



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1 / 2  
Enq : Conny Kgadima  
Date : 19<sup>th</sup> July 2024

### TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS AND STAFF MEMBERS

#### HRM CIRCULAR NO. 23 OF 2024

#### ADVERTISEMENT OF VACANT POSTS WITHIN THE ESTABLISHMENT OF THE LIMPOPO PROVINCIAL TREASURY

---


1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
2. Applications must be submitted on **new** Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za).
3. 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:
  - (i) South African applicants need not provide passport numbers
  - (ii) If an applicant responds "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 the answer to the next question "*In the event that you are employed in the Public Service you immediately relinquish such business interests?*" can be left blank or indicated as not applicable.
  - (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration.
4. 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.

5. The declaration should be completed and signed.
6. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications.
7. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae.
8. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein.
9. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form.
10. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview.
11. **A specific reference number for the post applied for must be quoted in the space provided on new form Z83.**
12. **Applicants should apply through the following website:**  
<https://erecruitment.limpopo.gov.za> or Applications should be submitted to the **Director: Human Resource Management**, Private Bag X 9486, POLOKWANE, 0700 **OR Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry**, 46 Hans van Ransburg Street, POLOKWANE, 0700
13. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews.
14. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.
15. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks.

16. All shortlisted candidates including Senior Management Services (SMS) shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
17. Following the interview and Technical exercise, the Selection Panel will recommend 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.
18. 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 (Nyukela) as endorsed by the National School of Government with effect from **1<sup>st</sup> April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme).  
  
Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview.
19. 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 us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
20. 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. **Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.**
21. All General enquiries should be directed to **Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny and Moremi Hilda @ (015) 298 7000.**

22. The closing date for submission of applications is **Wednesday 14<sup>th</sup> August 2024 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

**Note:** The contents of this Circular will also be posted on the following websites [www.limtreasury.gov.za](http://www.limtreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) / and [www.dpsa.gov.za](http://www.dpsa.gov.za)

*The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.* 

  
\_\_\_\_\_  
MR. GC PRATT CA (SA)  
HEAD OF THE DEPARTMENT

19/7/2024  
DATE

## ANNEXURE "A"

### MANAGEMENT ECHELON

<b>Post</b>	<b>: Chief Director: Risk-Based Auditing &amp; Specialized Audit: Cluster B</b>
<b>Ref. No.</b>	<b>: LPT/497</b>
<b>Branch</b>	<b>: Shared Internal Audit Services (SIAS)</b>
<b>Salary Package</b>	<b>: R1 436 022.00 per annum</b> (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<b>Salary Level</b>	<b>: 14</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Internal Auditing or related qualification. PIA, CA (SA), CIA, RA or equivalent and experience in financial statements audits will be an added advantage. 5 years' experience at a Senior Management Level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Knowledge of Public Administration, PFMA and Treasury Regulations, Operational Functions, Financial Management, Modified Cash Standards, Auditing Standards, Human Resource Management and Development, Public Service Act and Regulations. **CORE COMPETENCIES:** Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. **Process Competencies:** Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client orientation and Customer Focus. Communication.

**DUTIES: KEY PERFORMANCE AREAS:** Provide risk-based internal audit services (5,7 & 10), fraud diagnostic reviews, information systems audit, financial statements, and performance audits. Implement and monitor internal audit strategy. Manage client's relations between the department and Provincial internal audit. Provide direction and leadership to the risk-based and specialized audit support divisions in the realization of the Provincial Departmental goals and objectives. Support Departmental Accounting Officers / Heads of Departments in achieving their strategic goals and objectives through the provision of efficient and effective audits and consulting services in respect of risk management, internal controls and governance processes. Support provincial departmental management in the achievement of strategic objectives against specified performance measures. Ensure the implementation of the policy and legislative frameworks to ensure that cognizance is taken of new developments. Develop, implement and maintain the internal audit methodologies, policies and procedures. Provide training and guidance to role players (internal and external) on the requirements and implementation of internal audit methodologies policies and procedures. Develop the three-year strategic risk based

internal audit plan. Develop and manage the strategic and operational plan of the Limpopo Internal Audit Activity and report on progress as required. Ensure the implementation monitoring and reviewing the effectiveness of the Quality Assurance Improvement Program / Plan (QAIP) and that all Internal Audit Assignments are conducted in terms of prescribed standards. Manage the reviews of interim and annual financial statements and reports reviews and consulting services in key risk areas for the institution emanating from current operations as set out in the strategic plan, risk management strategy and Auditor General South Africa and internal audit findings. Communicate the internal audit strategic plan to the Audit Committee and Departmental Accounting Officers / Heads of Departments including executive management. Manage the development and execution of the annual internal audit plan. Oversee the development and implementation of operational plan for specialized internal audit services. Manage the specialized internal audit components. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions.

**Post** : Director: Legal Services (Re-advertisement)  
**Ref. No.** : LPT/19  
**Chief Directorate** : Corporate Services  
**Salary Package** : R1 216 824.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  
**Salary Level** : 13  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Legal or related qualification. 5 years' experience at middle / senior managerial level in a Legal Services environment. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Advance knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Inter-Governmental relations framework and procurement prescripts. **CORE COMPETENCIES:** Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Risk Management. Change Management. **Process Competencies:** Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client orientation and Customer Focus. Communication. Excellent communication skills, a creative and innovative thinker.

**DUTIES: KEY PERFORMANCE AREAS:** Provision of legal services and support to the department. Offer legal opinions and advice by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analyzing and

checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts. Effective and efficient management of the of financial, physical and human resources. Management of risk and audit queries.

