



Ref. No. : S4/1/1

Enq. : Ms. Mokgalaka S

DIRECTOR GENERAL'S CIRCULAR No. 05 OF 2023

ADVERTISEMENT OF THIRTY-FIVE (35) VACANT POSTS ON THE ESTABLISHMENT OF THE OFFICE OF THE PREMIER.

1. Applicants are hereby invited to apply for the vacant posts as advertised per the attached Annexure A of Director General: Circular No. 05 of 2023.
2. Applications must be submitted on new Z83 application forms obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za.
3. The new Z83 application form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 application form by applicants:
 - All the fields in Part A, C and 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?*" 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?*". If yes (provide detail)".
 - 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 Z83 application form for employment, 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 with Yes or No as provided on the Z83 application form, however if it is not applicable to the applicant, it is acceptable to indicate N/A.
4. A specific reference number indicated on the post applied for must be quoted in the Column "Reference Number" on Z83 application form.
5. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date.

6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

Applications should be addressed to:

Director: Human Resource Management
Office of the Premier
Private Bag X9483
POLOKWANE
0700

7. 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.
8. Enquiries should be directed to Mesdames: Mgbo PM/ Mashitsoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P at telephone numbers 015 - 287 6441 / 6349 / 6027 / 6293 / 6588 respectively.
9. The Office of the Premier is an affirmative action employer. Designated race groups, females and persons living with disabilities remain the target group and are encouraged to apply.
10. 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.
A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty.
11. 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.
12. 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.
13. 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) and 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.
14. The successful candidate will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty.

15. The closing date for the applications is the 09/06/2023 at **16h00**. Late applications for the advertised posts will not be considered. Failure to comply with the above-mentioned requirements will result in the disqualification of the application.

16. 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 the Office 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.

17. NOTE: This advert will also be posted on the following websites www.limpopo.gov.za and www.dpsa.gov.za.



Mr. N.S. NCHABELENG
DIRECTOR GENERAL

DATE: 10/5/2023

ANNEXURE A

1. CHIEF DIRECTORATE: SECRETARIAT TO COUNCIL

Post	:	Chief Director: Secretariat to Council (1x post)
Reference No.	:	OTP 05/23/01
Salary level	:	14
Salary Package	:	R1,308,051.00 per annum (All-inclusive remunerative package)
Salary Scale	:	R1,308,051.00 – R1,563,948.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA).
- Minimum of five (05) years experience at a Senior Managerial level.
- Experience in the Executive Council Support Services, AIDS Council Services and Councils/form in the support of the Political Head 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 and Service Delivery.

KNOWLEDGE AND SKILLS:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide strategic direction and support to the Chief Directorate: Secretariat to Councils.
- Manage the coordination of the Limpopo AIDS Council (LPAC).
- Manage the coordination of the Executive Council (EXCO).
- Manage the coordination of the Premier's Economic Growth and Advisory Council (PEGAC).
- Manage the coordination of the Limpopo Human Resource Development Council (LHRDC).

2. DIRECTORATE: HUMAN RESOURCE MANAGEMENT (HRM) COORDINATION

Post	:	Director: HRM Coordination (1xPost)
Reference No.	:	OTP 05/23/02
Salary level	:	13
Salary Package	:	R1,105,383.00 per annum (All – inclusive remunerative package)
Salary Scale	:	R1,105,383.00 – R1,302,102.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (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 and service delivery.

KNOWLEDGE AND SKILLS:

Extensive knowledge of legislation regulating Human Resource Management (HRM). Extensive knowledge of regulatory frameworks such as Public Service Act, Public Service Regulations, Public Service Regulatory Framework governing Human Resource Management Practices. Extensive experience in the field of Human Resource Planning, Recruitment and Selection, Job Evaluation, Conditions of Service, Policy Development. Management and supervision of subordinates. Customer relationship skills, project management skills, presentation skills, change management skills, Report writing skills, Problem solving skills (decision-making), Planning, organizing and analytical skills. Effective communication (both written and verbal) skills. Computer literacy (MS Excel, MS Word and MS PowerPoint). Ability to interact with stakeholders at all levels.

