



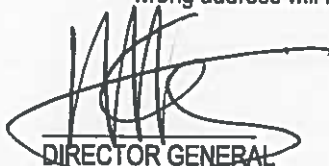
Ref. No. : S4/1/1
Enq. : Maphangula NJ

DIRECTOR GENERAL CIRCULAR NO. 06 OF 2019

ADVERTISEMENT OF EIGHT (8) VACANT POSTS ON THE ESTABLISHMENT IN THE OFFICE OF THE PREMIER

1. Applicants are hereby invited to apply for the filling of the vacant post as per attached advertisement Annexure A of Circular No. 06 of 2019.
2. Applications must be accompanied by a Comprehensive Curriculum Vitae, certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) as well as a fully completed Z83 form which is obtainable from all Government Departments or Government Websites. Applications should be addressed to:

Director General
Office of the Premier
Private Bag X9483
POLOKWANE
0700
3. Applications may also be hand delivered to the Office of the Premier at 40 Hans Van Rensburg Street, Polokwane, Mowaneng Building, and Office No. A013, General Records: Registry, Ground floor.
4. Enquiries should be directed to Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi C at telephone numbers 015 – 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.
5. The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply.
6. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) posts will be subjected to a compulsory competency based assessment.
7. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department/Office. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
8. The closing date for the applications is the 13th September 2019 at 16h00. Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.


DIRECTOR GENERAL

DATE: 15/08/2019

ANNEXURE A

A. CHIEF DIRECTORATE: ADMINISTRATION SUPPORT

1.	Post	:	Chief Director: Administration Support (1 x post)
	Reference No.	:	OTP: 06/19/01
	Salary level	:	14
	Salary Package	:	R1, 251, 183.00 p.a. (all-inclusive package)
	Salary Scale	:	R1, 251, 183.00 – R1 495, 956.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF 7 (Relevant Bachelor's Degree requiring a minimum period of study of three years or equivalent qualification) as recognized by the South African Qualifications Authority (SAQA)
- At least ten (10) years' experience of which five (5) years must have been in Senior Management Services (SMS) position.
- Experience in Human Resource Management will be an added advantage.
- A valid vehicle driver's license

COMPETENCIES

- Negotiation skills, people management, financial management and problem solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Planning and organization skills
- Good communication and report writing skills and the ability to work under pressure
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Provide Human Resource Management Services
- Manage Departmental Records, Facilities and Auxiliary Services
- Manage HRD, PMDS and Employee Health and Wellness Programme
- Monitor the Management of Information Communication Technology (ICT) Infrastructure and Security Services

B. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

2.	Post	:	Director: Supply Chain Management (1 x post)
	Reference No.	:	OTP: 06/19/02
	Salary level	:	13
	Salary Package	:	R1, 057, 326.00 p.a. (all-inclusive package)
	Salary Scale	:	R1, 057, 326.00 – R1, 245, 495.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF 7 (Relevant Bachelor's Degree requiring a minimum period of study of three years) in Accounting / Financial Management / Commerce/Supply Chain Management or relevant field.
- At least ten (10) years' experience in Supply Chain Management of which five (05) years' must have been in Middle Management Services (MMS) position.
- A valid vehicle driver's license

COMPETENCIES

- Negotiation skills, people management, financial management problem solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Good communication skills, co-ordination and leadership skills.
- Change and knowledge management.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Manage and provide advice on the Departmental demand and acquisition
- Manage provision transport management services
- Manage provision of transaction and inventory management services
- Provide supply chain management, performance management and information

C. DIRECTORATE: RECORDS AND KNOWLEDGE MANAGEMENT

3.	Post	:	Director: Records and Knowledge Management (1x post)
	Reference No.	:	OTP: 06/19/03
	Salary level	:	13
	Salary Package	:	R1 057, 326.00 p.a. (all-inclusive package)
	Salary Scale	:	R1 057, 326.00 – R1 245, 495.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- Appropriate NQF level 7 (Relevant Bachelor's Degree / Advanced Diploma requiring a minimum period of study of three years).
- At least ten (10) years' experience in Records and Knowledge Management of which five (05) years' must have been in Middle Management Services (MMS) position
- Driver's License

COMPETENCIES

- Negotiation skills, people management financial solving and problem solving.
- Planning & organizing, time management and strategic planning.
- Policy analysis and development
- Group dynamics, diversity management, facilitate skills and co-ordination skills
- Leadership skills, change and knowledge management
- Planning and organization skills
- Good communication and report writing skills and the ability to work under pressure
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Oversee the management of General and Human Resource Records effectively coordinated within the Provincial Administration
- Oversee that access to information is implemented within the Provincial Administration
- Oversee that Records Management and Promotion of Access to Information Forums are sustained
- Coordinate Promotion of Administration Justice Act effectively within the Provincial Administration
- Oversee the coordination and implementation of Knowledge Management programs within Provincial Administration

D. DIRECTORATE: INTEGRITY AND SECURITY SERVICES

4.	Post	:	Director: Integrity and Security Services (1x post)
	Reference No.	:	OTP: 06/19/04
	Salary level	:	13
	Salary Package	:	R1 057,326.00 p.a. (all-inclusive package)
	Salary Scale	:	R1 057,326.00 – R1 245, 495.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF 7 (Relevant Bachelor's Degree requiring a minimum period of study of three years).
- At least ten (10) years' experience in Integrity and Security Management of which five (05) years' must have been in Middle Management Services (MMS) position.
- A valid vehicle driver's license.