**Post** : Director: Financial Accounting and Reporting  
**Ref. No.** : LPT/411  
**Chief Directorate** : Accounting Services  
**Salary Package** : R1 216 824.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  
**Salary Level** : 13  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Accounting / Financial Management / Auditing or related field. 5 years' working experience at a middle / senior management level in Financial Accounting and Reporting / Management Accounting / Auditing. CA (SA) will be added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE AND SKILLS:** Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts. **CORE COMPETENCIES:** Strategic Capability and

Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Risk Management. Change Management. **Process Competencies:** Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client orientation and Customer Focus. Communication. Excellent communication skills, a creative and innovative thinker.

**DUTIES: KEY PERFORMANCE AREAS:** Monitoring and implementing relevant accounting standards in Departments and Public Entities. Roll out the implementation of approved accounting standards such as GRAP/IFRS and Modified Cash Standards. Keep abreast of developments in the accounting field and advise departments and public entities accordingly on applicable reporting framework. Manage workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Quality assure the submissions of audit reports, monthly reports, interim and annual financial statements. Develop a support plan for the Departments and Public entities on the preparation / compilation of Annual Financial Statement. Provide feedback on review and monitor implementation. Ensure timely submission of accurate annual financial statements for departments and public entities to the Auditor General for Audit. Provide assistance, guidance to Departments and Public Entities on year-end matters. Monitoring and assisting departments' clearance of suspense accounts and exceptions monthly. Develop and implement strategies to ensure monthly clearance. Provide departments and public entities with Provincial guidelines and procedures on accounting matters. Determine monthly and annual deadlines and advise stakeholders accordingly. Participate in the Accounting Standards Board, Public Sector Accounting Forum on the new / update on accounting reforms. Review Interim, Annual Financial statements and Annual Reports for Departments and Public Entities. Train departments and public entities on financial statements templates and preparation guides. Review interim and annual financial statements for department and public entities and advise on areas that need Improvement. Provide feedback on review and monitor implementation. Manage Audit reports, management letters and audit implementation plans to identify material misstatement and to develop support strategies. Ensuring timely tabling of annual reports in the Provincial Legislature. Submitting audited annual reports for departments and public entities to National Treasury. Perform strategic and operational planning. Manage stakeholder relationships. Oversee administrative support functions. Prepare consolidated financial statements for the departments and Public entities and submit to the Auditor General for Audit. Review annual financial statements excel template in line with tabled annual reports. Prepare consolidated annual financial statements for the departments and public entities and submit to Auditor General for Audit. Publish audited consolidated annual financial statements for Legislature. Managing bank and investments accounts for Traditional Leaders and Trust Accounts. Oversee the Bank and investments accounts for Traditional Leaders and Trust accounts. Payout monies due to Traditional Councils. Reconcile interest payable to Traditional Council and dormant accounts. Conduct monthly meetings with CoGHSTA on management of the account. Prepare monthly and annual Financial Statements for Traditional and Trust accounts and submit to Auditor General for Audit. Liaise with financial institution of investment account. Ensure quality assurance of the SAICA Trainee Accountants Programme. Review and monitor competency levels achieved by all SAICA trainees to ensure that they are in line with the SAICA regulated competency framework and Training Office's Generic Plan. Monitor the SAICA regulated core hours required within the training period of each trainee. Implement



SAICA regulated development plans for trainees that are not in line with the expected SAICA competency levels. Develop and implement a mentorship program consistent with the regulated SAICA requirements. Facilitate simulation training workshops and lectures in line with the SAICA regulated competency framework and professional exams. Compile all necessary information for the SAICA training office accreditation review. Managing the component. Compile and manage Directorate budget, Risk register and general Human Resource management of the Directorate.

### OTHER POSTS

**Post** : Deputy Director: CAA Training Officer  
(Re- advertisement)  
**Ref. No.** : LPT/425/1  
**Directorate** : Financial Management Capacity Building Training  
**Salary Package** : R849 702. 00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  
**Salary Level** : 11  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Economics or related field. A Qualified Chartered Accountant as recognised by SAQA at (NQF level 8) will be an added advantage. 3 years' relevant experience at junior / middle management level / Assistant Director level in the Public Sector. Experience as an accredited SAICA assessor or use of the Electronic Assessment Tool (EAT) will be an added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of variety of work ranges and procedures such as Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research / analysing. Computer literate. Technical/standards / procedures. Needs and priorities of the Department. Public Service Act. DPSA directives. Analytical thinking. Strategic capacity and leadership. Project Management. Change / diversity management. Financial management. Knowledge management. Service Delivery Innovation. Human resource management and development. Client orientation and customer focus. Policy formulation. Ability to interpret and apply policy. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Organizing. Conflict management. Adaptability during changes to meet the goals.

