. Conduct Benchmarking Exercises to improve operational Efficiencies within CFO Forums, PTCF, and Audit Committees.

Post : Deputy Director: Performance Management
Ref. No. : LPT/55
Directorate : Employee Utilization and Capacity Building
Salary Package : R733 257 per annum
(All-inclusive package which can be structured according to the individual's needs)
Salary Level : 11
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. Qualifications in Human Resource Management / Personnel Management or related field. A postgraduate degree will be an added advantage. 3 – 5 relevant years' experience of which three years must be at Junior Management level in Performance Management. Valid vehicle (Code EB) driver's

license (with exception of persons with disabilities). PERSAL Training (Attach the PERSAL Training Certificate / Results).

CORE AND PROCESS COMPETENCIES: Strategic capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem-solving and Analysis. People Management and Empowerment. Planning and Organizing. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Presentation Skills. Computer Literacy (MS Office Package).

DUTIES: KEY PERFORMANCE AREAS: Develop, manage and monitor the implementation of Performance Management and Development System. Advise line managers and staff on the implementation of departmental recognition and reward framework. Coordinate moderation process and provide technical support. Monitor quality assurance. Ensure service delivery by measuring performance. Facilitate the HOD's PMDS / Contracting review. Facilitate a joint departmental moderation committee and the branch moderation committee. Ensure synergy and co-ordination of the PMDS with other HR programs, e.g. HRD. Develop systems and processes for the attainment of a performance management culture in the Department. Design, develop and facilitate capacity building program on performance management within the Department. Manage and monitor the Senior Management Services performance agreements. Continuously ensure service delivery by measuring performance. Manage and ensure the implementation of the PMDS Policies applicable in the public service for all categories of employees. Manage and ensure compilation of seniority list and long term service awards. Ensure linkages of the PMS with the strategic objectives of the department. Manage payment of performance bonuses and pay progression. Facilitate implementation of performance management systems. Coordinate moderation process and provide technical support. Ensure compliance to Provincial PMDS Policy. Advise management and staff on policy matters with specific reference to PMDS none compliance. Advise both line managers and staff on the developments of performance agreements and performance instruments to ensure that these are in line with the departmental strategic goals and the unit operational plans. Organize awareness and facilitate capacity building program on performance management. Submit PMS improvement plan in order to ensure effectiveness and efficiency of the system. Facilitate grievances related to PMDS. Monitor and evaluate the effectiveness of the system and provide regular reports. Submit proposals where changes are necessary and to ensure the effectiveness and efficiency of the system. Conduct research, audits and analysis of the system. Develop performance improvement programs. Advise management and the department on performance management practices, procedures, guidelines and policies. Conduct research and impact analysis pertaining to performance management practices, procedures, processes and policies in the Department. Monitor PMDS practices, policies and procedures and ensure compliance with legislation. Make recommendations on areas affecting service delivery with an aim of improvement. Manage Resources (Physical and Human). Development of operational and business plan. Compile Job Descriptions for the subordinates. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Assess subordinate on quarterly basis.

Control leave register. Maintain and update the inventory list. Ensure proper utilization of equipment's.

Post : Assistant Director: Revenue, Debt & Bank Reconciliation (SYSCON)
Ref. No. : LPT/179
Directorate : Financial Accounting
Salary Notch : R376 596 per annum
Salary Level : 9
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 6 or equivalent as recognized by SAQA. Qualification in Financial Management / Financial Accounting or related field. 3 - 5 year's relevant working experience of which three years must be at supervisory level in Financial Accounting / Financial Systems. BAS and LOGIS System controller's course certificates are essential. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Economic Reporting Framework, Standard Chart of Accounts, Government Accounting Standards (GRAP), Departmental policies and procedures, Planning and Organizing. Client service orientation. Organizational communication effectiveness. Self-management. Team leadership. Change management.

DUTIES: KEY PERFORMANCE AREAS: Systems effectively maintained, including, transaction processing rules, item processing rules, item function rules, parameters and linking printers to users, and the facilitation of 3rd party interfaces. Identify, implement and maintain workflow groups and workflows. Create and maintain user accounts. Monitor and facilitate the clearing of interface exceptions, control and suspense accounts. Provide system, technical, functional and other support to users, investigating issues experienced and consult national treasury or provincial help desk where required. Support the system provider in user acceptance testing. Identify and provide both informal and formal training of users. Provide support in the compilation and maintenance of departmental procedure manuals. Report on system controller activity. Ensure monthly, year-end closure and clearing of suspense accounts. Monitoring user activities daily. Prepare financial reports. Assist with all book-keeping functions.