COMPETENCIES

- Negotiation skills, Facilitation skills, Co-ordination skills and Leadership skills.
- People management, Financial solving, Planning and organizing.
- Time Management, Strategic Planning and Good communication skills
- Policy analysis and development, Group dynamics, Diversity management and Change and Knowledge management.
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Coordinate and Monitor establishment of the minimum anti-corruption capacity within provincial departments.
- Coordinate the implementation of anti-corruption education and awareness programmes.
- Monitor the implementation of recommendations made on completed cases.
- Coordinate and manage anti-corruption committees and forums.
- Develop and monitor the implementation of the whistle blowing mechanisms.
- Coordinate and monitor the development of information and management systems.

E. DIRECTORATE: LIMPOPO YOUTH DEVELOPMENT

5. Post : Director: Limpopo Youth Development (1 x post)
Reference No. : OTP: 06/19/05
Salary level : 13
Salary Package : R1 057, 326.00 p.a. (all-inclusive package)
Salary Scale : R1 057, 326.00 – R1 245, 495.00
Centre : Polokwane (Head Office)

REQUIREMENTS

- NQF 7 (Relevant Bachelor's Degree requiring a minimum period of study of three years)
- At least ten (10) years' experience in Youth Development of which five (05) years' must have been in Middle Management Services (MMS) position.
- A valid vehicle driver's license

COMPETENCIES

- Good communication and report writing skills.
- Diplomacy and facilitation skills.
- Co-ordination skills, liaison and networking skills.
- Planning & organizing skills.
- Change and knowledge management.
- Interpersonal and leadership skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Provide leadership and high-level of strategic direction and policy in the directorate
- Manage the development and conducting of research and policy development
- Manage, promote and support projects and programs
- Develop and maintain good relations within the departments and all stakeholders

F. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION OFFICE (DGITO)

6.	Post	:	Director: Department Government Information Technology Office (DGITO) (1 x post)
	Reference No.	:	OTP: 06/19/06
	Salary level	:	13
	Salary Package	:	R1, 057, 326.00 p.a. (all-inclusive package)
	Salary Scale	:	R1, 057, 326.00 – R1 245, 495.00
	Centre	:	Polokwane (Head Office).

REQUIREMENTS

- NQF 7 in Computer Science or Information Technology (Relevant Bachelor's Degree / Advanced Diploma requiring a minimum period of study of three years).
- At least ten (10) years' experience in Information Technology of which five (05) years' must have been in Middle Management Services (MMS) position
- Computer literate.
- A valid vehicle driver's license.

COMPETENCIES

- Business and systems analysis, analytical thinking and research.
- Report writing skills, communication and negotiation skills.
- People management, computer programming and financial management.
- Planning & organizing, time management and contract development skills.
- Policy formulation and implementation, change and knowledge management.
- Diversity management, facilitation skills, co-ordination skills and leadership skills.
- Computer Literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Oversee the development of policies and provide strategic direction in the Directorate.
- Oversee the development and maintenance of applications.
- Oversee the provision and maintenance of the ICT infrastructure.
- Oversee and utilize Human Resources in accordance with relevant Directives and Legislation.
- Oversee budget and ensure effective communication within the Division.

G. DIRECTORATE: OFFICE OF THE DIRECTOR GENERAL

7.	Post	:	Director: Office of the Director General (1 x post)
	Reference No.	:	OTP: 06/19/07
	Salary level	:	13
	Salary Package	:	R1 057,326.00 p.a. (all-inclusive package)
	Salary Scale	:	R1 057,326.00 – R1 245, 495.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF 7 (Relevant Bachelor's Degree requiring a minimum period of study of three years or equivalent qualification)
- At least ten (10) years' experience in Administration of which five (05) years' must have been in Middle Management Services (MMS) position.
- A valid vehicle driver's license

COMPETENCIES

- Negotiation skills, Co-ordination skills, Facilitation skills and Leadership skills
- People management, financial management, Planning and organizing, Group dynamics, Diversity management.
- Time Management, Strategic Planning, Research, Policy analysis and development.
- Writing skill
- Good communication skills, Change and Knowledge management
- Computer Literate

RESPONSIBILITIES

The successful candidate will be required to:

- Provide Administrative Support to the Director General.
- Provide Secretariat support to the Director General.
- Manage the Director Generals office
- Liaise with internal and external stakeholders

H. CHIEF DIRECTORATE: STATE LAW ADVISORY SERVICES (LEGAL SERVICES)

8.	Post	:	Administrative Officer: Disability Assistant (1 x post)
	Reference No.	:	OTP: 06/19/08
	Salary level	:	07
	Salary Package	:	R257, 508.00 p.a.
	Salary Scale	:	R257, 508.00 – R303,339.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- Grade 12 / NQF 4 or equivalent qualification
- At least one (1) year experience working with visually impaired people.
- A valid vehicle driver's license

COMPETENCIES

- Problem solving, Interpersonal skills, Safe driving skills
- Time Management, Good communication Skills, Diversity Management
- Orientation and Mobility Skills
- Computer literate.

RESPONSIBILITIES

The successful candidate will be required to:

- Provide disability support services
- Provide driver messenger services to persons with disabilities
- Translate documents into accessible blind people format (braille)
- Provide sighted guide service and interpret the visual environment to people with visual disabilities
- Provide administration services
- Administer logistics for meetings
- Administer travel logistics