



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

Reference No. : S.4/2/3

TO ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL ADMINISTRATION

HRM VACANCY CIRCULAR 1 OF 2024

ADVERTISEMENT OF POST IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

1. Conditions of appointment

Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.

Applications must be submitted on **new Z83 forms** obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za.

The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in **Part A, Part C and Part D** should be completed. In **Part B**, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for **Part E, F & G**, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.

It is the applicants responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14).

For Management Echelon posts:

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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.

Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

HEAD OFFICE

20 Hans Van Rensburg Street / 19 Biccard Street, Polokwane, 0700, Private Bag X 9484, Polokwane, 0700
(Switchboard) Tel: +2715 293 8300 Website: www.ledet.gov.za

ADVERTISEMENT OF POST IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM: HRM VACANCY CIRCULAR 1 OF 2024

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is the Department's intent to promote representativeness (race, gender and disability) through the filling of this post. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

Applications are invited for the filling of the vacant posts, which exist in the Department, as outlined in the attached Annexure.

Applications should be submitted on Z83 forms which are obtainable from any Public Service Department and should be accompanied by a comprehensive CV, and be forwarded to:

The Department of Economic Development, Environment and Tourism

Private Bag X9484
POLOKWANE
0700

OR

Evidiki Towers
Registry Office No. B1-73
19 Biccard Street
POLOKWANE
0700

The content of this circular must be brought to the attention of all employees in your Department.

Further enquiries can be made to Ms Lingenfelder L / Ms Lehaha P.E at 015 – 293 8664 / 8692.



**HEAD OF THE DEPARTMENT
Rathumbu IM**

DATE

23/05/2024

MEC Signoff:



PROVINCIAL ADMINISTRATION: LIMPCPO PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of this post. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

APPLICATIONS: Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 POLOKWANE, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, POLOKWANE. Applications can also be e-mailed to pelsers@ledet.gov.za / lingenfelderl@ledet.gov.za / lehahape@ledet.gov.za. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts.

CLOSING DATE: 24 June 2024 at 16h30

NOTE: All costs associated with an application will be borne by the applicant. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: **All the fields in Part A, Part C and Part D** should be completed. **In Part B**, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for **Part E, F & G**, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. **Three (3) references must be included stating their contact details (landline, cellular number and e-mail address).** If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14, and employees within Supply Chain Management and Finance Units). **Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application, only the Z83 and CV. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview.**

For Management Echelon posts:

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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.

The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

POST: CHIEF DIRECTOR **REF NO: C1/24/25/1**
CHIEF DIRECTORATE: TRADE & SECTOR DEVELOPMENT

SALARY: R1,436,022.00 – R1,716,933.00 per annum (An all-inclusive remuneration package) (Salary level 14)
*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability).

COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication.

SKILLS AND KNOWLEDGE: Knowledge in the legislative framework governing public service. Sound and in-depth experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management. Computer literacy. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management.

DUTIES: Oversee and contribute to policy development, strategic and business planning. Ensure development of industrial and trade strategies and plans. Facilitate implementation of strategic goals and economic cluster programmes. Coordinate the industrialisation programmes and enhance the competitiveness of the industries. Ensure the facilitation of trade and investment promotion services. Ensure the stimulation of the economy through sector and industry development. Manage team and work with stakeholders.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DIRECTOR **REF NO: C1/24/25/2**
DIRECTORATE: ECONOMIC RESEARCH, PLANNING & CO-ORDINATION

SALARY: R1,216,824.00 – R1,433,355.00 per annum (An all-inclusive remuneration package) (Salary level 13)
*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at middle/senior managerial level. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person(s) with disability).

COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation.

SKILLS AND KNOWLEDGE: Knowledge in the legislative framework governing public service. Sound and in-depth experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management. Computer literacy. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management.