**DUTIES: KEY PERFORMANCE AREAS:** Develop, review and manage financial management training policies, procedures, training plans and processes aligned to SAICA requirements and legislative mandates. Develop and review financial management training policies, processes and procedures. Develop, refine, adapt and revise processes in line with SAICA regulated training program requirements. Develop, design and implement training programs and assessments in line with the SAICA regulated competency framework. Conduct the training and assessments for programs and assessments in line with the SAICA regulated competency framework. Control and maintain the administration of all training documents via the electronic

SAICA stipulated Training Contract Management System (TCMS). Develop and monitor quality assurance standards in line with that of the SAICA regulated training regulations for the training program. Review, monitor and implement policies and procedures in accordance with the SAICA trainee accountant program. Manage the implementation of departmental policies and frameworks in accordance with the SAICA trainee accountant program. Manage the implementation of departmental Policies and frameworks in accordance with the SAICA trainee accountant programme requirements. Manage and review and amendment of policies based on the inputs from stakeholders. Monitor and evaluate compliance with the implemented policies. Report on any discrepancies with regards to compliance to all stakeholders. Manage the development and implementation of frameworks and policies for the SAICA Trainee accountant programme. Manage the implementation of departmental policies and frameworks in accordance with the SAICA trainee accountant programme requirements. Manage the review and amendment of policies based on the inputs from stakeholders. Monitor and evaluate compliance with the implemented policies. Report on any discrepancies with regards to compliance to all stakeholders. Provide training relating to financial management in the public sector. Conduct financial management training needs analysis and/or skills audit to determine skills development needs. Identify learning methodologies and tools that most effectively build the financial management capacity of government officials. Coordinate, monitor and guide the implementation of client agencies skills financial management development plan. Coordinate and facilitate financial management training course and modules to support public sector officials. Undertake facilitation of effective learning environment and evaluate the effectiveness of current training programs. Manage, monitor and evaluate the assessment process, inclusive of feedback engagements to assessments role-players and attend to non - compliance issues. Develop, design and maintain training programs and assessments in line with SAICA regulated competency framework. Review, monitor and implement policies and procedures such as the SAICA assessment policy and SAICA program policy. Control and maintain the administration of all assessment documents via the electronic SAICA preferred Learning Tracking System (LTS). Undertake facilitation of effective learning environments and evaluate the effectiveness of current training programs. Review and monitor competency levels achieved by all SAICA trainees to ensure that they are in line with the SAICA regulated competency framework. Ensure quality assurance of the SAICA Trainee accountant programme in order to ensure accreditation standards are met at all times. Review and monitor competency levels achieved by all SAICA trainees to ensure that they are in line with the SAICA regulated competency framework and Training Office's Generic Plan. Monitor the SAICA regulated core hours required within the training period of each trainee. Implement SAICA regulated development plans for trainees that are not in line with the expected SAICA competency levels. Develop and implement a mentorship program consistent with the regulated SAICA requirements. Facilitate simulation training workshops and lectures in line with the SAICA regulated competency framework and professional exams. Compile all necessary information for the SAICA training office accreditation review.

**Post** : Deputy Director: Municipal Finance & Governance  
(Accounting and Reporting)  
**Ref. No.** : LPT/275  
**Chief Directorate** : Municipal Finance & Governance  
**Salary Package** : R849 702.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  
**Salary Level** : 11  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Economics or related field. 3 years' functional experience at junior managerial level / Assistant Director level in Financial Management / Accounting. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (MFMA, PFMA, DoRA, Treasury Regulations, GRAP, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.

**DUTIES: KEY PERFORMANCE AREAS:** Support municipalities and municipal entities in the implementation of mSCOA project. Monitor and provide support on municipal accounting, reporting, assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the AFS. Monitoring and review of the In-year accounting related reports, give feedback and support to municipalities and entities. Participate in the audit steering committee meetings and Audit committee meetings for review of AFS. Analyse in year reports Support municipalities and municipal entities in the implementation of mSCOA project. Monitor and support on the submission of the consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.

**Post** :Deputy Director: Municipal Finance & Governance  
(Revenue and Debt Management) Re-advertisement  
**Ref. No.** : LPT/289  
**Chief Directorate** : Municipal Finance & Governance  
**Salary Package** : R849 702.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**Salary Level** : 11  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Economics or related field. 3 years' functional experience at junior managerial level / Assistant Director level in Budget Management or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (MFMA, PFMA, DoRA, Treasury Regulations, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.

**DUTIES: KEY PERFORMANCE AREAS:** Assess the tabled and adopted MTREF revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Monitor and support municipalities in the implementation of indigent support policy. Support municipalities and municipal entities in the implementation of revenue related mSCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.

**Post** : Deputy Director: Provincial Infrastructure Performance & PPP  
**Ref. No.** : LPT/261  
**Directorate** : Provincial Infrastructure Performance & PPP  
**Salary Package** : R849 702.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  
**Salary Level** : 11  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Built Environment / Infrastructure Management / Contract Management. 3 years' functional experience at junior managerial level / Assistant Director level in Built Environment / Infrastructure Management / Contract Management Infrastructure. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. 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.

**DUTIES. KEY PERFORMANCE AREAS:** Provide assistance and manage the contribution of infrastructure funding framework, long term planning and expenditure in sector departments and provincial public entities. Support and assist departments on compilation of infrastructure plans. Assess and provide feedback and corrective measures for departmental UAMPs to endorse value for money, financial credibility and compliance. Ensure that there is adequately assessed response for Provincial C-AMP as indicated in the U-AMPs. Ensure that IPMPs of departments determine feasibility, integrated planning in sectors and across sections, optimization of value for money and adequate institutional capability. Support and assist departments on Preliminary and Final Project list (table B5s) and budget. Conduct virtual support workshops, working session and participate in assisting departments in populating IRM planning (reports including capturing cash flow projections). Analyse and assess draft infrastructure MTEF database for provincial departments and public entities. Assess and manage the provincial infrastructure plans, budgets and provide expert inputs to provincial departments. Provide inputs and analyse infrastructure procurement plans for sector departments. Formulate corrective actions to address any challenges in terms of departmental procurement plans. Track procurement processes to deliver on timeframes for projects and programmes implementation. Assist provincial departments and public entities with acceleration of non-progressing programmes and projects. Assess infrastructure acceleration plans and provide recommendations. Validate procurement progress and recommend alternative project scoping and/ or prioritization. Ensure compliance with FIDPM. Manage optimal utilization and maintenance of infrastructure. Manage optimal utilization and maintenance of infrastructure by provincial departments and provincial public entities. Provide training and support to departments on the use of web-based Infrastructure Reporting Model. Ensure that committed budgets and expenditures are correctly captured for departments. Ensure alignment and correctness of data between In-Year-Monitoring, Infrastructure Reporting Model and Basic Accounting Systems. Review payments made quarterly and warrant physical progress made with project implementation and with infrastructure projects through site visits and drafting of reports. Prepare monthly report for submission to Provincial and National Treasury based on the sector departments' infrastructure performance. Provide inputs on

