



Ref. No. : S4/1/1
Enq. : Mr. C. Kika Bham

DIRECTOR GENERAL'S CIRCULAR No. 09 OF 2022

ADVERTISEMENT OF FORTY-FOUR (44) VACANT POSTS ON THE ESTABLISHMENT IN THE OFFICE OF THE PREMIER.


1. Applicants are hereby invited to apply for the filling of the vacant posts as per the attached advertisement Annexure A of Circular No. 09 of 2022.
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: 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.
4. A specific reference number for the post applied for must be quoted in the space provided on Z83 form.
5. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview.

Applications should be addressed to:

Director General
Office of the Premier
Private Bag X9483
POLOKWANE
0700

6. 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.

7. Enquiries should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
8. The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply.
9. 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.
10. All shortlisted candidates for posts of SMS 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.
11. Following the interview and technical exercise, the selection panel will recommend SMS 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 competencies using the mandated DPSA SMS competency assessment tools.
12. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) that is recommended candidates will be subjected to security clearance procedures. 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.
13. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
14. The closing date for the applications is the **12th August 2022 at 16h00**. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
15. 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.
16. NOTE: The contents of the advertised vacant posts will also be posted on the following websites www.limpopo.gov.za and www.dpsa.gov.za.



Mr. N.S. NCHABELENG
DIRECTOR GENERAL

DATE: 13/07/2022.

ANNEXURE A

1. CHIEF DIRECTORATE: INTEGRATED PLANNING AND GROWTH STRATEGY DEVELOPMENT COORDINATION

Post	:	Chief Director: Integrated Planning and Growth Strategy Development Coordination (1xPost)
Reference No.	:	OTP 09/22/01
Salary level	:	14
Salary Package	:	R1,269,951.00 p.a. (all - inclusive [package])
Salary Scale	:	R1,269,951.00 – R1,518,396.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA).
- 05 years' experience at senior managerial level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Provide leadership and high-level strategic direction in the Chief Directorate.
- Coordinate integrated planning instruments, systems and anti-poverty strategy initiatives through the District Development Model approach.
- Coordinate Provincial Spatial Planning.
- Coordinate the implementation of the Limpopo Development Plan.
- Coordinate the development and implementation of Infrastructure Planning and Project Management Initiatives.
- Interpretation and implementation of branch strategy.
- Develop policies, design planning frameworks and guidelines to operationalise strategy.
- Manage functions of directors and component (ensure resources are available, financial management etc.
- Develop performance/ standards/ policies/ Monitoring and Evaluation

2. DIRECTORATE: ORGANISATIONAL DEVELOPMENT COORDINATION

Post	:	Director: Organisational Development Coordination (1xPost)
Reference No.	:	OTP 09/22/02
Salary level	:	13
Salary Package	:	R1,073,187.00 p.a. (all - inclusive [package])
Salary Scale	:	R1,073,187.00 – R1,264,176.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA).
- 05 years' experience at middle/senior managerial level
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage, Coordinate, Monitor and Evaluate the implementation of Organisational Work-study.
- Manage, Coordinate, Monitor and Evaluate Organization and Work-study services within the Provincial Administration.
- Coordinate, Monitor & Evaluate and Job Evaluation within the Provincial Administration.
- Provide advice on the alignment of Departmental structures with strategic plan and allocated budget.
- Manage Projects.
- Ensure the achievement of operational targets.
- Manage others and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation

3. DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES

Post	:	Director: Integrity, Security and Vetting Services (1xPost)
Reference No.	:	OTP 09/22/03
Salary level	:	13
Salary Package	:	R1,073,187.00 p.a. (all - inclusive [package])
Salary Scale	:	R1,073,187.00 – R1,264,176.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA).
- 05 years' experience at middle/senior managerial level
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Provide strategic direction in respect of policy development within Provincial Administration.
- Coordinate, monitor and evaluate the anti-corruption programmes within the Provincial Departments.
- Monitor the implementation of the whistle blowing mechanisms and manage the development of information management systems.
- Coordinate information security and vetting services.
- Coordinate physical and technical security.
- Manage Projects.
- Ensure the achievement of operational targets.
- Manage others and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation

4. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

Post	:	Director: Human Resource Management Services (1xPost)
Reference No.	:	OTP 09/22/04
Salary level	:	13
Salary Package	:	R1,073,187.00 p.a. (all - inclusive [package])
Salary Scale	:	R1,073,187.00 – R1,264,176.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA).
- 05 years' experience at middle/senior managerial level
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Oversee the rendering of Recruitment and Selection.
- Oversee the rendering of Conditions of Services.
- Oversee the Organisational Development advisory services.
- Oversee the development of Human Resource Planning, Information & Systems.
- Provide Strategic direction in respect of Policy development within the Office.
- Manage Projects.
- Ensure the achievement of operational targets.
- Manage others and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation

5. DIRECTORATE: STRATEGIC MANAGEMENT SERVICES

Post	:	Director: Strategic Management Services (1xPost)
Reference No.	:	OTP 09/22/05
Salary level	:	13
Salary Package	:	R1,073,187.00 p.a. (all-inclusive)
Salary Scale	:	R1,073,187.00 – R1,264,176.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA).
- 05 years' experience at middle/senior managerial level
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Ensure synchronized strategic management processes in line with applicable guidelines and government planning frameworks.
- Ensure implementation of national and provincial policies, strategies, guidelines, directives and procedures.
- Ensure development of monitoring and evaluation mechanisms that will improve service delivery.
- Collaborate with other government departments, external and internal stakeholders.
- Ensure provision and coordination of service delivery improvement programmes.
- Manage Projects.
- Ensure the achievement of operational targets.
- Manage others and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation

6. DIRECTORATE: PROTOCOL AND EVENTS MANAGEMENT SERVICES

Post	:	Director: Protocol and Events Management Services (1xPost)
Reference No.	:	OTP 09/22/06
Salary level	:	13
Salary Package	:	R1,073,187.00 p.a. (all-inclusive)
Salary Scale	:	R1,073,187.00 – R1,264,176.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA).
- 05 years' experience at middle/senior managerial level
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage Events.
- Manage the official Order of Precedence.
- Manage International Visits.
- Manage corporate gifts and flag banks.
- Conduct Training.
- Manage Projects.
- Ensure the achievement of operational targets.
- Manage others and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation.

7. DIRECTORATE: CORPORATE COMMUNICATION SERVICES

Post	:	Deputy Director: Marketing and Advertising (1xPost)
Reference No.	:	OTP 09/22/07
Salary level	:	12
Salary Package	:	R 882,042.00 per annum (all-inclusive)
Salary Scale	:	R 882,042.00 – R 1,038,999.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Communication Services of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Sound and knowledge of relevant prescripts.
- Negotiation skills, people management, planning and organizing.
- Time management, strategic planning skills and group dynamics.
- Facilitation skills and co-ordination skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Monitor the implementation and compliance of the Corporate Identity Manual by departments.
- Monitor the implementation of Marketing and Branding plans.
- Monitor and facilitate the implementation of exhibitions by departments.
- Monitor and management of the Website Content.

8. DIRECTORATE: ORGANISATIONAL DEVELOPMENT COORDINATION

Post	:	Deputy Director: Organisational Development Coordination (1xPost)
Reference No.	:	OTP 09/22/08
Salary level	:	12
Salary Package	:	R 882,042.00 per annum (all-inclusive)
Salary Scale	:	R 882,042.00 – R 1,038,999.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Organisational Development of which three (3) years must be at a Junior Management or Assistant Director level.
- Qualification in Management Services, Operations, Production Management or Industrial and Organisational Psychology will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Interpersonal relationship, Quality of work, Initiative and innovative.
- People management, Planning & organizing.
- Time management and Group dynamics.
- Strategic planning, Policy analysis and development.
- Ability to manage conflict and diversity management.
- Facilitation skills and Co-ordination skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Coordinate, monitor and evaluate the implementation of Job Evaluation for SMS (13 - 16) and level 1-12 posts.
- Coordinate, monitor and evaluate Provincial Organisation Development activities.
- Coordinate the development and implementation of Organisation Development and Job Evaluation polices.
- Coordinate the development and implementation of Business Processes.