RESPONSIBILITIES:

The successful candidate will be responsible to:

- Facilitate the development of Provincial HRM Policies, procedures and SoPs and monitor implementation thereof;
- Coordinate the implementation of Provincial HRM Programmes.
- Coordinate the development of Departmental MTEF HR Plans and Annual HRP Implementation reports
- Coordinate and manage the career development of all Provincial Heads of Department.
- Monitor implementation and management of Policy on Ill Health and Retirement within the Provincial Administration
- Coordinate Provincial and National HRM Forum Committee meetings.
- Coordinate Provincial SMS Summit on an annual basis.
- Manage the HRM Coordination Directorate's performance.

3. DIRECTORATE: SPATIAL PLANNING

Post	:	Director: Spatial Planning (1xPost)
Reference No.	:	OTP 05/23/03
Salary level	:	13
Salary Package	:	R1,105,383.00 per annum (All - inclusive remunerative package)
Salary Scale	:	R1,105,383.00 – R1,302,102.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Town Planning or Development Planning as recognized by the South African Qualification Authority (SAQA).
- A minimum of (5) 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 and service delivery.

KNOWLEDGE AND SKILLS:

Computer literate and knowledge of applicable prescripts.

RESPONSIBILITIES:

The successful candidate will be responsible to:

- Coordinate the development of the Provincial Spatial Planning and Land Use management related policies.
- Coordinate the review and the implementation of Limpopo Spatial Development Framework (LSDF).
- Coordinate the compilation of the provincial status quo report on Spatial Planning to ensure integrated planning of Programmes and Projects.
- Provide strategic and technical support on Spatial Planning and Land Use Management to ensure spatial alignment and integration within the three spheres of government.
- Manage Human resource and divisional budget.

4. DIRECTORATE: LEGAL SERVICES: DIVISION LEGISLATION

Post	:	Senior State Law Advisor (1x post)
Reference No.	:	OTP 05/23/04
Salary level	:	LP9
Salary Notch	:	R1,081,953.00 per annum (All-inclusive remunerative package)
Salary Scale	:	R 1,081,953.00 – R 1 679, 112.00
Centre	:	Polokwane

REQUIREMENTS

- An undergraduate qualification (NQF level 7) in LLB as recognized by the South African Qualification Authority (SAQA).
- Admittance as an Attorney or advocate
- At least 8 years appropriate post qualification experience in a legal practice or department in the public or private sector.
- A valid driver's license, except for people with disability.
- Submit one example of a legal opinion and legislation that candidate drafted. (Personal information may be redacted)

COMPETENCIES

Knowledge of the South African Constitutional Law and comparative legal systems, administrative law, interpretation of statutes, public sector legislation and regulations (including the PFMA, Treasury Regulations, Public Service Act and Regulations, Municipal Systems/ Structures Act), commercial law, law of contract, legislative drafting, self-organization, information utilization, program and project management, continuous self-development, drafting, research and presentation skills, monitoring and evaluation, good communication skills (written and verbal), computer literate, problem solving, analytical and report writing skills.

RESPONSIBILITIES

The successful candidate will be required to:

- Draft, amend, certify, and edit provincial original legislation for the Office of the Premier and all provincial departments and statutory bodies.
- Furnish oral and written legal opinions and advice the Director-General, EXCO, Office of the Premier and all Provincial Departments including statutory bodies and the Provincial Legislature.
- Draft and edit agreements and other legal documents.
- Evaluate and give inputs on draft legislation prepared by another department.
- Perform other duties allocated by the supervisor.

5. DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES

Post	:	Deputy Director: Security Services (1x post)
Reference No.	:	OTP 05/23/05
Salary level	:	12
Salary Package	:	R958,824.00 (All-inclusive remunerative package)
Salary Scale	:	R958,824.00 – R1,125,825.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Security Management of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial solving, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills and leadership skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Conduct, coordinate and monitor education and awareness.
- Coordinate and conduct information security investigations and annual security exposure review for personnel, communications, and information security.
- Coordinate the implementation of the protection of personnel programs and information in all physical, electronic, and digital formats and liaise with external stakeholders.
- Monitor the implementation of information security policies.

