



OFFICE OF
THE PREMIER

Ref. No. : 3/4/1
Enq. : Mr. Junior Maboya

TO ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL ADMINISTRATION.

DIRECTOR GENERAL'S CIRCULAR NO 43 OF 2019.

ADVERTISEMENT OF VACANT POSTS IN LIMPOPO PROVINCIAL ADMINISTRATION.

Applications are hereby invited for the filling of vacant post in Limpopo Provincial Administration which are as follows.

RE-ADVERT

Post : Head of Department: Health (Five (5) years fixed term contract)
Reference No. : OTP/43/19/01
SMS Grade D, salary level : 16
Inclusive remuneration package : R1, 978, 533 per annum
Non-pensionable Head of Department allowance : 10% of the payable inclusive remuneration package
Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS:

- An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA.
- At least 8 -10 years' experience at a senior managerial level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).
- A qualification in Medical or Health Science will be an added advantage.
- Valid Code EB vehicle driver's license (exempting applicants with disabilities).

CORE AND PROCESS COMPETENCIES:

- Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

KEY COMPETENCIES AND SKILLS: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations. Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them. Maintain high quality standards in the output and encourage others to meet similar standards. Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the

Department to effectively and efficiently deliver on its mandate. Manage allocated resources, both human and capital, effectively, economically and efficiently. Prepare and Manage strategic plans, business plans and budgeting.

Knowledge of relevant public service acts, regulations and frameworks.

Knowledge and understanding of policy analysis, development and interpretation.

Negotiation skills, Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels.

KEY PERFORMANCE AREAS: The successful candidate will be the Head of Department and Accounting Officer responsible for:-

- Establish strategic direction of the department to ensure alignment with mandates by:-
 - Providing Departmental Management and Planning.
 - Providing Corporate Governance in the Department
 - Providing Executive authority and management support
- Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive health care services in the Province.
- Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, ICT and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human, Technological and physical) by;
 - Providing financial management and corporate services in the Department.

5. Conditions of appointment

- All shortlisted candidates for these post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier.
- The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier.
- The candidate will be required to disclose his/her financial interests in accordance with the applicable prescripts.
- Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- The recommended candidate will be subjected to security clearance procedures.

NOTES TO APPLICANTS:

- Applications must be submitted on a prescribed signed Form Z.83 (obtainable from any Public Service department) which must be completed in full, originally signed and dated by the applicant.

The application should be accompanied by recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as certified copies of all qualifications, endorsed academic record/transcript, Identity Document and valid driver's license. Failure to submit certified copies and required documents will result in the application not being considered/disqualification.

- Applications received after the closing date, faxed or e-mailed will not be considered. Please clearly indicate the reference number of the position which you are applying for. All shortlisted candidates will be subjected to security clearance. Appointment is subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidate must be willing to sign an oath of secrecy with the Department.
- Foreign nationals are requested to attach SAQA accreditation of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub – section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.
- Applications must be addressed to:-

Director General
Office of the Premier
Private Bag X9483
POLOKWANE
0700


Enquiries should be directed to **Mr. Junior Maboya or Ms. Suzan Mahlase** at **015 287 6290 /6480** respectively. Applications may be hand delivered to the Office of the Premier at Mowaneng Building, No. 40 Hans van Rensburg Street in Polokwane at Office No. A013, General Records (**Registry**), Ground floor. Applications must be submitted on or before the closing date and no late applications will be accepted. Faxed or emailed applications shall not be considered. Failure to comply with the above will result in immediate disqualification.

Note! Candidates who previously applied for the post need to re-apply.

- The Limpopo Provincial Administration is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in the employment especially in terms of representativity

CLOSING DATE

: 22nd October 2019


Mr. N.S Nchabeleng
DIRECTOR GENERAL

Date

10/09/2019