



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF
THE PREMIER

Ref. No. : S4/1/1

Enq. : Ms. Mokgalaka S

DIRECTOR GENERAL'S CIRCULAR No. 01 OF 2024

ADVERTISEMENT OF TWENTY-TWO (22) 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. 01 of 2024.
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 full. Part B, all fields should be completed in full except the following:
 - South African citizens 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 the 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.

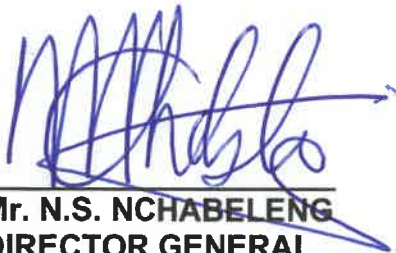
6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

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: Mashitola MR / Moyaba ME / Kekana PL / Mgbo PM and Mr. Khorommbi P at telephone numbers 015 - 287 6349 / 6027 / 6293 / 6441/ 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 during the interviews process 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 **29 February 2024 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: 19/01/2024

ANNEXURE A

1. DIRECTORATE: EXECUTIVE COUNCIL SECRETARIAT

Post	:	Director: Executive Council Secretariat (1x post)
Reference No.	:	OTP 01/24/01
Salary level	:	13
Salary Package	:	R1,162,200.00 per annum (All - inclusive remunerative package)
Salary Scale	:	R1,162,200.00 – R1,365,411.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Public Administration / Public Policy / Social Sciences or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five (5) years' experience at Middle/Senior Managerial level.
- A valid driver's license except for people with a disability.

COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Monitoring and Evaluation, Policy analysis and development, Analytical skills, business writing skills, Coordination skills, facilitation skills, Negotiation skills, Planning & Organising, Time management, Good communication skills, Group dynamics, diversity management and computer literate.

RESPONSIBILITIES:

- Provide Secretariat services and administrative support to the Executive Council.
- Manage the provision of secretariat services to the EXCO Cluster Committees and EXCO Cluster Technical Committees.
- Oversee the management, monitoring and tracking of the implementation of the Executive Council (EXCO) decisions.
- Oversee the management, monitoring and tracking of the implementation of the Cluster Programmes of Action.
- Provide strategic direction within the Unit.

2. DIRECTORATE: INTERNAL CONTROLS AND COMPLIANCE

Post	:	Director: Internal Controls and Compliance (1x post)
Reference No.	:	OTP 01/24/02
Salary level	:	13
Salary Package	:	R1,162,200.00 per annum (All - inclusive remunerative package)
Salary Scale	:	R1,162,200.00 – R1,365,411.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Auditing / Accounting / Risk Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five (5) years' experience at Middle/Senior Managerial level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Negotiation, Coordination and Good Communication skills, Planning & Organising and Change Management, Time and Diversity Management, policy analysis and development and computer literate.

RESPONSIBILITIES:

- Coordinate Governance Structure Services.
- Facilitate assurance services.
- Ensure compliance to Internal Control and Compliance Standards.
- Manage coordination with Stakeholders i.e., Provincial Treasury, Shared Internal Audit Services, Audit Committee and Auditor General of South Africa.

3. DIRECTORATE: INTEGRITY, SECURITY & VETTING SERVICES

Post	:	Deputy Director: Integrity Services (1x post)
Reference No.	:	OTP 01/24/03
Salary level	:	12
Salary Package	:	R 958, 824.00 per annum (All-inclusive remuneration package)
Salary Scale	:	R 958, 824.00 – R 1, 125, 825.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Policing / Security Management / Forensic Investigation / Criminology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in anti-corruption environment / Integrity / Investigations 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, leadership skills, group dynamics, Change and knowledge management, facilitation and co-ordination skills, diversity management, good communication skills, and computer literate.

RESPONSIBILITIES:

- Coordinate and monitor establishment of the minimum anti-corruption capacity within provincial departments.
- Coordinate the implementation of anti-corruption education and awareness programmes.
- Coordinate and manage anti-corruption committees and forums.
- Monitor the implementation of the whistle blowing mechanisms.
- Coordinate and monitor the development of information management.

4. DIRECTORATE: PREMIER ADVISORY COUNCIL (BUSINESS) SECRETARIAT- PEGAC

Post	:	Deputy Director: Premier Advisory Council (Business) Secretariat - PEGAC (1x post)
Reference No.	:	OTP 01/24/04
Salary level	:	12
Salary Package	:	R958, 824.00 per annum (All- inclusive remunerative package)
Salary Scale	:	R958, 824.00 – R1,125, 825.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Economics/ Business Management/ Developmental Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Executive Support Services 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, project management, Planning and organising, 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 and innovative skills.

