



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**SOCIAL DEVELOPMENT**



Ref : S3/1/1  
Enq : M.J Sekgobela  
To : All Government Departments

DEPARTMENTAL CIRCULAR NO 23 OF 2022

## ADVERTISEMENT OF VACANT POSTS

1. Applicants are hereby invited from suitably qualified candidates for vacant posts as per the attached "Annexure A"
2. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
3. All short-listed 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.
4. 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 competency using the mandated DPSA SMS competency assessment tools. A further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
5. Applications should be addressed to: Head of Department, Limpopo Department of Social Development, Private Bag X9710, **POLOKWANE**, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030.
6. Applicants are not required to submit certified copies of qualifications with their applications but must submit a duly completed Z83 application for employment form, and a detailed CV, copies of an identity document and driver's licence. Z83 forms is obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Such copies need not be certified when applying. Certified copies of qualifications will be submitted by shortlisted candidates.
7. The closing date for applications is: **10 June 2022** at 16h00.

Olympic Towers, 21 Biccard Street, Polokwane, 0699, Private Bag X 9710, Polokwane, 0700  
Tel: 015 230 4300 Fax: 015 291 1081  
Website: [www.dsd.limpopo.gov.za](http://www.dsd.limpopo.gov.za)

*The heartland of southern Africa - development is about people*

8. The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply. Correspondence will be entered into with short-listed candidates only. Faxed or Emailed applications will not be considered.
9. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.
10. The contents of this circular will also be posted on the following websites [www.dsd.limpopo.gov.za](http://www.dsd.limpopo.gov.za)/[www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za)
11. General enquiries about the advertised posts should be directed to Mr MJ Sekgobela/Mr QLM Mogotlane or Ms ME Gafane at 015 230 4375/ 4315/ 4426.

  
Mr JM Mahopo

**Head of Department**

16/05/2022  
Date

## **“ANNEXURE A”**

**POST NO. 1: CHIEF FINANCIAL OFFICER = 01 POST**

**SALARY LEVEL: 14**

**REF: DSD/2022/06**

**COMMENCING SALARY PACKAGE: R1 269 951 P.A**

**CENTRE: HEAD OFFICE**

### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management.
- Five (05) years' of experience at a senior managerial 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, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

### **KNOWLEDGE AND SKILLS**

- Sound and in-depth knowledge of relevant prescripts and applications, as well as an understanding of the legislative framework governing the Public Service.
- Strategic capability and planning skills.
- Computer literacy. Good communication skills.
- Financial management skills. Problem-solving and negotiation skills.
- Report writing skills. Policy analysis and development.

### **KEY PERFORMANCE AREAS**

- Provide leadership and high-level strategic direction and policy in the Department and coordinate and manage financial regulatory compliance and reporting.
- To manage the financial and procurement function of the Department and to ensure sound financial management in the Department.
- Provide physical maintenance services in the department.
- To establish and maintain appropriate financial systems (analytical tools, information systems and models or projection of cost behaviour) and policies to ensure effective and efficient management of resources.
- Liaise with relevant role-players in the financial environment regarding transversal financial matters.
- Manage the provisioning of supply chain management services.
- Ensure effective and efficient financial management/administration by collaborating in the development of training programme or by providing direct training in financial matters to an official of the department. Interpretation and implementation of Branch strategy.
- Develop Policies, and design planning frameworks and guidelines to operationalise strategy.
- Manage functions of Directors and Component (ensure resources are available, financial management etc.).

## **“ANNEXURE A”**

**POST NO. 2: DISTRICT DIRECTOR = 01 POST**

**SALARY LEVEL: 13**

**REF: DSD/2022/07**

**COMMENCING SALARY PACKAGE: R1 073 187 P.A**

**CENTRE: CAPRICORN DISTRICT**

### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) as recognized by SAQA.
- Five (05) years' of experience at a middle/senior managerial 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, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

### **KNOWLEDGE AND SKILLS**

- Knowledge and understanding of the legislative framework governing the Public Service.
- Strategic capability and planning skills.
- Computer literacy. Good communication skills.
- Financial management skills. Problem-solving skills.

### **KEY PERFORMANCE AREAS**

- Develop a business plan in line with the strategic objectives of the department. Develop and ensure the implementation of policies, norms and standards.
- Promote partnership for the delivery of primary social services. Manage integrated community development services in the district.
- Provide population and information development services at the district. Implement and monitor the provision of developmental social welfare services at the district.
- Strengthen the technical capacity of NGO's to ensure effective implementation of the programmes.
- Provide financial support service in accordance with the relevant directives and legislation.
- Manage and utilize resources in accordance with the relevant directives and legislation.
- Overall management of services and administration of the district.
- Coordination with the relevant stakeholders for the provision of integrated services.