identified gaps during IRM forums and ITMC meetings. Attend Departmental Infrastructure Coordinating Committee (DICC) and make inputs. Provide promotion of alternatives service delivery funding options for infrastructure for provincial departments and provincial public entities. Ensure provincialized and institutionalised IDMS in departments and IAs by monitoring the departments IDMS implementation strategies, through workshops. Provide technical support to departments and public entities on PPP. Provide inputs and analyse PPP-projects.

**Post** : Deputy Director: Budget Management Cluster 1

**Ref. No.** : LPT/242

**Directorate** : Budget Management

**Salary Package** : R849 702. 00 per annum

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**Salary Level** : 11

**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Financial Management / Financial Accounting / Management Accounting / Economics. 3 years' functional experience at junior managerial level / Assistant Director level in Budget Management / Financial Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and basic project management. Financial management. Knowledge of basic human Resource management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (PFMA, Treasury Regulations, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills. Knowledge of BAS and PERSAL.

**DUTIES: KEY PERFORMANCE AREAS:** Co-ordinate the Provincial Strategic Budget Planning Process. Provincialize National budget guidelines and issues to provincial departments. Provide training and capacity building to provincial departments. Provide guidelines on Division of Revenue Acts, PFMA and Treasury Regulations. Co-ordinate the implementation of provincial budget. Draft budget process. Issue budget format guidelines to departments. Receive and analyse budget inputs from departments. Give inputs on benchmark exercises, provincial visits and Medium-Term Expenditure Committee Meetings Check compliances on submissions of rollovers. Check compliances on budget submissions. Develop budget formats templates. Compile budget inputs/submissions from departments. Analyse and provide support in the alignment of provincial strategic plan, annual performance plans and budget expenditure plans. Manage the implementation of provincial priority programmes and projects. Manage the alignment of conditional grants funding to provincial priorities

and mandates. Consolidate annual performance indicators in the budget documents. Provide reports on budget performance against annual performance plans. Evaluate the inter-governmental systems for improved performance. Manage new policy proposals are costed and budgeted for. Ensure that national and provincial priorities are incorporated and fully funded in the budget. Give inputs to MTEC hearing. Coordinate MTEC hearing. Provide MTEC reports.

**Post** : Deputy Director: Corporate Communication  
**Ref. No.** : LPT/79  
**Directorate** : Communication Services  
**Salary Package** : R849 702.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  
**Salary Level** : 11  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 6 (National Diploma) qualification as recognized by SAQA in Communications or related field. 3 years' experience at Junior Management level / Assistant Director level in Communications or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource management. Planning and organizing. Report writing. Research \ analyzing. Computer software programs (word, excel and power point). Financial Legislations and policies (PFMA, Treasury Regulations, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.

**DUTIES: KEY PERFORMANCE AREAS:** To manage Corporate Communication Services and Customer Care. Coverage of events. Liaise with the Deputy Director: Events and Exhibition on the Calendar. Coverage of events such as taking pictures, recording, the proceedings and interviewing guests. Production of article from the events covered. Writing drafts of the events covered. Publishing pictures of the events into drafts. Migrating the draft into the template. Distributing the edited articles to the recipients for consumption that is LPT officials. Manage the production of internal newsletter. Provision of Hard copies from the electronic article. In-house of electronic article production. Proofreading of draft of the production of the internal and external newsletter. Final proofreading of the product for quality assurance for production. Manage departmental research in relation to reportage production. Conduct surveys for communication services. Analyze the survey results. Publicize the recommendation of the survey. Liaise with the affected Branches for monitoring purpose. Manage customer care. Ensure management of notice board. Ensure management of reception areas. Ensure identification of employees through name tags. Manage maintenance of customer database.

**Post** : Deputy Director: Provincial Asset Management  
**Ref. No.** : LPT/315  
**Directorate** : Provincial Assets Management  
**Salary Package** : R849 702.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  
**Salary Level** : 11  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Commerce or related field. 3 years' functional experience at junior managerial level / Assistant Director level in Asset / Financial Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Thorough knowledge of Asset Management and Inventory Management, Supply Chain and Expenditure Management, ability to perform reconciliation of accounts, analysis of Financial Statements, Planning and organizing. Report writing. Computer software programs (word, excel and power point). Knowledge of Asset Management System, BAS and LOGIS or related system, PFMA, Treasury Regulations, etc. Ability to supervise people.