Post : Assistant Director: Public Finance & Data Management (All Votes)
Ref. No. : LPT/255
Directorate : Public Finance and Data
Salary Notch : R376 596 per annum
Salary Level : 9
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 6 or equivalent as recognized by SAQA. Qualification in Accounting / Statistical analysis / Economics or related field. 3 - 5 year's relevant working experience of which three

years must be at supervisory level in government financial modelling, financial data manipulation, models development, financial management and reporting. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Microsoft Office Suite (MS Office Package). Spreadsheet Modelling and Forecasting techniques. Planning and Organizing. Data mining techniques including the ability to perform relational data mining between various data sources such as SQL, PERSAL, BAS, SAP and Vulindlela. Networking and building bonds. Financial management. Information Technology Systems and support. Conversant with PFMA, Treasury Regulations, Division of Revenue Act and Budget processes. Report evaluation and writing skills. Programme and Project Management. Financial Management. Change Management. Technical Proficiency. Service Delivery Innovation. Problem-solving and Analysis. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES: KEY PERFORMANCE AREAS: Prepare analysis tools to analyse budget inputs and update analysis tools with recent data. Prepare analysis tools and tables for monthly reporting. Development and maintenance of financial and reporting models. Formatting documents (tables) / presentations including inserting tables / charts for budget analysts. Ensure credibility of budgets and revenue and expenditure are a true reflection of information recorded on BAS and related systems. Ensure that inputs are provided promptly for consolidation of IYM and other reports. Preparation of tools used during annual MTEC discussions, benchmark and bilateral meetings engagements. Provide technical support in drafting of annual provincial budget guidelines in line with provincial budget reforms and formats. Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF estimates. Consolidation of budget inputs of departments for contribution to the tabling of provincial estimates of Provincial Revenue and Expenditure and Appropriation Act. Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Maintain and ensure proper management of financial records. Participate in the development of Directorate's financial and administration frameworks.

Post : Assistant Director: Supply Chain Management Client Support
Ref. No. : LPT/377
Directorate : Supply Chain Management Client Support
Salary Notch : R376 596 per annum
Salary Level : 9
Centre : Waterberg District

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 6 or equivalent as recognized by SAQA. Qualification in Supply Chain Management / Financial Management or related field. 3 - 5 year's relevant working experience of which three years must be at supervisory level in Supply Chain Management / Financial Management or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Microsoft Office Suite (MS Office Package). Spreadsheet Modelling and Forecasting techniques. Networking and

building bonds. Supply Chain Management and practices. Financial Accounting. Risk Management policies and practices. Information Technology Systems and support. Programme and Project Management. Financial Management. Change Management. Networking and building bonds. Technical Proficiency. Service Delivery Innovation. Problem-solving and Analysis. Planning and Organizing. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES: KEY PERFORMANCE AREAS: To provide SCM client support to government stakeholders and external stakeholders. Provide SCM capacity building for suppliers. Conduct workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Provide stakeholder support. Provide support to government stakeholders and external stakeholders to support the development and implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation of SCM knowledge and information strategy. Provide support on supplier registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the usage of existing government SCM ICT platforms. Develop SCM operation support and advisory service related knowledge and information. Manage subordinate. Monitor sick / annual leave. Monitor performance. Develop job description for subordinates.

Post : Assistant Director: Provincial Assets Management
Ref. No. : LPT/327
Directorate : Provincial Assets Management
Salary Notch : R376 596 per annum
Salary Level : 9
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 6 or equivalent as recognized by SAQA. Qualification in Financial Management / Accounting / Commerce or related field. 3 - 5 year's relevant working experience of which three years must be at supervisory level in Asset and Inventory Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Microsoft Office Suite (MS Office Package). Spreadsheet Modelling and Forecasting techniques. Networking and building bonds. Supply Chain Management and practices. Financial Accounting. Risk Management policies and practices. Information Technology Systems and support. Programme and Project Management. Financial Management. Change Management. Networking and building bonds. Technical Proficiency. Service Delivery Innovation. Problem-solving and Analysis. Planning and Organizing. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES: KEY PERFORMANCE AREAS: Provide support on Provincial Assets Management Policies and guidelines. Development and review of Policies, guidelines, practice notes and facilitate training on policies. Provide support on Inventory Management. Facilitate inventory registers, stock-taking, techniques (ROL, EOQ, and Valuation), warehousing. Compile financial reports on assets. Provide support on the