RESPONSIBILITIES:

- Coordinate and support the Premiers Employment Growth and Advisory Council (PEGAC).
- Provide Secretariat Support to PEGAC Technical Working Groups (TWGs) and their task teams.
- Streamline PEGAC inputs and its TWGs into the implementation of the LDP IAP through EXCO Cluster Committees and the Executive Council of the Province.
- Strengthen partnership between private sector, civil society, industry and Provincial Government and streamline PEGAC and TWGs inputs into the implementation of the LDP through EXCO cluster committees.

5. DIRECTORATE: HUMAN RESOURCE MANAGEMENT COORDINATION

Post	:	Deputy Director: HRM Coordination (1x post)
Reference No.	:	OTP 01/24/05
Salary level	:	12
Salary Package	:	R958, 824.00 per annum (All-inclusive remunerative package)
Salary Scale	:	R958, 824.00 – R 1 125, 825.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Human Resource Management of which three (03) years must be at Assistant Director level.
- PERSAL Certificate / Results (Attached)
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial management, 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, and innovation. Computer Literate.

RESPONSIBILITIES:

- Coordinate, develop and manage implementation of Human Resource policies by all Departments.
- Coordinate appointment of all Heads of Departments.
- Coordinate effective management and implementation of Departmental HR Plans.
- Coordinate and Monitor HR Practices within the Provincial Administration.
- Coordination and management of PILIR in the Province.

6. DIRECTORATE: INTERGOVERNMENTAL RELATIONS AND OFFICIAL DEVELOPMENT ASSISTANCE

Post : Deputy Director: ODA (1x post)
Reference No. : OTP 01/24/06
Salary level : 12
Salary Package : R 958,824.00 per annum (All-inclusive remunerative package)
Salary Scale : R 958,8240.00 – R 1,125,825.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in International Relations/ Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Official Development Assistance of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

People management, Planning & organizing, Time management, Diplomatic relations, Project management, Computer literate, Strategic planning, Policy analysis & development, Presentation, Communication skills, Group dynamics, Diversity management, Facilitation, Coordination skills, Interpersonal and report writing skills.

RESPONSIBILITIES:

- Manage Official Development Assistance.
- Monitor, evaluate and report on Official Development Assistance Project Impact Assessment.
- Liaise and network with partners and International Agencies to foster International Cooperation.
- Implement Official Development Assistance guidelines and policy framework.
- Coordinate Corporate Social Investment.

7. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post : Deputy Director: Debt and Bank Reconciliation Management (1x post)
Reference No. : OTP 01/24/07
Salary level : 11
Salary Package : R 811, 560.00 per annum (All-inclusive remuneration package)
Salary Scale : R 811, 560.00 – R 952, 485.00
Centre : Polokwane

REQUIREMENTS:

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

COMPETENCIES:

People Management, planning & organizing, negotiation skills, financial solving, 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 skills, and computer literate.

RESPONSIBILITIES:

- Manage bank reconciliation.
- Manage and collect debts.
- Manage control expenditure and clear suspense accounts.
- Liaise with Provincial Treasury.

8. DIRECTORATE: PROTOCOL AND EVENTS MANAGEMENT SERVICES

Post	:	Deputy Director: Protocol and Events Management Services (1x post)
Reference No.	:	OTP 01/24/08
Salary level	:	11
Salary Package	:	R 811,560.00 per annum (All-inclusive remunerative package)
Salary Scale	:	R 811,560.00 – R 952,485.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in International Relations/ Public Relations/ Events Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (5) years' experience in Communications/ Protocol/ Events Management of which three (3) years' must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation, People management, Planning & organizing, Diplomatic relations, Strategic planning, Policy analysis & development, Communication skills, Group dynamics, Diversity management, Facilitation, Coordination, Leadership and events management skills.

RESPONSIBILITIES:

- Manage events.
- Manage the rendering of protocol services.
- Manage corporate gifts and flag bank.