6. DIRECTORATE: SPECIAL PROGRAMMES

Post	:	Deputy Director: Office on the Status of Children, Older Persons & Military Veterans (OSC,OP & MV).
Reference No.	:	OTP 05/23/06
Salary level	:	12
Salary Package	:	R958,824.00 (All-inclusive remunerative package)
Salary Scale	:	R958,824.00 – R1,125,825.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA)
- A minimum of five (05) years experience in OSC / OP / MV of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial management, project management, time management, strategic planning, policy analysis and development, good communication skills, facilitation skills, co-ordination skills, leadership skills, computer literate, change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Mainstream the National and Provincial programme of action for children's rights.
- Improve the school nutrition programme implemented for children at schools in the province.
- Facilitate and monitor implementation of Early Childhood Development Strategy.
- Coordinate the advocacy programs for nation building and capacity building programs.
- Mainstream the National and Provincial programme of action for older persons and military veterans.

7. DIRECTORATE: HUMAN RESOURCE DEVELOPMENT, PMS, EMPLOYEE HEALTH & WELLNESS PROGRAMMES

Post	:	Deputy Director: PMDS (1x post)
Reference No.	:	OTP 05/23/07
Salary level	:	11
Salary Package	:	R811,560.00 per annum (All-inclusive remunerative package)
Salary Scale	:	R811,560.00 – R952,485.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- PERSAL literacy (attach certificate / results).
- A minimum of five (05) years' experience in Performance Management and Development of which three (3) years' must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Facilitation and presentation, negotiation, people management, planning, organizing, time management, policy analysis and development, communication and information management, diversity management, project management, change and knowledge management, quality management, research, conflict resolution, networking, building bonds and labour relations.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage Performance Management and Development System.
- Manage the maintenance of Performance Management and Development database.
- Manage the administration support services in the Sub-Directorate.
- Manage the co-ordination of PMDS committee meetings and PMDS trend analysis.
- Manage the implementation of performance incentives.

8. DIRECTORATE: GEOGRAPHICAL INFORMATION SYSTEM

Post	:	GISc Professional (Production Grade A-C) (2x Posts)
Reference No.	:	OTP 05/23/08
Salary level	:	OSD
Salary Scale	:	Grade A: R646 854.00 – R696 834.00 Grade B: R739 605.00 – R789 267.00 Grade C: R833 922.00 – R982 326.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Geographical Information System (GIS) as recognized by the South African Qualification Authority (SAQA).
- Grade A (0-2 years appropriate experience), Grade B (14 years appropriate experience) and Grade C (26 years appropriate experience).
- Registration with South African Geomatics Council (SAGC) as a GISc Professional.
- A valid driver's license except for people with disability.

COMPETENCIES:

Analytical Skills, data capturing, negotiation skills, computer skills, presentation skills, project management, people management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, diversity management, group dynamics, facilitation skills, co-ordination skills, leadership skills and change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide GIS support to departments, municipalities and other stake holders within the provincial administration.
- Develop GIS projects in the province.
- Coordinate the establishment (design and develop) and maintenance of the Provincial Geo-database and website.
- Render mapping services.

9. DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES

Post	:	Assistant Director: Vetting Services (4x posts)
Reference No.	:	OTP 05/23/09
Salary level	:	10
Salary Notch	:	R527,298.00 per annum
Salary Scale	:	R527,298.00 – R617,622.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA)
- A minimum of three (03) years experience in Security Management at a Supervisory level.
- Vetting Certificate from SSA/SAPS or SANDF.
- A valid driver's license except for people with disability.

COMPETENCIES:

People Management, planning & organizing, negotiation skills, time management, strategic planning policy analysis and development, leadership skills, group dynamics, Change and knowledge management, facilitation and co-ordination skills, diversity management, good communication, client orientation, customer focus and computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Conduct vetting field work investigations.
- Provide inputs on the development and implementation of policies, guidelines, norms and standards in vetting investigations.
- Provide effective communication channels and systems between the Office and the State Security Agency (SSA) and other related agencies.
- Monitor and administer files and partake in task teams dealing with matters related to projects / processes.

10. DIRECTORATE: AIDS COUNCIL SECRETARIAT UNIT.

Post	:	Assistant Director: Monitoring & Evaluation, Planning & Research (1x post)
Reference No.	:	OTP 05/23/10
Salary level	:	10
Salary Notch	:	R527,298.00 per annum
Salary Scale	:	R527,298.00 – R617,622.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (03) years experience in Monitoring and Evaluation at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial solving, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills, leadership skills, change and knowledge management, project management, numeracy management, risk management software (Barnowl).