DUTIES: Develop and oversee implementation of Economic Development Policies and strategies and plans. Provide economic intelligence to support planning and decision making. Manage the collection, organisation and analysis of economic and development data. Design, conduct and manage research aligned with economic development imperatives in the province. Develop and implement economic cluster research agenda. Conduct impact assessment of policies, programs, and projects relating to economic cluster research agenda. Provide LED support to municipalities. Manage team and work with stakeholders.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DIRECTOR **REF NO: C1/24/25/3**
DIRECTORATE: ENVIRONMENTAL QUALITY MANAGEMENT

SALARY: R1,216,824.00 – R1,433,355.00 per annum (An all-inclusive remuneration package) (Salary level 13)
*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF7) in Natural Science / Environmental Sciences / Environmental Management / Air Quality Management / Atmospheric Sciences or equivalent as recognized by SAQA. A post graduate qualification in the related field will be an added advantage. Five (5) years of experience at middle/senior managerial level. An extensive experience in the related field. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability).

COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation.

SKILLS AND KNOWLEDGE: In-depth knowledge and application of National Environmental Management Act and SEMA's, Public Finance Management Act, Public Service Act and its associated reputation, and other related environmental legislation, policies and procedures that affect the environment. Must have proven verbal, written communication and computer skills. Ability to timeously produce thorough and informative documents, and formulate clear, concise and legally defensible decisions. Analytical thinking and ability to identify, analyze, synthesize and communicate environmental related issues. Must be able to work both independently and in a team, ability to work under strenuous conditions and able to interact with a diversity of clients and staff. Ability to mediate in and resolve conflict resolution situations. Strong organisational, coordination and planning ability. Diplomacy and professional conduct.

DUTIES: Ensure implementation of an integrated environmental management system through various tools *inter alia* Environmental Impact Assessments, and environmental authorisation systems and Environmental Management Frameworks (EMFs) and other planning tools. Manage the implementation of air quality management legislation, policies and system at provincial level and provide support air quality management interventions at local, national and international levels. Manage and implement air quality management tools such as the declaration of air quality priority areas, ambient air quality monitoring systems, and emission source inventories. Oversee the development and implementation of integrated waste management plans and support local government to render the appropriate waste management services. Manage the processing and authorisation of solid waste disposal sites and other waste management authorisations as required by legislation. Develop waste information systems to improve implementation of programmes to reduce and recycle waste. Manage environmental impact services. Manage and utilize resources (financial, human & physical) in accordance with relevant directives and legislation.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DIRECTOR **REF NO: C1/24/25/4**
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R1,216,824.00 – R1,433,355.00 per annum (An all-inclusive remuneration package) (Salary level 13)
***Note:** The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF7) in Nature Conservation / Environmental Sciences / Environmental Management / Biodiversity Management / Ecological Resources Management / Natural Resources Management or equivalent as recognized by SAQA. Five (5) years of experience at middle/senior managerial level. Minimum of five (5) years in protected areas management, with experience developing and executing successful protected areas management strategies. Experience developing and managing protected areas management agreements with partners. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability).

COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation.

SKILLS AND KNOWLEDGE: Strong knowledge of relevant laws and regulations pertaining to protected areas management. Strong leadership and management skills, the ability to motivate and inspire teams towards shared goals and objectives. Excellent communication and interpersonal skills, with the ability to build strong relationships with customers, partners and internal teams. Strategic and analytical mindset, with the ability to develop protected areas management effectiveness strategies through visionary leadership, adaptive management practices, landscape-scale conservation approaches, climate change resilience, stakeholder engagement, sustainable financing, technological innovation, and adaptive governance structures. Financial acumen, with the ability to manage budgets and financial performance metrics. Strong negotiation skills, with the ability to develop and manage protected areas management agreements. Ability to work effectively under pressure, with the flexibility to adapt to changing business priorities.

DUTIES: Oversee the development, implementation and monitoring of protected areas management strategies, policies, plans and projects with clear priorities to guide protected areas management through workable work plans. Provide support to implementation of effective management and conservation of provincial protected areas, incorporating input from key stakeholders, scientific experts and local communities. Oversee the management and sustainable utilization of natural resources with the provincial protected areas. Oversee the development, maintenance and management of conservation and tourism infrastructure in the provincial protected areas and resort in the provincial protected areas. Ensure compliance with relevant and applicable requirements in respect of protected areas management. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.

ENQUIRIES: Mrs S Pelsler (015) 293 8678