maintenance of Asset Registers. Provide support to departments and entities on Asset Verifications, Safeguarding of assets, Assets Disposals, Asset Transfers, Assets Valuations and compile reports on assets. Facilitate transparent and economic practices to deal with asset disposal in the provincial administration. Facilitate the capacitation of asset and inventory management section in the departments and entities. Identify Asset and Inventory Management capacity gaps and coordinate strategies to address the capacity gaps.

Post : Assistant Director: Banking Services
Ref. No. : LPT/334
Directorate : Banking, Cash and Liabilities Management
Salary Notch : R376 596 per annum
Salary Level : 9
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 6 or equivalent as recognized by SAQA. Qualification in Banking / Financial Management or related field. 3 - 5 year's relevant working experience of which three years must be at supervisory level in supervisory level in Banking or Cash Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management.

DUTIES: KEY PERFORMANCE AREAS: Maintenance of signing profiles in the PMG accounts of all 12 departments. Maintenance of banking online system-user profiles. Maintenance of ACB limits for payments (BAS and PERSAL). Reconciliation of provincial bank charges. Reconciliation of interests received against the contracted rates. Handling of banking queries and providing technical support. Preparing inventory plans for face value documents used by all provincial departments. Ordering and issuing of face value document to departments. Storage and retrieval of used face value documents. Disposal of obsolete face value documents.

2 X Posts : Assistant Director: Financial Management Capacity Building
Ref. No. : LPT/427- 428
Directorate : Financial Management Capacity Building
Salary Notch : R376 596 per annum
Salary Level : 9
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 6 or equivalent as recognized by SAQA. Qualification in Financial Management / Public Finance / Training Management / Public Administration or related field. 3 - 5 year's relevant working experience of which three years must be at supervisory level in

Financial Management, Training, Development and Public Finance Environment. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Microsoft Office Suite (MS Office Package). Spreadsheet Modelling and Forecasting techniques. Networking and building bonds. Supply Chain Management and practices. Financial Accounting. Risk Management policies and practices. Information Technology Systems and support. Programme and Project Management. Financial Management. Change Management. Networking and building bonds. Technical Proficiency. Service Delivery Innovation. Problem-solving and Analysis. Planning and Organizing. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES: KEY PERFORMANCE AREAS: Provide short financial management training interventions to provincial departments and public entities. Identification of relevant short and long-term financial management capacity building training programmes. Facilitate request for nominations from provincial departments and public entities. Screen nomination forms and scheduling of nominated officials. Prepare and submit financial management course specification to Supply Chain Management. Monitor regular attendance of training by nominated officials. Compile financial management capacity building reports. Provide short and long-term financial management qualification programmes. Request new intakes nominations from provincial departments. Screen new intakes from provincial departments. Monitor regular attendance of contact sessions by nominated officials. Compile report on short and long-term financial management qualification programmes. Assess financial management capacity building in provincial departments and public entities. Facilitate internal and external logistical arrangements on financial management capacity building assessment. Assist in the development of Terms of References for impact evaluation. Attend quarterly meetings and forums with relevant stakeholders. Liaise with appointed service provider on regular basis and provide feedback. Provide administrative support functions. Provide regular communication with relevant stakeholders. Issue confirmation letters to nominated officials to provincial departments and public entities. Distribute results and certificates to officials. Arrange venue, facilities and catering for financial management training programmes.