RESPONSIBILITIES:

The successful candidate will be required to:

- Participate in the planning of Provincial Implementation Plan (PIP), Multisectoral District Implementation Plan (MDIP) and Multisectoral Local Implementation Plan (MLIP).
- Coordinate HIV, STIs and TB, Social & Structural and Human Rights Research related matters.
- Monitor the implementation of the Provincial Implementation Plan on HIV, TB and STIs.
- Evaluate implementation of the Provincial Implementation Plan.

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

Post	:	Chief Artisan Grade A (1x post)
Reference No.	:	OTP 05/23/11
Salary level	:	OSD
Salary Package	:	R434,787.00 per annum
Salary Scale	:	R434,787.00 – R494,619.00
Centre	:	Polokwane

REQUIREMENTS:

- Appropriate Trade Test Certificate in the trade / occupation electrician.
- Ten (10) years post qualification experience required as an Artisan / Artisan Foreman.
- A valid driver's license except for people with disability.

COMPETENCIES:

- Problem solving and analysis, decision making, teamwork, creativity, change management, financial management, customer focus and responsiveness, communication, computer skills, planning and organising.

RESPONSIBILITIES:

The successful candidate will be required to:

Manage technical services

- Provide inputs into existing technical manuals, standard drawings and procedure to incorporate new technology
- Ensure promotion of safety in line with statutory and regulatory requirements
- Ensure quality assurance in line with specifications.

Manage administrative and related functions

- Provide and consolidate inputs to the technical operation plan.

Financial management

- Control and monitor expenditure according to budget to ensure efficient cash flow management

People management.

- Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Maintain and advance expertise

- Continuous individual development to keep up with new technologies and procedures.

12. DIRECTORATE: LABOUR RELATIONS

Post	:	Assistant Director: Labour Relations (1x post)
Reference No.	:	OTP 05/23/12
Salary level	:	09
Salary Notch	:	R424, 104.00 per annum
Salary Scale	:	R424, 104.00 – R496,467.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Labour Relations / Labour Law as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Labour Relations Management.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial management, planning & organizing, time management strategic planning, good communication skills, group dynamics and Diversity management, financial management, policy analysis and Development, facilitation skills, disciplinary management, leadership skills and change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Handle and facilitate Resolutions of grievances
- Handle and facilitate misconduct cases
- Handle and facilitate Resolutions of disputes
- Facilitate implementation of collective agreements within the office

13. DIRECTORATE: STRATEGIC MANAGEMENT SERVICES

Post	:	Assistant Director: Service Delivery Improvement (1x post)
Reference No.	:	OTP 05/23/13
Salary level	:	09
Salary Notch	:	R424, 104.00 per annum
Salary Scale	:	R424, 104.00 – R496,467.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Transformation at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, report writing, Client orientation and customer focus, report writing, planning & organizing, time management, strategic planning, communication skills, Diversity management, facilitation skills, Co-ordination skills, leadership skills, change and knowledge management and Gender mainstreaming.

RESPONSIBILITIES:

The successful candidate will be required to:

- Monitor service delivery improvement programmes.
- Promote people with disabilities, women, youth, older persons and children programmes.
- Facilitate the resolutions of the Presidential and the Premier's Hotline complaints.
- Monitor service delivery complaints

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

Post : Assistant Director: Auxiliary Services (1x post)
Reference No. : OTP 05/23/14
Salary level : 09
Salary Notch : R424, 104.00 per annum
Salary Scale : R424, 104.00 – R496,467.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA).
- A Minimum of three (03) years experience in Auxiliary Services / Administration at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, planning & organizing, time management, good communication skills, group dynamics, diversity management, co-ordination skills, leadership skills, change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer hygiene services.
- Administer cleaning services.
- Administer maintenance of landscaping.
- Manage Records in terms of Records Management Policy.

15. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post	:	Assistant Director: Transaction Management (1x post)
Reference No.	:	OTP 05/23/15
Salary level	:	09
Salary Notch	:	R424, 104.00 per annum
Salary Scale	:	R424, 104.00 – R496,467.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years experience in Supply Chain Management / Logistics Management at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, policy analysis and development, planning and organizing, people management, financial solving and time management, good communication skills, strategic planning, group dynamics and diversity management, facilitation skills, co-ordination skills, leadership skills, change and knowledge management and Computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage processing of orders on LOGIS system.
- Reconcile orders on LOGIS system.
- Manage control registers.
- Management of staff and monthly reports.

16. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post	:	Assistant Director: Accounts (1x post) Re-advertisement (those who have applied previously are encouraged to re-apply).
Reference No.	:	OTP 05/23/16
Salary level	:	09
Salary Notch	:	R424, 104.00 per annum.
Salary Scale	:	R424, 104.00 – R496,467.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years experience in Financial Accounts at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Financial Accounting, Computer literacy, written and verbal communication and Finance Management Act, Treasury Regulations, Knowledge of BAS system, LOGIS, Microsoft Excel and Microsoft Word.

RESPONSIBILITIES:

The successful candidate will be required to:

- Control expenditure and authorize payment.
- Process payment vouchers for complete payment.
- Reconcile payment transactions.

17. DIRECTORATE: HUMAN RESOURCES MANAGEMENT SERVICES

Post : Personnel Practitioner: Recruitment & Selection and
Human Resource Planning, Information and Systems
(1x post)
Reference No. : OTP 05/23/17
Salary level : 08
Salary Notch : R359,517.00 per annum
Salary Scale : R359,517.00 – R420,402.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years experience in Human Resource Management.
- PERSAL Literacy (Attach certificate / results)

COMPETENCIES:

People Management, planning & organizing, negotiation skills, time management, change and knowledge, management, facilitation and co-ordination skills, good communication, client orientation, customer focus and computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer recruitment and selection processes.
- Administer the staff establishment and update the PERSAL System.
- Administer transfers, secondments, upgrading and translations.
- Administer Human Resource Planning, Information and Systems.

18. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post	:	State Accountant: Accounts (1x post)
Reference No.	:	OTP 05/23/18
Salary level	:	07
Salary Notch	:	R294, 321.00 per annum
Salary Scale	:	R294, 321.00 – R 343, 815.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years experience in Financial Management.
- A valid driver's license except for people with disability.

COMPETENCIES:

Financial Accounting, financial solving and time management, good communication skills, budgeting and public management, Interpersonal skills, ability to perform routine tasks and problem solving and computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer general accounts.
- Administer departmental payments.
- Liase with Treasury, Internal Audit, Office of the Auditor-General and other stakeholders: for general payments, processing of invoices in the sundry payments, window of BAS and LOGIS.
- Reconcile payments of Suppliers.

19. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post	:	Administrative Officer: Demand Management (1x post)
Reference No.	:	OTP 05/23/19
Salary level	:	07
Salary Notch	:	R294,321.00 per annum
Salary Scale	:	R294,321.00 – R343,815.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years experience in Supply Chain Management / Logistics.
- A valid driver's license except for people with disability.

COMPETENCIES:

People management, financial solving and time management, good communication skills, group dynamics and diversity management, facilitation skills, co-ordination skills and problem solving and computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer Procurement Plan.
- Serve as secretariat of the Bid Specification Committee.
- Conduct market, commodity, and industrial analysis.
- Attend to internal and external stakeholders' queries.

20. DIRECTORATE: SUPPLY CHAIN MANAGEMENT.

Post	:	Administrative Officer: Inventory Management Services (1x post)
Reference No.	:	OTP 05/23/20
Salary level	:	07
Salary Notch	:	R294,321.00 per annum
Salary Scale	:	R294,321.00 – R343,815.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years experience in Supply Chain / Logistics Management.

COMPETENCIES:

Negotiation skills, people management, financial solving, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills and leadership skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Order and receive inventory items.
- Issue inventory items.
- Conduct monthly spot – checks and assist with quarterly stock – taking.
- Safeguard stores.

21. DIRECTORATE: INTERNAL CONTROLS AND COMPLIANCE

Post	:	Compliance Officer: Internal Controls and Compliance (1x post)
Reference No.	:	OTP 05/23/21
Salary level	:	07
Salary Notch	:	R294,321.00 per annum
Salary Scale	:	R294,321.00 – R343,815.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Internal Auditing as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years experience in Internal Control and Compliance/ Internal Auditing.
- A valid driver's license except for people with disability.

COMPETENCIES:

Computer skills (Microsoft word, Excel and Power Point), time management, good communication skills (verbal and written), planning and organizing skills and analytical skills.

RESPONSIBILITIES:

The successful candidate will required:

- Monitor institutional compliance to Acts, Policies, Procedures and Instruction Notes.
- Assist in coordination of internal audit activities.
- Assist in coordination of external audit activities.
- Assist in coordinating activities of other stakeholders and oversight bodies.