**DUTIES: KEY PERFORMANCE AREAS:** Implementation of Provincial Assets and inventory management policies and guidelines. Monitor and support Departments and Public Entities on Inventory and Asset Management. Analyze Provincial Asset registers, inventory management system, financial statements, and reconciled accounts. Provide training and workshops regarding the Asset Management and inventory management systems. Management of disposal of assets, and other items such as chemicals and medicines. Management of asset verification and auctioning process. Facilitate the meetings and provincial forums between the Departments and Public entities. Conduct Loco inspection on immovable properties with Limpopo Department of Public Works, Roads and Infrastructure and any other department that may require that service. Project implementation. Assist the departments with audit related issues such as findings, responses and audit action plan. Management of the Directorate strategic plan, operational plan and risk management. Management of Budget and Human Resources within the Sub-Directorate.

**Post** : Assistant Director: SCM Governance & Compliance  
(Re-advertisement)  
**Ref. No.** : LPT/348  
**Directorate** : SCM Governance & Compliance  
**Salary Notch** : R444 036.00 per annum  
**Salary Level** : 09  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management. 3 years' functional experience in Supply Chain Management or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).



**KNOWLEDGE & SKILLS:** Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

**DUTIES: KEY PERFORMANCE AREAS:** Management of tender bulletin. Receive tender advertisement requests from departments. Analyse the requests submitted by departments. Assess bid documents and liaise with institutions. Capture the submitted adverts and correspondences. Send the captured draft for verification. Distribute tender bulletins to various stakeholders. Management of Procurement plans and reporting. Arrange / coordinate SCM capacity building. Management of deviation and variations / extensions expansions reports from institutions. Reporting on quarterly basis.

**Post** : Assistant Director: Capricorn District: SCM Client Support  
**Ref. No.** : LPT/363  
**Directorate** : SCM Client Support  
**Salary Notch** : R444 036. 00 per annum  
**Salary Level** : 09  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management or related field. 3 years' functional experience in Supply Chain Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

**DUTIES: KEY PERFORMANCE AREAS:** To provide SCM Client Support to government stakeholders and external stakeholders. Conduct general workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures within the district. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Facilitate District Central Supplier Database Forum for district institutions. Facilitate procurement workshops for targeted designated groups to support the attainment of Provincial Preferential Procurement targets by institutions. Provide support on supplier registration into the government supplier database (CSD) and updates of supplier information into the Central Supplier Database (CSD). Conduct client satisfaction surveys.

**Post** : Assistant Director: Sekhukhune District:  
SCM Client Support (Re-advertisement)  
**Ref. No.** : LPT/370  
**Directorate** : SCM Client Support  
**Salary Notch** : R444 036. 00 per annum  
**Salary Level** : 09  
**Centre** : Sekhukhune District

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management or related field. 3 years' functional experience in Supply Chain Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

**DUTIES: KEY PERFORMANCE AREAS:** To provide SCM Client Support to government stakeholders and external stakeholders. Conduct general workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures within the district. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Facilitate District Central Supplier Database Forum for district institutions. Facilitate procurement workshops for targeted designated groups to support the attainment of Provincial Preferential Procurement targets by institutions. Provide support on supplier registration into the government supplier database (CSD) and updates of supplier information into the Central Supplier Database (CSD). Conduct client satisfaction surveys.

**Post** : Assistant Director: Waterberg District: SCM Client Support  
(Re-advertisement)  
**Ref. No.** : LPT/377  
**Directorate** : SCM Client Support  
**Salary Notch** : R444 036. 00 per annum  
**Salary Level** : 09  
**Centre** : Waterberg District

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Supply Chain Management / Financial Management or related field. 3 years' functional experience in Supply Chain Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Public Sector SCM Policies and Procedures. Elementary management competence in terms of planning, organizing, control and leading. Ability to interpret and apply policy. Analytical and communication skills. Adaptability during changes to meet the goals. Financial Management. Policy

formulation and ability to do research. Programme and project management. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

**DUTIES: KEY PERFORMANCE AREAS:** To provide SCM Client Support to government stakeholders and external stakeholders. Conduct general workshops and awareness roadshows with suppliers and communities on public sector SCM policies and procedures within the district. Conduct workshops on awareness roadshows with suppliers on existing SCM ICT platforms. Facilitate District Central Supplier Database Forum for district institutions. Facilitate procurement workshops for targeted designated groups to support the attainment of Provincial Preferential Procurement targets by institutions. Provide support on supplier registration into the government supplier database (CSD) and updates of supplier information into the Central Supplier Database (CSD). Conduct client satisfaction surveys.

**Post** : Assistant Director: Asset Management (Re-advertisement)  
**Ref. No.** : LPT/213  
**Directorate** : Supply Chain Management  
**Salary Notch** : R444 036.00 per annum  
**Salary Level** : 09  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Financial Management / Accounting / Commerce. 3 years' functional experience in Asset Management. Valid vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge and experience of LOGIS and BAS. Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Good communication skill. Liaison skill. Networking. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.

**DUTIES: KEY PERFORMANCE AREAS:** Co-ordinate assets register. Authorize all movable, immovable assets in the asset register. Authorize movement of assets within the department. Implementation of internal control in the department. Perform monthly reconciliations of assets. Compile monthly reports of assets. Compile quarterly reports for assets. Co-ordinate asset verification process. Monitor the verification of asset in the entire department i.e. Head Office and District Offices and compile the Asset Verification Report. Monitor the bar-coding of assets. Ensure that the Asset Register is updated. Give inputs to the development of assets management plans, including acquisition plans, operational plans, maintenance plans and disposal plans. Perform sport check. Monitor asset quality assurance. Compile quarterly reports for assets. Asset verification report to ensure that there is no discrepancies between the asset register and physical assets. Co-ordinate asset disposal process. To serve as a secretariat of the departmental disposal committee. Provide assistance to the team or committee in identification of assets. Arrangement of auctions. Compiling disposal report. Physical carrying of redundant assets from different offices at head office and districts to appointed auction venue. Assist in recording all assets at the auction place.