9. CHIEF DIRECTORATE: STATE LAW ADVISORY SERVICES (LEGAL SERVICES)

Post	:	Senior Legal Administration Officer (MR6) (1x Post)
Reference No.	:	OTP 01/24/09
Salary level	:	OSD
Salary Package	:	R531 381.00 per annum (All-inclusive remunerative package)
Salary Scale	:	R531, 381.00 – R596, 127.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate legal qualification (NQF level 7) in LLB/ B URIS / B Proc as recognized by the South African Qualification Authority (SAQA).
- At least eight (08) years' appropriate post qualification legal experience in labour matter.
- Admission as an Attorney or an Advocate.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, planning & organizing, time management, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills, leadership skills, change and knowledge management, problem solving, research skills.

RESPONSIBILITIES:

- Ensure a well-coordinated civil & labour litigation service and represent the Provincial administration in conciliation, arbitration and labour court matters.
- Provide legal advice to the Provincial administration.
- Draft or edit labour related contracts and legal documents for the Provincial administration.
- Perform delegated and assigned duties.

10. DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES

Post	:	Assistant Director: Public Sector HRD Programmes (1x post)
Reference No.	:	OTP 01/24/10
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) in Human Resource Development or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (3) years' experience in Human Resource Development and Training at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, People Management, Budgeting and Financial Management, Problem solving, Planning & Organising, Time Management, Strategic Planning, Policy Development and Analysis, Good Communication skills, Group Dynamics, Diversity Management, skills development facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, policy formulation and coordination and computer literate.

RESPONSIBILITIES:

- Assist in the development of policies and standard operating procedures.
- Co-ordinate and monitor the development and implementation of Developmental programmes (Internship, Learnership / Artisan Development, Experiential programmes and Gratitude Recruitment Scheme).
- Co-ordinate departmental bursaries.
- Develop and monitor implementation of Adult Education Training programmes in the Limpopo Provincial Departments.

11. DIRECTORATE: HUMAN CAPITAL INVESTMENT AND RESEARCH.

Post : Assistant Director: Performance Management
Development System (1x post)
Reference No. : OTP 01/24/11
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) in Human Resource Development/ Human Resource Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (03) years' experience in Performance Management at a Supervisory level.
- PERSAL Certificate / Results (Attached)
- A valid driver's license except for people with disability.

COMPETENCIES:

Planning & organizing, policy analysis and development, facilitation and presentation skills, managing interpersonal conflict and resolving problems, monitoring and evaluation, statistical analysis skills, report writing, and PERSAL.

RESPONSIBILITIES:

- Provide guidance and support on transversal PMDS.
- Assist in monitoring and coordination of the implementation of PMDS.
- Co-ordinate and administer performance management and development system (PMDS).
- Conduct performance assessment and incentive system.
- Coordinate, facilitate and manage the performance agreements of HOD's.

12. DIRECTORATE: RESEARCH AND MEDIA LIAISON SERVICES.

Post : Assistant Director: Research and Media Liaison Services (1x post)
Reference No. : OTP 01/24/12
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) in Communication / Media Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (03) years' experience in Communication 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, good communication skills, group dynamics, facilitation skills, co-ordination skills, leadership skills, research skills, and business writing skills.

RESPONSIBILITIES:

- Provide research services for executive council (EXCO) and the provincial government.
- Analyse and monitor media coverage and need trend.
- Coordinate public participation programme.

13.DIRECTORATE: HRD, PMS AND EMPLOYEE HEALTH AND WELLNESS PROGRAMMES (EHW)

Post	:	Assistant Director: EHW (1x post)
Reference No.	:	OTP 01/24/13
Salary level	:	09
Salary Notch	:	R 424, 104.00 per annum
Salary Scale	:	R 424, 104.00 – R 508, 692.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Health Sciences or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Registration with statutory body.
- A minimum of three (03) years' experience in Employee Health and Wellness Programme at a Supervisory level.
- 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, and computer literate.

RESPONSIBILITIES:

- Manage the implementation, evaluation and review of Employee Assistance Programme (EAP) in the Office of the Premier.
- Manage the implementation of Occupational Health & Safety (OHS) and compensation for Occupational Injuries and Diseases (COID).
- Manage the implementation of Health and Productivity Management at workplace in the Office of the Premier.

14. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post	:	Assistant Director: Government Subsidized Vehicles (1x post)
Reference No.	:	OTP 01/24/14
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) in Supply Chain Management / Transport Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (03) years' experience in Transport Management / Supply Chain Management 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, co-ordination skills, leadership skills, change and knowledge management.

RESPONSIBILITIES:

- Administer the processing of application of government subsidized vehicles.
- Monitor and control the utilization of SMS, MMS, Scheme A & B vehicles.
- Process fuel claims for SMS, MMS, Scheme A & B users.

15. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post : Assistant Director: Quotation Management (1x post)
Reference No. : OTP 01/24/15
Salary level : 9
Salary Notch : R 424,104.00 per annum
Salary Scale : R 424,104.00 – R 496,467.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Supply Chain Management/ Logistics / Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Supply Chain Management at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation, people management, financial solving, planning & organizing, time management, coordination, leadership, communication, strong customer service ethic, policy analysis & development.

RESPONSIBILITIES:

- Facilitate sourcing of quotations.
- Facilitate evaluation of quotations.
- Render secretariat services to the sub-bid evaluation and sub-bid adjudication committees.

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

Post : Network Controller (1x post)
Reference No. : OTP 01/24/16
Salary level : 08
Salary Notch : R359, 517.00 per annum
Salary Scale : R359, 517.00 – R 420, 402.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in ICT or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in an ICT environment.
- A valid driver's license except for people with disability.

COMPETENCIES:

Report writing skills, people management, technical skills, planning & organizing, time management, policy analysis and development, good communication skills, diversity management, facilitation skills, and co-ordination skills.

RESPONSIBILITIES:

- Determine Network requirements.
- Provide LAN, WAN and Desktop Support Services.
- Monitor the Network environment.
- Provide the IT Server Support.

17.DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post	:	Administrative Officer: Government Subsidized Vehicles (1x post)
Reference No.	:	OTP 01/24/17
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 Supply Chain Management /Transport Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Supply Chain Management / Transport Management.
- 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:

- Capture fuel claims for subsidized vehicles, SMS, MMS and scheme B.
- Capture applications for subsidized vehicles.
- Update commitment register.
- Update contracts for schemes.

18.DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post : State Accountant: Salary Administration (1x post)
Reference No. : OTP 01/24/18
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) in Financial / Accounting Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Salary Administration.
- A valid driver's license except for people with disability.

COMPETENCIES:

Financial Accounting, financial solving, time management, good communication skills, budgeting and public management, interpersonal skills, ability to perform routine tasks, organising, computer literate, knowledge of PERSAL and BAS.

RESPONSIBILITIES:

- Administer the accurate payment of salaries, wages and allowances to all employees.
- Process Human Resources Advices on salaries in PERSAL and management of salary related debts.
- Administer performance of Tax and other Statutory Deductions reconciliations and render Departmental monthly tax returns to SARS and advices to employees and third parties.
- Process Subsistence and Travel, Transport / Fuel and Overtime Claims.

19.DIRECTORATE: SPECIAL PROGRAMMES

Post	:	Administrative Officer: OSC, Older People & Military Veterans (1x Post)
Reference No.	:	OTP 01/24/19
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) in Public Administration/ Social Sciences or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Administration.
- A valid driver's license except for people with disability.

COMPETENCIES:

Time management, people management, negotiation skills, planning & organizing, good communication skills, diversity management, change and knowledge management, leadership skills, co-ordination skills.

RESPONSIBILITIES:

- Coordinate the improvement of mainstreaming of children, Older persons and military veterans programmes.
- Coordinate advocacy programs for children, older persons and military veterans programmes.
- Coordinate capacity building for children, older persons and military veterans.
- Coordinate procurement processes for children, older persons and military veterans.

20. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICE (WORK ENVIRONMENT)

Post : Administrative Officer: General Records (1x Post)
Reference No. : OTP 01/24/20
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) in Information Science / Archives & Records Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Records Management.
- A valid driver's license except for people with disability.

COMPETENCIES:

Good communication skills, organizational, interpersonal, creativity, reporting, writing skills, basic records management skills, Dewey Decimal Classification (DDC) and file plan.

RESPONSIBILITIES:

- Supervise incoming and outgoing post / mail.
- Handle remittance register.
- Supervise the management and maintenance of general records.
- Supervise messenger / driver services and registry clerks.
- Administer implementation of systematic disposal program.

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

Post : Cleaner (2x posts)
Reference No. : OTP 01/24/21
Salary level : 02
Salary Notch : R125, 373.00 per annum.
Salary Scale : R125, 373.00 – R 145, 077.00
Centre : Polokwane

REQUIREMENTS:

- NQF level 1 or 2 (Grade 8 or 9) (AET / ABET level 2 certificate)

COMPETENCIES:

Cleaning skills, time management, interpersonal skills, basic communication skills and literacy.

RESPONSIBILITIES:

- Provide cleaning services by cleaning offices, restrooms, corridors, elevators and passages.
- Keep and maintain cleaning materials and equipments.