9. DIRECTORATE: LABOUR RELATIONS COORDINATION

Post	:	Deputy Director: Labour Relations Coordination (2xPosts)
Reference No.	:	OTP 09/22/09
Salary level	:	12
Salary Package	:	R 882,042.00 per annum (all-inclusive)
Salary Scale	:	R 882,042.00 – R 1,038,999.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Labour Relations of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Sound and knowledge of relevant prescripts such as the RSA Constitution Act, Labour Relations Act, Employment Equity Act, Skills Development Act, Public Service Act etc.
- Negotiation skills, people management, planning and organizing.
- Strategic planning, policy analysis and development.
- Group dynamics, diversity management and facilitation skills.
- Disciplinary management and time management.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Coordinate the implementation of collective agreements, Council and Chamber Resolutions in the Provincial Administration.
- Coordinate and represent the employer in collective bargaining and Labour Relations Consultative Forums.
- Coordinate public service industrial action in the Provincial Administration.
- Coordinate capacity building on the Grievance rules and Disciplinary Code and Procedure in the Provincial Administration.

10. DIRECTORATE: LIMPOPO YOUTH DEVELOPMENT

Post	:	Deputy Director: Projects and Programmes (1xPost)
Reference No.	:	OTP 09/22/10
Salary level	:	12
Salary Package	:	R 882,042.00 per annum (all-inclusive)
Salary Scale	:	R 882,042.00 – R 1,038,999.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Youth Development of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Report writing skills, facilitation skills and coordination skills.
- Networking, interpersonal skills and analytical skills.
- Diplomacy, Planning and Organisation skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage the coordination of Youth Development, Projects and Programmes.
- Coordinate and monitor the development and conducting of research and policies.
- Manage, promote and support projects and programmes.
- Develop and maintain good relations within the Departments and all Stakeholders.

11. DIRECTORATE: HUMAN CAPITAL INVESTMENT AND RESEARCH

Post	:	Deputy Director: Human Capital Investment and Research (2xPosts)
Reference No.	:	OTP 09/22/11
Salary level	:	12
Salary Package	:	R 882,042.00 per annum (all-inclusive)
Salary Scale	:	R 882,042.00 – R 1,038,999.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Human Resource Development/Management or Training of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Negotiation skills, Facilitation skills and People Management
- Strategic Planning and Organizing.
- Time Management and Diversity Management.
- Coordination skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage the coordination and implementation of the Limpopo Human Capital Investment Strategy.
- Manage the coordination of skills development initiatives and partnerships in the Province.
- Manage the sectors and coordinate meetings and workshops.
- Manage the coordination of SETA's and Institutions of Higher Learning and Industries

12. CHIEF DIRECTORATE: PROVINCIAL HRD STRATEGY & POLICY

Post	:	Deputy Director: Performance Management Development System (1xPost)
Reference No.	:	OTP 09/22/12
Salary level	:	12
Salary Package	:	R 882,042.00 per annum (all-inclusive)
Salary Scale	:	R 882,042.00 – R 1,038,999.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Performance Management of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Strategic Planning
- Policy analysis and development.
- Facilitation and presentation skills.
- Research skills and report writing.
- Managing interpersonal, conflict and resolving problems.
- Knowledge of relevant prescripts.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Provide direction and support on the implementation of Performance Management and Development System in all Provincial Departments.
- Develop and coordinate Provincial Performance Management policies and procedures.
- Monitor compliance to strategic plans and management plans as they relate to Performance Management by all Provincial Departments.
- Conduct quality assurance oversight on the Performance instruments (PIS), progress review discussion (PRDS), annual assessment (AAS) report of Senior Management Services (SMS) and lower levels.
- Analyze Performance assessment of SMS members and lower levels.

13. DIRECTORATE: HUMAN RESOURCE MANAGEMENT (HRM) SERVICES

Post	:	Deputy Director: Organisational Development (1xPost)
Reference No.	:	OTP 09/22/13
Salary level	:	11
Salary Package	:	R 744,255.00 per annum (all-inclusive)
Salary Scale	:	R 744,255.00 – R 876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Organisational Development of which three (3) years must be at a Junior Management or Assistant Director level.
- Qualification in Management Services, Operations, Production Management or Industrial and Organisational Psychology will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Negotiation skills, People Management and Planning and Organizing.
- Time Management and Strategic Planning.
- Policy analysis and Development and Coordination skills.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage the designing of the functional and Organisational staff establishment structure.
- Manage the development of procedure manuals and re-engineering processes.
- Manage the job evaluation processes.
- Manage office space analysis.

14. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION TECHNOLOGY OFFICE (DGITO)

Post	:	Deputy Director: ICT Infrastructure (1xPost)
Reference No.	:	OTP 09/22/14
Salary level	:	11
Salary Package	:	R 744,255.00 per annum (all-inclusive)
Salary Scale	:	R 744,255.00 – R 876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in an ICT environment of which three (3) years must be at a Junior Management or Assistant Director level.
- Server / Data Centre Administrator certification, Network certification for Network Engineers, ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Analytical thinking, Report writing skills and Negotiation skills.
- People Management, Planning and Organizing.
- Time Management, Strategic Planning, Policy analysis and Development.
- Group dynamics, Diversity management and Facilitation skills.
- Coordination skills and Systems development life cycle.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage compliance with ICT Infrastructure and Internal controls
- Manage the Development and Maintenance of the ICT Infrastructure
- Manage the Network Environment
- Develop and maintain contracts, policies and framework

15. DIRECTORATE: OFFICE OF THE DIRECTOR GENERAL

Post	:	Deputy Director: Office of the Director General (1xPost)
Reference No.	:	OTP 09/22/15
Salary level	:	11
Salary Package	:	R 744,255.00 per annum (all-inclusive)
Salary Scale	:	R 744,255.00 – R 876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Office Administration of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Sound and knowledge of relevant prescripts, application of human resource as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Public Service Regulations Act and Public Service Act etc.
- Strategic capability, people management and empowerment.
- Problem solving and analysis.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Provide administrative support to the Director General.
- Provide secretariat support to the Director General.

16. DIRECTORATE: STRATEGIC MANAGEMENT SERVICES

Post	:	Deputy Director: Service Delivery Improvement (1xPost)
Reference No.	:	OTP 09/22/16
Salary level	:	11
Salary Package	:	R 744,255.00 per annum (all-inclusive)
Salary Scale	:	R 744,255.00 – R 876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Service Delivery Improvement of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Negotiation skills and People Management.
- Problem solving, Planning and Organizing skills.
- Time Management, Strategic Planning, Policy analysis and Development.
- Group dynamics, Diversity management and Facilitation skills.
- Coordination skills and gender mainstreaming.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage and coordinate the development and implementation of service delivery standards.
- Manage and coordinate the development and implementation of service delivery improvement plans.
- Manage and coordinate relevant special programmes.

17. DIRECTORATE: LABOUR RELATIONS

Post	:	Deputy Director: Labour Relations (1xPost)
Reference No.	:	OTP 09/22/17
Salary level	:	11
Salary Package	:	R 744,255.00 per annum (all-inclusive)
Salary Scale	:	R 744,255.00 – R 876,705.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Five (5) years' experience in Labour Relations of which three (3) years must be at a Junior Management or Assistant Director level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Sound and knowledge of relevant prescripts such as the RSA Constitution Act, Labour Relations Act, Employment Equity Act, Skills Development Act, Public Service Act etc.
- Negotiation skills, people management, planning and organizing skills.
- Time management, strategic planning, policy analysis and development.
- Group dynamics, diversity management and facilitation skills.
- Disciplinary and dispute management.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Coordinate, advise, monitor, support and evaluate implementation of Grievance rules, disciplinary code and procedure, dispute resolution procedure, councils and chambers resolutions in the Provincial administration.
- Handle and facilitate grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier.
- Coordinate, monitor and evaluate the implementation of collective agreements in the Provincial Administration.
- Coordinate, manage and monitor Public Service industrial action in the Provincial Administration.
- Coordinate, manage, facilitate and represent the employer in collective bargaining and Labour Relations consultative forums.
- Coordinate, monitor, facilitate and evaluate capacity building on Grievances rules and disciplinary code and procedure in the Provincial Administration.

18. DIRECTORATE: PUBLIC SECTOR HRD PROGRAMMES

Post	:	Assistant Director: Public Sector HRD Programmes (1xPost)
Reference No.	:	OTP 09/22/18
Salary level	:	10
Salary Package	:	R477, 090.00 per annum
Salary Scale	:	R477, 090.00 – R561, 981.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Human Resource Development or Training at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

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:

- Negotiation skills, Facilitation skills and Coordination skills.
- Analytical skills and Project Management skills.
- Planning and organizing skills.
- Strategic planning, policy analysis and development.
- Group dynamics and Diversity management.
- Time management.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Coordinate and monitor the development and implementation of Provincial Work Skills plans.
- Coordinate all sectors in the implementation of training plans.
- Coordinate and monitor the implementation of skills programmes.

19. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post	:	Assistant Director: Assets & Disposal Programmes (1xPost)
Reference No.	:	OTP 09/22/19
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Financial Management at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Negotiation skills, Facilitation skills and Coordination skills.
- Analytical skills, People management and Time management.
- Planning & Organizing skills and group dynamics.
- Policy analysis and development.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage assets and asset register.
- Reconcile asset register with BAS.
- Facilitate the disposal of assets.

20. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post	:	Assistant Director: Accounts (1xPost)
Reference No.	:	OTP 09/22/20
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Financial Management at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Financial Accounting.
- Mathematics.
- Written and verbal communication.
- Budgeting.
- Public Management.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Conduct compliance management (planning, execution and reporting).
- Liaison with Provincial Treasury, Internal Auditors, Office of the Auditor-General and other stakeholders (Execution & Reporting).

21. DIRECTORATE: LIMPOPO YOUTH DEVELOPMENT SERVICES

Post	:	Assistant Director: Limpopo Youth Development (1xPost)
Reference No.	:	OTP 09/22/21
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Youth Development at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Negotiation skills and Facilitation skills.
- People management and Coordination skills.
- Financial solving and Time management.
- Strategic planning and Diversity management.
- Policy analysis and development.
- Planning & Organizing skills.
- Group dynamics.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Monitor youth development projects and programmes.
- Initiate and implement youth development programmes and projects.
- Advocate programmes on youth development programmes.
- Coordinate the development and conducting of research and policies.

22. DIRECTORATE: HUMAN RESOURCE MANAGEMENT (HRM) SERVICES

Post	:	Assistant Director: Recruitment and Selection (2xPosts)
Reference No.	:	OTP 09/22/22
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Human Resource Management at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- PERSAL literate.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Strategic Capability
- People Management and Empowerment
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Monitor Recruitment and Selection process of Personnel.
- Administer and Monitor Ethics and e-Disclosure system.
- Monitor the Establishment and updating of Persal.
- Monitor Transfers, Secondments and Translations.

**23. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION
TECHNOLOGY OFFICE (DGITO)**

Post	:	Systems Analyst (1xPost)
Reference No.	:	OTP 09/22/23
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in an ICT environment at a Supervisory level.
- ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Report writing skills, Contract development skills and Diversity management
- System database, OLA (Operational Level Agreement) and System Architecture
- Negotiation skills, People Management and Time Management.
- Planning and Organizing skills and Group Dynamics
- Policy analysis and Development
- Facilitation skills and Co-ordination skills
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Determine Applications Requirements
- Monitor developments and maintenance of all IT Applications systems
- Coordinate Systems Development projects
- Provide support on IT application systems and user support

**24. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION
TECHNOLOGY OFFICE (DGITO)**

Post	:	Business Analyst (1xPost)
Reference No.	:	OTP 09/22/24
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in an ICT environment at a Supervisory level.
- ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Report writing skills, Contract development skills and Diversity management
- Negotiation skills and People Management
- Planning and Organizing, Time Management and Group Dynamics
- Policy analysis and Development
- Facilitation skills and Co-ordination skills
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Conduct Business Analysis Planning and Monitoring.
- Determining business requirements from stakeholders.
- Confirm and verify business requirements from stakeholder.
- Conduct Enterprise Analysis.
- Conduct Requirements Analysis.
- Assess and validate business solutions.

**25. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Assistant Director: HR Records (1xPost)
Reference No.	:	OTP 09/22/25
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Records Management at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Report writing skills, Contract development skills and Diversity management.
- Negotiation skills and People Management.
- Planning and Organizing, Time Management and Group Dynamics.
- Policy analysis and Development.
- Facilitation skills and Co-ordination skills.
- Change and Knowledge Management
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage Human Resources Records.
- Monitor and maintain the file plan.
- Implement systematic disposal programme.
- Manage messenger services.