Assist recording the amounts of all different lots. Preparation of Financial Statements. Monthly reconciliation of capital and current expenditure incurred in BAS. Correction of misallocation of assets. Reconciliation of the general ledger with the Asset Register. Give inputs to the financial statements. Ensure safeguarding of assets.

**3 X Posts** : **Assistant Director: Financial Accounting & Reporting**  
**Ref. No's** : **LPT/417, LPT/419 & Re-advertisement of LPT/421**  
**Directorate** : **Financial Accounting & Reporting**  
**Salary Notch** : **R444 036.00 per annum**  
**Salary Level** : **09**  
**Centre** : **Head Office – Polokwane**

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Financial Accounting or related field. 3 years' functional experience in Financial Accounting or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Finance. Compilation of reports. Computer literacy, Intermediate Excel. Ability to interpret Treasury Directives and GRAP. Clearing of suspense accounts. Interpretation of accounts. Financial Accounting skills. Report writing skills. Financial Management. Change / diversity management. Analytical skills.

**DUTIES: KEY PERFORMANCE AREAS:** Support departments in preparation of interim and annual financial statements to be submitted to the office of auditor general in line with the prescripts. Provide guidance in the completion of AFS template and accounting treatment. Review AFS for departments before submitting to AGSA. Submit AFS review reports to Audit Committee. Analyse the Audit Action Plan and provide feedback on the adequacy of addressing the root causes of the finding to mitigate against recurrence. Arrange workshops on updates for departments on AFS reporting framework. Assess and report on the quality of interim and annual financial statements. Monitor the implementation of National Treasury instruction notes by Departments. Review, engage and provide feedback on Interim Financial Statements for departments. Follow up on the implementation of recommendations for issues raised. Coordinate quarterly Financial Accounting & Reporting forum. Distribute templates for reporting to departments. Monthly support departments on clearance of suspense accounts. Follow up on submission of monthly suspense accounts reports. Analyse the suspense accounts reports. Provide feedback on suspense accounts through monthly reports. Provide technical support on accounting treatments. Comment on exposure drafts. Testing of the draft template and provide comments to National Treasury. Co-ordinate the comments on Modified Cash Standards (MCS) and Accounting Manual for Departments (AMD) to National Treasury. Co-ordinate the challenges on the template and accounting treatments to National Treasury. Provide technical support on accounting standards. Assist departments in responding to audit findings.

**2 X Posts** : **Assistant Directors: Risk Based Auditing**  
**Ref. No's** : **LPT/502 & LPT/469**  
**Branch** : **Shared Internal Audit Services (SIAS)**  
**Salary Notch** : **R444 036.00 per annum**

**Salary Level** : 09  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA in Internal Auditing or related field. 3 years' functional experience in Internal Auditing or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of administrative functions such as, Finance. Human Resource matters. Planning and organizing. Compilation of Reports. Research \ analysing. Needs and priorities of the Department. Public Service Regulations. Public Service Act. Department of Public Service and Administration directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Computer literate. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.

**COMPETENCIES:** Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES: KEY PERFORMANCE AREAS:** Facilitate the implementation of internal audit strategy. Facilitate the implementation of the Annual Audit Plans for all assurance and consulting activities. Facilitate implementation of individual projects as per operational plan, ad-hoc management request approved by Chief Audit Executive or ad-hoc Audit Committee request. Prepare / Review the following planning documents: Notification letter. System Description, Audit program, Engagement letter and Certificate of independence. Facilitate that audit follow up projects are implemented according to the approved plans by the Cluster Audit Committees. Ensure the provision of risk-based auditing on all matters relating to Institutional Governance, Risk Management, Internal Control for votes 4, 6 & 8 client portfolio and in accordance with the approved Internal Audit Charter and Branch Plans. Review executed risk based internal audit project within teammate. Review audit steps on teammate during execution stage. Review audit evidence and the working papers. Sign off working papers on teammate during execution stage. Review and evaluate finalize management comments. Review working paper file prior submission of reports for review in line with Project completion checklist. Report on the status and challenges of the audit projects to the Deputy Director on monthly basis for votes 4, 6 & 8. Implementation of Branch strategic and operational plans relevant to votes. Ensure the provision of risk-auditing services on all matters relating to Institutional governance, Risk Management, Internal Control for votes 4, 6 & 8. Report regularly to the relevant Deputy Director on progress of the implementation of branch strategic and operational plans relevant to votes 4, 6 & 8. Ensure that audit projects are reviewed and implemented as approved by the Deputy Director General: Shared Internal Audit Services for votes 4, 6 & 8. Prepare the quarterly progress report to the Deputy Director at the end of each quarter. Ensure the implementation of relevant Cluster Audit Committee resolutions and prepare a Cluster AC Resolution and Briefing Report for Chief Director review. Ensure implementation of the Quality Assurance Improvement Plan (QAIP) for each project for votes 4 6 & 8. Provide the outcomes of