22. BRANCH: STAKEHOLDER MANAGEMENT COORDINATION

Post : Personal Assistant to the DDG: Stakeholder
Management Coordination (1x post)
Reference No. : OTP 05/23/22
Salary level : 07
Salary Notch : R294,321.00 per annum
Salary Scale : R294,321.00 – R343,815.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Management Assistant / Office Public Administration.
- Computer Literacy.
- A minimum of two (02) years' experience in Office management.

COMPETENCIES:

Computer literacy, Interpersonal skills, communication skills, time management, telephone etiquette, planning and organizing, ability to work well without supervision as well in a team and client orientation / customer focus.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide secretarial support service to the office of the DDG.
- Manage the diary of the Deputy Director General.
- Arrange travelling and accommodation.
- Manage correspondence and communication for the office.

Render general Office Administration

- Make logistical arrangements for meetings
- Receive, record and distribute incoming and outgoing files
- Order and collect stationery from the store

23. BRANCH: INSTITUTIONAL DEVELOPMENT SUPPORT

Post	:	Personal Assistant to the DDG: Institutional Development Support (1x post)
Reference No.	:	OTP 05/23/23
Salary level	:	07
Salary Notch	:	R294,321.00 per annum
Salary Scale	:	R294,321.00 – R343,815.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Management Assistant / Office Public Administration or related.
- Computer Literacy.
- A minimum of two (02) years experience in Office management.

COMPETENCIES:

Computer literacy, Interpersonal skills, communication skills, time management, telephone etiquette, planning and organizing, ability to work well without supervision as well in a team and client orientation / customer focus.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide secretarial support service to the office of the DDG.
- Manage the diary of the Deputy Director General.
- Arrange travelling and accommodation.
- Manage correspondence and communication for the office.

Render general Office Administration

- Make logistical arrangements for meetings
- Receive, record and distribute incoming and outgoing files
- Order and collect stationery from the store

24. BRANCH: PLANNING COORDINATION, MONITORING & EVALUATION

Post	: Personal Assistant to the DDG: Planning Coordination, Monitoring & Evaluation (1x post)
Reference No.	: OTP 05/23/24
Salary level	: 07
Salary Notch	: R294,321.00 per annum
Salary Scale	: R294,321.00 – R343,815.00
Centre	: Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Management Assistant / Office Public Administration.
- Computer Literacy.
- A minimum of two (02) years experience in Office management.

COMPETENCIES:

Computer literacy, Interpersonal skills, communication skills, time management, telephone etiquette, planning and organizing, ability to work well without supervision as well in a team and client orientation / customer focus.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide secretarial support service to the office of the DDG.
- Manage the diary of the Deputy Director General.
- Arrange travelling and accommodation.
- Manage correspondence and communication for the office.

Render general Office Administration

- Make logistical arrangements for meetings
- Receive, record and distribute incoming and outgoing files
- Order and collect stationery from the store

25. BRANCH: CORPORATE MANAGEMENT

Post : Personal Assistant to the DDG: Corporate Management (1x post)
Reference No. : OTP 05/23/25
Salary level : 07
Salary Notch : R294,321.00 per annum
Salary Scale : R294,321.00– R343,815.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Management Assistant / Office Public Administration or related.
- Computer Literacy.
- A minimum of two (02) years experience in Office management.

COMPETENCIES:

Computer literacy, Interpersonal skills, communication skills, time management, telephone etiquette, planning and organizing, ability to work well without supervision as well in a team and client orientation / customer focus.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide secretarial support service to the office of the DDG.
- Manage the diary of the Deputy Director General.
- Arrange travelling and accommodation.
- Manage correspondence and communication for the office.

Render general Office Administration

- Make logistical arrangements for meetings
- Receive, record and distribute incoming and outgoing files
- Order and collect stationery from the store

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

Post	:	Registry Clerk: General Records (1x post)
Reference No.	:	OTP 05/23/26
Salary Level	:	05
Salary Notch	:	R202,233.00 per annum
Salary Scale	:	R202,233.00 – R235,611.00
Centre	:	Polokwane

REQUIREMENTS:

- A National Senior Certificate (Grade 12).
- An experience in Records Management will be an added advantage.
- MS Office Package(word, excel, internet, e-mail).

COMPETENCIES:

People management, planning, organizing, time management, good verbal and written communication, group dynamics, diversity management, leadership, change and knowledge management

RESPONSIBILITIES:

The successful candidate will be required to:

Provide General Records services

- Implement Staff file plan, Records Policy, procedure manual and records control schedule.

