



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## OFFICE OF THE PREMIER

Ref. No. : 3/4/1  
Enq. : Mr. Junior Maboya

**TO ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL ADMINISTRATION.  
DIRECROT GENERAL'S CIRCULAR NO 54 OF 2023.**

### **ADVERTISEMENT OF VACANT POST IN LIMPOPO PROVINCIAL ADMINISTRATION.**

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

#### **RE-ADVERT**

##### **Post 1**

: **Head and Accounting Officer for Department of Health**  
: **Five (5) years fixed term contract**  
: **OTP/54/23/01**

Reference No.

SMS Grade D, salary level

Inclusive remuneration package

Non-pensionable Head of  
Department allowance

Centre

: 16

: **R2,068 458 per annum**

: **10% of the payable inclusive remuneration package**

: **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 (**03) 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, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

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Mowaneng Building, 40 Hans Van Rensburg Street. POLOKWANE, 0700, Private Bag X9483, POLOKWANE, 0700  
Tel: (015) 287 6000, (015) 287 6999, Fax: (015) 295 3840 Website: <http://www.limpopo.gov.za>

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

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### **KEY KNOWLEDGE AND SKILLS:** Demonstrate the 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

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<b>Post 2</b>	<b>: Head and Accounting Officer for Department of Economic Development, Environment and Tourism (LEDET)</b>
	<b>: Five (5) years fixed term contract</b>
<b>Reference No.</b>	<b>: OTP/54/23/02</b>
<b>SMS Grade D, salary level</b>	<b>: 15</b>
<b>Inclusive remuneration package</b>	<b>: R1,590 747 per annum</b>
<b>Non-pensionable Head of Department allowance</b>	<b>: 10% of the payable inclusive remuneration package</b>
<b>Centre</b>	<b>: Polokwane (Head Office)</b>

### 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, at least 3 years of which must be with any organ of State as defined in the constitution act 108, of 1996.
- Valid Code EB vehicle driver's license (exempting applicants with disabilities).

### CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication

### KEY 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

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management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels

### 1. KEY PERFORMANCE AREAS:

**Oversee promotion and development of economic growth within the Province.**

- Guide and direct Economic development planning and research, Development of enterprises and co-operatives in all sectors, Establishment, development and promotion of industries and Creation of a healthy and fair business practice environment.
- Ensure social development and empowerment.
- Ensure that there is conducive environment for economic growth.

**Oversee promotion and development environmental and tourism activities within the Province as follows:**

- Guide and direct Environmental protection and waste and pollution management, Biodiversity support services and utilisation of natural resources, Tourism development,
- Ensure community involvement and beneficiation.
- Ensure adequate regulation of environmental matters
- Ensure optimal functioning of tourism products and provincial nature reserves (Limpopo Wildlife Resorts)
- 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

### 2. 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 (05) year contract of employment upon assumption of duty with the Premier.

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- 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.

**3. 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) and a detailed curriculum vitae. 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.

Certified copies of qualifications and other relevant documents will only be submitted by shortlisted candidates on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by SAQA. Such qualifications **must** be submitted when invited to attend the interview.

Correspondence will be limited to short-listed candidates only, 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.**

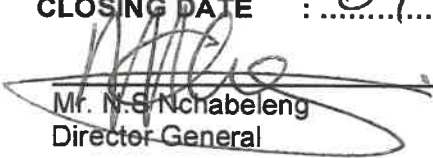
**Note! Candidates who previously applied are encouraged to re-apply.**

Applications received after closing date will not be considered. Late applications will not 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 : .....

07<sup>TH</sup> MARCH 2023

  
Mr. N.S. Nchabeleng  
Director General

23/01/2023  
Date

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