the internal audit services. Review exception reports during the reporting stage. Prepare draft final reports and final reports. Facilitate and attend exit meeting. Close off teammate file. Ensure all risk-based audits are conducted in terms of the-SAS's methodology and norms and standards. Ensure quality standards of all work performed in terms of the Quality Assurance and Improvement Program / Policy of LPIA. Ensure the validity of all audit findings and recommendations and draft the Audit report for discussion within Internal Audit, with auditee client concerned and with audit committee. Follow up. Review the following, follow up execution, follow up evidence, follow up reports, follow up files, close off teammate file, planning, directing and managing audit projects. To appraise the economic acquisition, efficiency and effectiveness of utilization of Limpopo Provincial Departments' resources with a view to identifying opportunities for improvement of policies, procedures and processes and to provide consulting support to management regarding policies, procedures and processes. Update the audit universe for Performance audits and collaborate with at risk-based Audit Directors for inclusion in the respective annual and three-year rolling plans. Prepare preliminary reports, with recommendation as to further and/or corrective action to be taken. Coordinate relevant information to be included in the quarterly reports for Audit Committee purposes. Administration. Conduct administration on the following. Preparation of performance appraisals. Management of personnel staff. Review weekly timesheet. Prepare weekly timesheet. Review subordinates of performance appraisals. Collaborate, persuade, built and maintain strategic alliances and relationships with Auditee Clients and Stakeholders of vote 1, 3 & 12 client portfolio. Ensure coordination to better leverage the services of all internal and external assurance providers through the implementation of the Combined Assurance Model. Ensure broader assurance coverage whilst minimizing duplication of assurance and audit efforts in in respect of governance, risk management, internal control, and compliance processes (GRCC). Coordinate the management of auditee client expectations by encouraging mutual understanding between Internal Audit and Clients (Auditees). Ensure the safeguarding of the independence and objectivity of the Internal Audit function through appropriate reporting lines and governance structures (including the Three Lines of Defense Model). Develop and maintain effective working relationships with key internal and external stakeholders such as the relationships with Departmental and Internal Transversal assurance providers within Limpopo Provincial Treasury, external auditors and Provincial Fora such as the Asset, Liabilities and Supply Chain Management, Revenue Management, Internal Control, Audit Steering Committee and Risk Management Committee.

**Post** : Senior Admin Officer: Vhembe SCM Client Support  
**Ref. No.** : LPT/375  
**Directorate** : SCM Client Support  
**Salary Notch** : R376 413. 00 per annum  
**Salary Level** : 08  
**Centre** : Vhembe District

**MINIMUM REQUIREMENTS:** An NQF level 6 (National Diploma) qualification as recognized by SAQA in Supply Chain Management / Financial Management. 1-year functional experience in Supply Chain Management or related field. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of Public Sector SCM Policies and Procedures. Ability to interpret and apply policies. Analytical and communication skills. Adaptability during changes to meet the goals. Report writing. Problem solving and analysis. Computer software programs (Word, Excel and Power Point). Knowledge of procurement legislations and policies (PFMA, Treasury Regulations, PPPFA etc). Service Delivery Innovation (SDI). Presentation skills.

**DUTIES: KEY PERFORMANCE AREAS:** Provide tendering advisory support services to SMME'S. Provision of information, advise, training and assistance to all Suppliers on CSD during Provincial Events. Facilitation of business information access to suppliers with other Government institutions for supplier's empowerment purposes in the Districts. Assist in walk-ins with completion of tender documents on daily basis. Mobilize stakeholders for community outreach tendering workshops and roadshows. Assist with logistics during tendering workshop. Record keeping. Assist walk-in suppliers with new online registration onto the National Central Supplier Database (NCSD). Assist walk-in suppliers with the update of their profile on NCSD. Handling of CSD registration queries from suppliers through the District NCSD Call Centre. Keep and maintain internal controls registers. Keep and maintain stores control registers. Keep and maintain equipment's usage control registers. Maintain Registry control filling system. Keep and maintain transport control registry.

**Post** : **Senior Personnel Practitioner: Recruitment, Selection & Appointment**  
**Ref. No.** : **LPT/35**  
**Directorate** : **Human Resource Management**  
**Salary Notch** : **R376 413.00 per annum**  
**Salary Level** : **08**  
**Centre** : **Head Office – Polokwane**

**MINIMUM REQUIREMENTS:** An NQF level 6 (National Diploma) qualification as recognized by SAQA in Human Resource Management or related field. 1-year functional experience in Human Resource Management or related field. Proof of PERSAL Training, Results or Certificate must be attached.

**KNOWLEDGE & SKILLS:** Knowledge of variety of work ranges and procedures such as Managerial functions such as Human Resource Management. Planning. Organizing. Leadership. Project management. Conflict Management. Basic Financial Management. Compilation of reports. Research / Analyzing. Computer Literate. Needs and priorities of the Department. Ability to interpret and apply policy. Workshop presentation and facilitation.