2 X Posts	: Network Controller
Ref. Nos.	: LPT/95-96
Directorate	: Information Communication Technology
Salary Notch	: R316 791 per annum
Salary Level	: 8
Centre	: Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 6 (3- year tertiary qualification) as recognized by SAQA. Qualification in Information Technology / Computer Science or related field. 2 years' relevant working experience in ICT network and server administration. ICT security training, experience in Cisco products and Microsoft System Centre Configuration Manager (SCCM) environment will be an added advantage. A valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Windows Server. Microsoft exchange, Microsoft SharePoint, ITIL, ICT Networks. ICT security. ICT Governance. Programme and Project Management. Financial Management. Change Management. Technical Proficiency. Service Delivery Innovation. Problem-solving and Analysis. Planning and Organizing. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES: KEY PERFORMANCE AREAS: To facilitate information communication technology operations. Provide end user and network technical support. Provide assistance to end users with their ICT challenges. Provide secure windows domain and secure server application environment. Provide and manage LAN services. Ensure efficient, reliable and secured network environment. Monitor network performance and test vulnerabilities. Provide ICT infrastructure capacity monitoring and planning. Provide and maintain a reliable systems and data backup and restore service. Implement ICT infrastructure Change Request. Plan and implement ICT infrastructure changes efficiently.

Post : Senior Administrative Officer: HOD Support
Ref. No. : LPT/10
Component : HOD's Office
Salary Notch : R316 791 per annum
Salary Level : 8
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: NQF Level 6 (3- year tertiary qualification) as recognized by SAQA. Qualification in Public Management / Office Management or related field. 2 years' relevant working experience in Office Management.

CORE AND PROCESS COMPETENCIES: Networks and building bonds. Planning and Organizing. Problem-solving and decision-making. Customer service orientation. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Microsoft Office Suite (MS Office Package). Windows Server. Programme and Project Management. Financial Management. Change Management. Networking and building bonds. Technical Proficiency. Service Delivery Innovation. Planning and Organizing. Client Orientation and Customer Focus. Honesty and Integrity.

DUTIES: KEY PERFORMANCE AREAS: Render a professional and efficient administrative support to the office. Arrange meetings, take minutes during meetings and distribution (act as Secretary). Order and issue stationery, equipment and furniture and ensure effective functioning of the same. Dealing with S & T claims. Logistical support during meetings (arrange the venue, refreshments, technological support, etc. Retrieval of e-mails. Maintain a data-base of contact numbers and addresses. RSVP to invitations to the Deputy Director. Provide support by co-ordination of documents within the office. Attend to all correspondences timeously and draft correspondences, i.e. memos, letters, minutes, etc. Assist the HoD's Office with discussion documents, presentations and documentation of meetings. Communicate verbally and in writing to relevant stakeholders. Ensure the security profile and classification of documentation and information related to the office. Developing and administering an effective electronic document management system. Facilitate the existence of a functional corporate management system. Effective and efficient co-ordination of regular /

periodic management meetings. Act as secretariat during EXCOM and other important departmental meetings. Assist in the consolidation of office strategies documents such as strategic plans, operational, quarterly and annual reports. Ensure appropriate support to all departmental employees needing assistance in the HOD's office. Keeping abreast of all current functional of the department for proper advice. Support the department in projecting positive image. Perform ad hoc duties. Control leave register. Assist in the development of operational business plan. Maintain and update the inventory list. Ensure proper utilization of equipment.

Post : Logistics Practitioner
Ref. No. : LPT/201
Directorate : Supply Chain Management
Salary Notch : R257 508 per annum
Salary Level : 7
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: NQF Level 6 (3- year tertiary qualification) as recognized by SAQA. Qualification in Logistics / Supply Chain Management or related field. 2 year's relevant working experience in Supply Chain Management.

CORE AND PROCESS COMPETENCIES: Planning and Organizing. Customer service orientation. Organizational communication effectiveness. Self-management. Team membership. Legislation, regulations and policies. Supply Chain Management policies and practices. Stores and Asset management policies and practices. Corporate communication. Computer Literacy (MS Office Package).

DUTIES: KEY PERFORMANCE AREAS: Capture information on the memorandum of goods and services. Check three quotations or attach letter of award to the memorandum of goods and services. Check supporting documents attached to the memorandum before capturing. Check budget allocation. Check specimen signatures. Check if ICN captured are correct. Capturing of orders. Capture information from requisition on the LOGIS system. Verify captured information and modify quotations. Link quotations on the LOGIS system. Capture procurement advice. Approve procurement advices. Administrative duties. Fax, email orders to service providers and confirm services with the service providers. Capture simultaneous receipt. Communicate with suppliers and end users on daily basis. Entering accounts copies in the prescribed register and submit to accounts division. File copies of orders in the relevant files. Clearing of outstanding commitments. Cancel orders. Modify orders and make enquiries on outstanding orders.

The closing date for submission of applications is Friday the 4th October 2019 @ 16H00. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.