



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref. No. : S 4/3/1/1/2
Enq : Conny Kgadima



TO ALL HEADS OF PROVINCIAL/NATIONAL DEPARTMENTS AND STAFF MEMBERS

HRM CIRCULAR NO. 20 OF 2022

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 **new Z83** forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za.
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B all fields should be completed in full except the following:
 - (i) South African applicants need not provide passport numbers
 - (ii) If an applicant responds "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?*" then the answer to the next question "*In the event that you are employed in the Public Service you immediately relinquish such business interests?*" can be left blank or indicated as not applicable.
 - (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration.
4. Noting there is limited space provided for **Part E, F & G**, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.
5. The declaration should be completed and signed.

6. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications.
7. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae.
8. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein.
9. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form.
10. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview.

A specific reference number for the post applied for must be quoted in the space provided on new form Z83.

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. G002 (Ground Floor) Registry,
46 Hans van Rensburg Street

POLOKWANE,
0700

11. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews.
12. 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.
13. 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 interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks.

14. 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.
15. 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.
16. All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000.
17. The closing date for submission of applications is **Friday 1st July 2022 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
18. 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. PRATT CA (SA)
HEAD OF THE DEPARTMENT

3/6/2022
DATE

ANNEXURE "A"

Post : Deputy Director: CAA Training Officer
Ref. No. : LPT/425/1
Directorate : Financial Management Capacity Building (Training)
Salary Package : R744 255.00 p.a.
(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualifications in Financial Accounting / Financial Management / Public Finance / Training Management and registered as a Chartered Accountant (SA). 2 years' experience as accredited SAICA assessor will be an added advantage. 3 relevant years' experience of which three years must be at Junior Management level within Financial Management Training and Capacity Development for Public Sector. 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. **Skills:** Thorough understanding of the Public Service Regulatory Framework, prescripts and directives. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good planning and organizing skills.

DUTIES: KEY PERFORMANCE AREAS: Analyse and interpret policies affecting departments and the SAICA programme and ensure congruence including but not limited to academic progress, study leave, salary progression. Develop and maintain recruitment, placement and retention policies of SAICA required and the Chartered Accounting Internship Programme. Recommend major change to these policies. Manage relationship with stakeholders. Interface and manage the training between department/ primary sites. Interact with SAICA. Oversee/manage the services provider by service providers to the Chartered Accounting Internship Programme (Learner Tracking System) (GRAP updates) (Simulation). Liaise with subject matter experts, mentors and assessors. Ensure that trainees are inducted on the nature of the programme and proper use of reporting tool. Establish secondment partners. Interface between departments regarding trainer movement. Establish academic support programme for trainees. Provide expert advice aligned to the departments APP and strategic plan. Manage compliance on monitoring and evaluation. Advise primary sites on compliance with South African Institutes of Chartered Accountant (SAICA) training regulation. Ensure compliance to SAICA framework. Ensure assessments are conducted as required by SAICA. Implement oversight role. Advise

on SAICA compliance. Report to Chartered Accountant Internship Programme steering committee. Manage financial administration. Perform budget management for Chartered Accountant Internship Programme. Authorise the payment for board courses and SAICA qualification examinations. Authorise and control trainer's salaries, establish salary scales relating to trainers and the progression in terms of performance and academic achievements. Authorise the purchase of assets for Chartered Accountant Internship Programme (PPE and IT). Manage assets (IT Assets). Manage contracts. Manage CAA Trainers. Mentor and coach team members. Manage the discipline of team members and undertaking disciplinary actions if necessary to the PT policies. Manage the workload of team members. Monitor manage the day-to-day workflow in team. Manage and administer the staff appraisal system/ process. Identifying development areas for all staff and put into place a development plan. Project manage the Chartered Accountants Academy including but not limited to establishment of training rotation plan with specific arrears of exposure in order for trainees to gain all their SAICA competencies.

Posts : 9 X Cleaners
Ref. Nos. : LPT/133/135/149/153/154/155/156/157/158
Directorate : Records Management & Auxiliary Services
Salary Notch : R104 073.00 p.a.
Salary Level : 2
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: ABET Qualification or Grade 10. Provision of cleaning services / housekeeping. Certificate in cleaning will be an added advantage. Persons with disabilities will be considered.

CORE AND PROCESS COMPETENCIES: Sound and in-depth knowledge of providing housekeeping. **Skills:** Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure

DUTIES: KEY PERFORMANCE AREAS: Ensure the effective and efficient housekeeping is being provided in the department. Perform cleaning services of routine nature. Perform cleaning tasks e.g. sweeping, scrubbing and mopping of floors. Cleaning of offices, passages / corridors and windows. Cleaning, dusting and polishing of furniture in offices. Cleaning of carpets in offices, passages / corridors and boardrooms. Cleaning of the building exteriors / surroundings (i.e. cleaning parking bays and related external areas). Checking and emptying of filled dustbins into offices, corridors and other related areas within the departmental complexes. Refilling of water bottles (i.e. aqua coolers) placed in various areas within departmental complexes. Cleaning of equipment's like microwaves.

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