**DUTIES: KEY PERFORMANCE AREAS:** Administer Recruitment and Selection Policy. Facilitating advertisement of vacant posts processes. Updating advertisement register in line with all advertisements. Updating recruitment Plan. Facilitating of selection processes e.g. screening of receiving applications, shortlisting and interviewing processes. Monitoring all appointments transactions that are captured on PERSAL systems. Assisting all new appointees that are appointed as Deputy Directors (MMS) and Directors (SMS) with MMS/SMS salary restructuring. Capturing and approving captured salary restructuring. Updating Personnel Information on PERSAL. Capturing personal information such as physical and residential address for

all officials of the Department. Updating Marital Status and dependents on PERSAL system. Capturing for qualifications on PERSAL system. Approving captured personal information transactions on the PERSAL system. Submitting all received documents to HR records for filling in the Personal Files. Administration of remuneration policy. Facilitating acting appointments submissions to Executing Authority for approval. Facilitating payment for Resettlement expenditure for new appointees who are entitled to it. Facilitating the processes of the transportation and storage of household and personal effects, interim accommodation and travel and subsistence. Monitoring the advices forms to salary section to effect payment. Monitoring the commitment register. Improve utilization of personnel. Facilitating transfers process such as inter-departmental transfers, cross transfers and also promotional transfers. Informing HR Records about employees who are transferring outside the Department to facilitate the transferring of all files to the receiving Departments. Facilitating secondment processes and liaise with the receiving Departments. Monitoring relocation and movement processes of staff within the Department. Facilitating the confirmation of probationary for all appointees who are appointed on probation. Approving and monitoring all transfer transactions captured on the PERSAL system. Manage performance of subordinate. Managing performance of subordinate. Facilitating development of training if is needed.

**Post** : Demand & Acquisition Practitioner  
**Ref. No.** : LPT/195  
**Directorate** : Supply Chain Management  
**Salary Notch** : R308 154.00 per annum  
**Salary Level** : 07  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 6 (National Diploma) qualification as recognized by SAQA in Supply Chain Management or related field. 1-year functional experience in Supply Chain Management.

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts. Application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as; Knowledge of variety of work ranges and procedures such as; SCM matters. Planning and organizing. Needs and priorities of the Department. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management. **COMPETENCIES:** Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES: KEY PERFORMANCE AREAS:** Receive request from end users. Process invitation of all price quotations. Capture requests on the Departmental Procurement System. Invite quotations from the suppliers. Receive quotations from suppliers. Prepare dispatch memo for approval by Director SCM or his/her delegated official. Open individual bid files according to filling index. Compile bid documents as per to Preferential Procurement Policy Framework Act and other relevant SCM prescripts. Advertise bids on Provincial tender bulletin, e-portal, departmental website and any other media. Send bid documents to supplier's / service providers. Opening of bid box



during bid closing dates. Recording, numbering, and date stamp all received bid documents. Serve as secretariat during bid specification, bid evaluation and bid adjudication sittings. Prepare evaluation spreadsheets and scoring forms. Conduct site inspection on the short-listed suppliers. Process invitation of bids greater than R1 000 000.00. Conduct need analysis. Check the specification from Demand Manager to confirm if it has been approved, check availability of budget before proceeding with procurement of goods or services. Compile the register for the advertised bids. Write down list of all bids advertised with their details such as date of advertisement, closing date of the bid and progress report for the bids on whether they are awarded or still under evaluation or adjudication process. Update the reports on monthly basis. Maintenance of demand and acquisitions supplier database. Prepare bid evaluation and bid adjudication reports. Prepare bid award letters.

**Post** : Registry Clerk  
**Ref. No.** : LPT/106  
**Directorate** : Records Management & Auxiliary Services  
**Salary Notch** : R216 417. 00 per annum  
**Salary Level** : 05  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENTS:** Grade 12.

**KNOWLEDGE & SKILLS:** Knowledge of a variety of work ranges and procedures such as; Ministry Operations. Proven Management Competencies. Working Knowledge of the Political and Parliamentary/legislative Processes in South Africa. Understanding of Functional areas covered by the Executing Authority's Portfolio. Report Writing. Time management. Good Communication Skills. Creative/innovative. Analytical Thinking skills. Language Skills. Presentation. Good Organizational skills. Good People skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

**DUTIES: KEY PERFORMANCE AREAS:** Provide clerical support to human records management. Opening and closing of files. Giving folio numbers to all documents / correspondence received in the registry. Listing of all human resource Records which are ready for disposal. Implementation of minimum information required in all Human Resource Records. Redressing of all worn out files and replacement of new jackets. Filling of personnel and other related documents. Controlling photocopying. Maintenance of registers. Distribution of official message and circulars related to HR matters. Ensure safekeeping of personal records. Render Archive services. Maintenance of the staff filing/records classification systems. Quarterly audit of all active documents and files. Provide any other administrative support to the office. Provide support on facilitation of compliance of information and security. Ensure compliance to management of information and security and promotion of access to information. Ensure compliance to management of National Minimum Information Requirements are complied. Ensure compliance to records classification requirement. provide Support on coordination of personal files. Safekeeping of personal files. Maintenance of staff file plan. Maintenance of schedule of records management policy. Maintenance of records management procedure manuals. Process documents for archiving and disposal. Listing of records that are due for disposal. Listing of records that need to be transferred both to the Provincial Archives and mini departmental


archives. Compile list of documents to be archived and submit to the supervisor. Listing of all application for employment that need to be disposed. Provide reproduction services on Human Resource Records. Attend to clients. Handle telephonic and other enquiries received. Electronic scanning of files. Sort and package files for archived and distribution. Keep records for archived documents. Complete index cards for all files.

**Post** : Telecom Operator  
**Ref. No.** : LPT/123  
**Directorate** : Records Management & Auxiliary Services  
**Salary Notch** : R216 417. 00 per annum  
**Salary Level** : 05  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENTS:** Grade 12.

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of providing housekeeping. Ability to operate switchboard equipment. Teamwork. Good interpersonal relations. Able to work under pressure.

**DUTIES: KEY PERFORMANCE AREAS:** Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take messages and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department.

*The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.* 

The closing date for submission of applications is **Wednesday 14<sup>th</sup> August 2024 @ 16H00.**