**26. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Assistant Director: General Records (1xPost)
Reference No.	:	OTP 09/22/26
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Records Management at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Report writing skills, Contract development skills and Diversity management.
- Negotiation skills and People Management.
- Planning and Organizing skills, Time Management and Group Dynamics
- Policy analysis and Development.
- Facilitation skills and Co-ordination skills
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Monitor safekeeping of general records
- Monitor and maintain file plan
- Monitor receipt and dispatch of departmental records
- Monitor the implementation systematic disposal of program
- Monitor the driver and messenger services

**27. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Assistant Director: Knowledge Management (1xPost)
Reference No.	:	OTP 09/22/27
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Information and Knowledge Management at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Report writing skills, Contract development skills and Diversity management
- Negotiation skills and People Management
- Planning and Organizing, Time Management and Group Dynamics
- Policy analysis and Development skills.
- Facilitation skills and Co-ordination skills
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Institutionalize Knowledge Management to ensure coordinated implementation and practices
- Establish Knowledge Management processes, practices and platforms to improve knowledge collaboration, sharing and use.
- Expand the Knowledge Management related ICT infrastructure to support Knowledge Management processes.
- Foster / Promote and stimulate innovation.

**28. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Assistant Director: Infrastructure Planning Management (1xPost)
Reference No.	:	OTP 09/22/28
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Infrastructure Management at a Supervisory level.
- Experience in the relevant field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Negotiation skills and People management
- Planning & Organizing skills
- Time management and Co-ordination skills
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Manage infrastructure planning and development
- Manage the provision of Office buildings and furniture
- Manage boardrooms and provision of utensils and kitchenware
- Monitor the allocation of parking bays

29. DIRECTORATE: ORGANISATIONAL RISK, INTEGRITY AND SECURITY MANAGEMENT

Post	:	Assistant Director: ICT Risk (1xPost)
Reference No.	:	OTP 09/22/29
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Qualification in Risk Management/Auditing/ IT Audit and possession of ISO 27001 and ITIL or COBIT 5 certificate will be an added advantage.
- Three (3) years' experience in an ICT environment at a Supervisory level.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Negotiation skills and People Management.
- Planning & organizing, Time management and Strategic Planning.
- Policy analysis development, Group dynamics and Diversity Management.
- Facilitation skills and Co-ordination skills.
- Numeracy management.
- Risk Management Software (Barnowl).
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Facilitate and advice on ICT risk identification and assessment process
- Monitor development and implementation of ICT Governance, Processes and Procedures.
- Monitor and review compliances with risk management strategies and practices
- Conduct Education and awareness campaigns through workshops and one on one interviews and provide advice to the ICT Steering Committee on issues relating to ICT Risks and Security.
- Provide Secretariat Services to the Risk Management Committee (RMC) and ensure that the RMC fulfils its mandates as outlined in the charter.

30. DIRECTORATE: STRATEGIC MANAGEMENT SERVICES

Post	:	Assistant Director: Monitoring and Evaluation (1xPost)
Reference No.	:	OTP 09/22/30
Salary level	:	9
Salary Package	:	R382,235.00 per annum
Salary Scale	:	R382,235.00 – R450,255.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Three (3) years' experience in Strategic Planning at a Supervisory level.
- Relevant experience in the field will be an added advantage.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Monitoring and evaluation skills and data analysis skills.
- Strategic planning, policy analysis and development.
- Good communication skills and good analytic skills.
- Report writing, facilitation skills and coordination skills.
- Computer literate

RESPONSIBILITIES:

The successful candidate will be responsible to:

- Coordinate annual performance planning.
- Coordinate evaluation of performance for improvement purposes.
- Coordinate implementation of evaluation plan of the office.
- Coordinate Office of the Premier accountability reports to all relevant stakeholders.

31. DIRECTORATE: CORPORATE COMMUNICATION SERVICES

Post	:	Chief Photographer (1xPost)
Reference No.	:	OTP 09/22/31
Salary level	:	8
Salary Package	:	R321,543.00 per annum
Salary Scale	:	R321,543.00 – R378,765.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Two (2) years' experience in photographic services.
- Relevant experience in Media / Journalism will be added advantage.
- A valid driver's license except for people with disability.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Research skills, Planning skills and Design skills
- Organizational skills, research skills and Quality control skills
- Productivity assessment skills and Negotiation skills
- Computer competency and technical skills
- Database design and management skills
- Cataloging and archiving skills
- People Management and Financial solving.
- Planning & organizing and Time management.
- Strategic Planning and Policy analysis and development.
- Good communication skills, Group dynamics and Diversity Management.
- Facilitation skills, Co-ordination skills and Leadership skills.
- Change and knowledge management.
- Computer literate.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Undertake Photographic Assignments.
- Provide Photographic Services during events.
- Plan new projects and maintain internal mass media channels.

