



## THE PREMIER

Ref. No. : 3/5/1  
Enq. : Ms M.S Mahlase  
Tel : 015 287 6030

### CIRCULAR No. 34 OF 2022

TO ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL ADMINISTRATION.

RE-ADVERTISEMENT AND ADVERTISEMENT OF VACANT POSTS IN LIMPOPO PROVINCIAL ADMINISTRATION.

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

**1. Re-advert: Head and Accounting Officer for Department of Transport and Community Safety  
(Five (05) years fixed term contract)**

Reference No. : OTP/34/22/01  
SMS Grade D, salary level : 15  
Inclusive remuneration package : R1, 544 415 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 7 and a post graduate qualification NQF level 8 as recognised by SAQA.
- ✧ At least eight to ten (8-10) years of experience at a senior management level (03 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).
- ✧ Post graduate qualification in Transport Management/Policing will be an added advantage
- ✧ Valid driver's licence (with the exception of applicants with disabilities)

#### CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

#### PERSONAL ATTRIBUTES

- ✧ Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Conflict Resolution

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

## KEY PERFORMANCE AREAS

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

- ◆ Provide strategic leadership and direction to ensure efficient, effective and developmental support-oriented system in the following:
  - ◇ Establishing and implementing the strategic direction of the department to ensure alignment with departmental strategic objectives.
  - ◇ Monitor and ensure the implementation of the strategic and business plans.
  - ◇ Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives
  - ◇ Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:
    - ◇ Promotion of sound labour relations through management and maintenance of discipline
    - ◇ Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management.
  - ◇ Ensure that budget spending is maximized in line with strategic objective
  - ◇ Monitor and oversee memorandum of understanding, service level agreements and expenditure review.
  - ◇ Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy.
  - ◇ Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies
  - ◇ Regulate and monitor transport services through transport licensing, public transport monitoring and intensified traffic law enforcement operations
  - ◇ Develop and implement transport and infrastructure plans and ensure such plans support current and future growth of the transport sector
  - ◇ Provide provincial police oversight services, establish and maintain partnerships with community safety stakeholders
  - ◇ Promote economic development through effective and efficient transport development and transport operator empowerment programs
  - ◇ Direct support to the MEC.
  - ◇ Provide strategic leadership of the Department.
  - ◇ Regional Integration Implementation of MISS.
  - ◇ Managing a corporate/enterprise through leading people and task execution management .
  - ◇ Design Strategic Planning Frameworks .
  - ◇ Leadership and Management Strategy

## 2. Re-advert: Head and Accounting Officer for Department of Corporative Governance Human Settlement and Traditional Affairs (Five (05) years fixed term contract)

Reference No.	: OTP/34/22/02
SMS Grade D, salary level	: 16
Inclusive remuneration package	: R2,008 212 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 7 and a post graduate qualification NQF level 8 as recognised by SAQA.

- ✧ At least eight to ten (8-10) years of experience at a senior management level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).
- ✧ Post graduate qualification in Financial Management / Business Management/ Administration/ Municipal Finance/ Local Government Administration will be an added advantage
- ✧ Valid driver's licence (with the exception of applicants with disabilities)

#### **CORE AND PROCESS COMPETENCIES:**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

#### **PERSONAL ATTRIBUTES**

- ✧ Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Conflict Resolution

#### **KEY PERFORMANCE AREAS**

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

- Provide strategic direction to ensure efficient, effective and developmental support-oriented system in the following:
  - ✧ Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives
  - ✧ Render advice to the MEC and any other relevant authority on all aspect of CoGHSTA administration in the Province
  - ✧ Ensure effective Cooperative Government and Integrated Human Settlement.
  - ✧ Ensure that the programme of action of the Governance and Administration, Economic and Infrastructure clusters are implemented.
  - ✧ Liaise with the National Department of Cooperative Governance and Traditional Affairs and National Department of Human Settlements.
  - ✧ Provision of strategic leadership in the Department.
  - ✧ Leading and managing intergovernmental relations with respect to local government.
  - ✧ Maximize benefits arising from regional integration.
  - ✧ Implement the Environmental Management Act.
  - ✧ Promote and facilitate twinning agreement with municipalities.
- ✧ Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:
  - Promotion of sound labour relations through management and maintenance of discipline
  - Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management.
  - Ensure that budget spending is maximized in line with strategic objective
  - Monitor and oversee memorandum of understanding, service level agreements and expenditure review.
    - ✧ Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy.
    - ✧ Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies
    - ✧ Direct support to the MEC
    - ✧ Provide strategic leadership of the Department.
    - ✧ Regional Integration Implementation of MISS.
    - ✧ Managing a corporate/enterprise through leading people and task execution management.

- ◇ Design Strategic Planning Frameworks.
- ◇ Leadership and Management Strategy

### 3. Head and Accounting Officer for Department of Health Five (5) years fixed term contract

Reference No. : **OTP/34/22/03**

SMS Grade D, salary level : **16**

Inclusive remuneration package : **R2,008 212 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 **08 -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, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation.

**KNOWLEDGE 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.
- Direct support to the MEC.
- Provide strategic leadership of the Department.
- Regional Integration Implementation of MISS.
- Managing a corporate/enterprise through leading people and task execution management.
- Design Strategic Planning Frameworks.
- Leadership and Management Strategy

#### 4. Conditions of appointment

In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, 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 with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme).

All shortlisted candidates for these 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 Office of the Premier.

The successful candidates 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 candidates 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 candidates will be subjected to security clearance procedures.

## 5. NOTES TO APPLICANTS:

Applications must be submitted on signed prescribed **new** Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za).

The new Z83 form must be completed in full, signed and dated 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: South African applicants need not provide passport numbers. If an applicant responded "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? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration".

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. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Applications received after the closing date will not be considered.

Applicants are not required to submit certified copies of qualifications/certificates and other relevant documents when applying but must submit the Z83 and detailed Curriculum Vitae.

The Office of the Premier 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. 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 **certified** copies of qualifications/certificates, other relevant documents, and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews.

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: Chief Director: Strategic HR, Office of the Premier, Private Bag X9483, POLOKWANE, 0700**

**Enquiries should be directed to Ms. Suzan Mahlase / Mr. Junior Maboya, Ms. Moipone Mathole at 015 287 6030/6290/6360 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. Failure to comply with the above will result in immediate disqualification.**

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 : 22<sup>ND</sup> August 2022

  
Mr. N.S. Nchabeleng  
Director General

14/07/2022  
Date