Provide registry counter services

- Attend to clients
- Handle telephonic and other enquiries received.
- Receive and register hand delivered mail/files

Handle incoming and outgoing correspondence

- Receive all mail
- Sort, register and dispatch mail
- Distribute notices on registry issues

Render an effective filing and record management service.

- Opening and close files according to record classification system.
- Filing/storage, tracing (electronically/manually) and retrieval of documents and files

Operate office machines in relation to the registry function

- Open and maintain Franking machine register.
- Frank post, and update register on a daily basis.
- Undertake spot checks on post to ensure no private post is included.
- Lock post in postbag for messengers to deliver to Post Office.

Process documents for archiving and/ disposal

- Electronic scanning of files
- Sort and package files for archives and distribution
- Compile list of documents to be archived and submit to the supervisor.
- Keep records for archived documents.

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

Post	:	Registry Clerk: HR Records (1x post)
Reference No.	:	OTP 05/23/27
Salary Level	:	05
Salary Notch	:	R202,233.00 per annum
Salary Scale	:	R202,233.00 – R235,611.00
Centre	:	Polokwane

REQUIREMENTS:

- A National Senior Certificate (Grade 12).
- An experience in Records Management will be an added advantage.
- MS Office Package(word, excel, internet, e-mail).

COMPETENCIES:

People management, planning, organizing, time management, good verbal and written communication, group dynamics, diversity management, job knowledge

RESPONSIBILITIES:

The successful candidate will be required to:

Provide Human Resource Records services.

- Implement Staff file plan, Records Policy, procedure manual and records control schedule.

Provide registry counter services

- Attend to clients
- Handle telephonic and other enquiries received.
- Receive and register hand delivered mail/files

Handle incoming and outgoing correspondence.

- Receive all mail
- Sort, register and dispatch mail
- Distribute notices on registry issues.

Render an effective filing and record management service.

- Opening and close files according to record classification system.
- Filing/storage, tracing (electronically/manually) and retrieval of documents and files

Operate office machines in relation to the registry function

- Open and maintain Franking machine register.
- Frank post, and update register on a daily basis.
- Undertake spot checks on post to ensure no private post is included.
- Lock post in postbag for messengers to deliver to Post Office.

Process documents for archiving and/ disposal

- Electronic scanning of files
- Sort and package files for archives and distribution
- Compile list of documents to be archived and submit to the supervisor.
- Keep records for archived documents.

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

Post	:	Supervisor: Cleaning Services (2 x posts)
Reference No.	:	OTP 05/23/28
Salary Level	:	04
Salary Notch	:	R171,537.00 per annum
Salary Scale	:	R171,537.00 – R199,461.00
Centre	:	Polokwane

REQUIREMENTS:

- NQF level 3 (Grade 10 / AET level 4).
- A minimum of two (02) years' experience in cleaning services.

COMPETENCIES:

Cleaning skills, time management and good communication skills, group dynamics, operating cleaning equipment, diversity management, leadership, change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

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

Supervise cleaners

- Provide administrative and relative functions
- Provide guidance and advice to cleaners
- Develop and update the cleaning roster

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

Post	:	Messenger (2 x posts)
Reference No.	:	OTP 05/23/29
Salary Level	:	02
Salary Notch	:	R125, 373.00 per annum
Salary Scale	:	R125, 373.00 – R147, 036.00
Centre	:	Polokwane

REQUIREMENTS:

- NQF level 3 (Grade 10).
- A valid driver's license.

COMPETENCIES:

Good people skills, Basic written communication skills, client orientation and customer focus, time management, good communication and ability to maintain confidentiality.

RESPONSIBILITIES:

The successful candidate will be required to:

Perform messenger functions

- Sort and arrange correspondences in the registry
- Collect, distribute, and Circulate correspondence (mail, parcels, documents & files).
- Record & control correspondence register.
- Sort mail, files, documents and parcel
- Ensure that items to collect are sealed and addressed
- Collect mail, files, documents and parcel from addressor
- Deliver mail, files, documents and parcels to addressees
- Ensure that the recipients sign on the delivery book/ register
- Record contents and physical addresses in the delivery book/register

Perform general office assistant tasks

- Keep mail record.
- Copy and fax documents.
- Assist in the registry office.