



Ref. No. : S4/1/1  
Enq. : Ms. Mgbo PM

**DIRECTOR GENERAL'S CIRCULAR No. 04 OF 2023**

**ADVERTISEMENT OF TWO (02) 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. 04 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](http://www.gov.za) / [www.dpsa.gov.za](http://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: Mokgalaka S/ Mashitoa MR / Moyaba ME / Kekana PL and Mr. Khorommbi P at telephone numbers 015 - 287 6665 / 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](http://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 **26 May 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](http://www.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za).



**Mr. N.S. NCHABELENG**  
**DIRECTOR GENERAL**

DATE: 28/04/2023

## ANNEXURE A

### 1. BRANCH: CORPORATE MANAGEMENT

Post	:	Deputy Director General: Corporate Management (1x post)
Reference No.	:	OTP 04/23/01
Salary level	:	15
Salary Package	:	R1,590,747.00 per annum (All - inclusive remunerative package)
Salary Scale	:	R1,590,747.00 – R1,791,978.00
Centre	:	Polokwane

#### REQUIREMENTS:

- An undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognized by the South African Qualification Authority (SAQA).
- Eight to ten (8-10) years' experience at (SMS) 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 innovation.

#### KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of relevant prescripts and application, as well as understanding of the legislative framework governing the Public Service; Computer literacy; Compliance Management; Report writing skills; Negotiation skills; People Management and empowerment; Policy analysis and development.

#### RESPONSIBILITIES:

The successful candidate will be responsible to:

##### **Ensure effective administration support services**

- Provide Human Resources Management.
- Provide Human Resource Development, Performance Management Development Services, Employee Relations and Wellness Programmes.
- Manage Records and facilities.

- Provide Departmental Information and Communication Technology Services;
- Manage and facilitates ethics.

### **Manage and coordinate the implementation of Strategic Management**

#### **Support services**

- Manage and provide administrative support services to the Director General;
- Manage and facilitate the provision of organisational risks, security and integrity management services;
- Manage and coordinate the implementation of strategic management services
- Oversee the development of an effective short, medium and long term operating strategy for the programme
- Oversee the development, delivery and achievement of the business plans and budget for the programme;
- Oversee the development of management effectiveness and leadership strategy
- Align the plans to meet business needs, achieving stipulated objectives;
- Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation
- To provide strategic support to the Director General

### **Provide and manage Protocol and Events Management Services**

- Ensure that events are well managed;
- Oversee the management the Official Order of Precedence;
- Coordinate and manage International visits;
- Oversee the management of corporate gifts and flag bank;
- Ensure training is conducted

### **Manage and facilitate the provision of Labour relations services**

- Ensure that the implementation of grievance rules, disciplinary code and procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the office are coordinated and evaluated;
- Ensure that grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier are handled and facilitated;
- Monitor and evaluate the implementation of collective agreements in the Office;
- Monitor the coordination of Public Service Industrial action;
- Oversee the provision of departmental training on all labour relations matters.

## 2. CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

Post	: Chief Financial Officer: Financial Management (1xPost)
Reference No.	: OTP 04/23/02
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) in Finance/ Accounting as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience at Senior Managerial (SMS) 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 the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government; procedures, prescripts and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage; Proven strategic and leadership capabilities; Ability to establish good working relations with key stakeholders such as the Provincial & National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level. Computer literate.

### RESPONSIBILITIES:

The successful candidate will be required to:

#### **Provide leadership and strategic direction to the Chief Directorate.**

- Establish strategic direction of the component to ensure alignment with the departmental business plan or strategic plans.

- Ensure development, maintenance and implementation of the Chief Director directorate business plan.
- Ensure that an operational plan within the directorate is aligned to the business plan and strategic plan of the department.
- Ensure that strategic frameworks in the area of functional responsibility are adhered to.
- Ensure the performance of the directorates is managed through applicable performance instruments.

#### **Ensure the provision of internal control and compliance services.**

- Ensure the coordination of assurance activities and governance structures.
- Provide advice and support in relation to Auditor General and Scopa recommendations and comments.
- Ensure management of unwanted expenditures.
- Ensure the compliance plan is implemented.
- Ensure adherence to internal control guidelines.

#### **Ensure the provision of financial administration and accounting services.**

- Ensure the management of revenue and debt in line with the PFMA and Treasury Regulations.
- Ensure the management of the budget in line with the PFMA and Treasury Regulations.
- Ensure the management of financial reporting and associated systems in line with the PFMA and Treasury Regulations.
- Ensure the management of salaries.
- Ensure the management of accounts.

#### **Ensure the provision of Supply chain management services.**

- Ensure the provision of demand management services
- Ensure the provision of acquisition management services
- Ensure the provision of logistics management services
- Ensure the provision of assets and transport management services
- Support the Accounting Officer (AO) and the Executive Authority (EA).
- Interpretation and implementation of the Departmental Strategy.
- Manage a group of functions.
- Tracking progress of the Chief Directorate and reporting appropriately.
- Stakeholder relationship management (internal & external) Strategic framework / Monitoring & Evaluation