32. DIRECTORATE: SPECIAL PROGRAMMES

Post	:	Sign Language Interpreter (1xPost)
Reference No.	:	OTP 09/22/32
Salary level	:	8
Salary Package	:	R321,543.00 per annum
Salary Scale	:	R321,543.00 – R378,765.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Certificate in South African Sign Language (SASL).
- Two (2) years' experience in South African Sign Language interpreting and working with deaf people.
- A valid driver's license except for people with disability.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Sign Language Interpreting skills.
- People Management.
- Planning & organizing.
- Time management.
- Strategic Planning.
- Policy analysis and development.
- Good communication skills and ability to manage conflict.
- Facilitation skills.
- Co-ordination skills.
- Computer literate

RESPONSIBILITIES:

The successful candidate will be responsible to:

- Coordinate the mainstreaming of disability programmes.
- Provide SA sign language services.
- Monitor the implementation of SA sign language services.
- Coordinate advocacy programmes.
- Provide administrative services.

33. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION TECHNOLOGY OFFICE (DGITO)

Post	:	Network Controller (2xPosts)
Reference No.	:	OTP 09/22/33
Salary level	:	8
Salary Package	:	R321,543.00 per annum
Salary Scale	:	R321,543.00 – R378,765.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- Two (2) years' experience in an ICT environment.
- Server / Data Centre Administrator certification, Network certification for Network Engineers, ITIL Certificate in ICT Governance will be an added advantage.
- A valid driver's license except for people with disability.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Report writing skills, people management.
- Planning & organizing and Time management.
- Policy analysis and development.
- Good communication skills and Diversity management.
- Facilitation skills and Coordination skills.
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Determine network requirements.
- Provide LAN, WAN and desktop services.
- Monitor the network environment.

**34. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Admin Officer: HR Records (1xPost)
Reference No.	:	OTP 09/22/34
Salary level	:	7
Salary Package	:	R 261,372.00 per annum
Salary Scale	:	R 261,372.00 – R 307,890.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- an undergraduate qualification (NQF level 6) as recognised by SAQA.
- At least two (2) years' experience in Records Management.
- A valid driver's license except for people with disability.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Negotiation skills, time management, planning and organizing.
- Strategic planning, good communication skills and group dynamics
- Diversity management, facilitation skills and co-ordination skills.
- Leadership skills, financial solving, change and knowledge management.
- Computer literate

RESPONSIBILITIES

The successful candidate will be responsible to:

- Administer HR Records.
- Administer file plan and verify.
- Administer the implementation of systematic disposal program.

35. **DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Supervisor Cleaner (1xPost)
Reference No.	:	OTP 09/22/35
Salary level	:	4
Salary Package	:	R 147,459.00 per annum
Salary Scale	:	R 147,459.00 – R 173,706.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- NQF level 3 (Grade 10).
- No experience required.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Cleaning skills, time management and good communication skills.
- Group dynamics, operating cleaning equipment and diversity management.
- Leadership skills, change and knowledge management.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms.
- Manage and ensure the maintenance of cleaning machines and equipment
- Make a requisition and issue cleaning material.

**36. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Handyman (1xPost)
Reference No.	:	OTP 09/22/36
Salary level	:	3
Salary Package	:	R 124,434.00 per annum
Salary Scale	:	R 124,434.00 – R 146,577.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- NQF level 3 (Grade 10).
- Trade Test Certificate will be an added advantage.
- No experience required.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Interpersonal skills and technical skills.
- Time management skills, good written and communication skills.
- Group dynamics, diversity and change management.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Maintenance of office buildings.
- Maintenance of office equipments.

37. **DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES
(WORK ENVIRONMENT)**

Post	:	Cleaner (4xPosts)
Reference No.	:	OTP 09/22/37
Salary level	:	2
Salary Package	:	R 104,073.00 per annum
Salary Scale	:	R 104,073.00 – R 122,592.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- NQF level 1 or 2 (Grade 8 or 9).
- No experience required.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Cleaning skills, time management and good communication skills.
- Group dynamics and diversity management.
- Leadership skills, change and knowledge management.

RESPONSIBILITIES

The successful candidate will be responsible to:

- Provide cleaning services (cleaning offices, restrooms, corridors, elevators and passages).
- Keep and maintain cleaning materials and equipment.