



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF
THE PREMIER

Ref. No. : S4/1/1

Enq. : Ms. Mgbo PM

DIRECTOR GENERAL'S CIRCULAR No. 08 OF 2024.

ADVERTISEMENT OF EIGHT (08) VACANT POSTS ON THE ESTABLISHMENT OF THE OFFICE OF THE PREMIER.

1. Applicants are hereby invited to apply for the vacant posts as advertised per the attached Annexure A of Director General: Circular No. 08 of 2024.
2. Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za.

NB: Instructions from paragraphs 3 to 7 applies only to hand / mail delivered applications

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

5. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.


Physical Applications should be addressed to:

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

7. Applications may also be hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, POLOKWANE, Mowaneng Building, and Office No. A013, General Records: Registry, Ground Floor.
8. Enquiries should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitola MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C. at telephone numbers 015 - 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
9. The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply.
10. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required from the recommended candidate before the assumption of duty.
11. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, number 1.32.1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment.
12. Following the interview process, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
13. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures.

The Office reserves the right **NOT** to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office.

14. The successful candidate will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty.
15. The closing date for the applications is the **16 August 2024 at 16h00**. Late applications for the advertised posts will not be considered. Failure to comply with the above-mentioned requirements will result in the disqualification of the application.
16. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive, If you have not heard from the Office within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.
17. NOTE: The advert will also be accessible on the following websites:
<https://erecruitment.limpopo.gov.za>, www.limpopo.gov.za, and www.dpsa.gov.za .


Mr. N.S. NCHABELENG
DIRECTOR GENERAL

DATE: 17/7/2024

ANNEXURE A

1. DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

Post	:	Assistant Director: Accounts (1x post)
Reference No.	:	OTP 08 / 24 / 01
Salary level	:	09
Salary Notch	:	R444, 036.00 per annum
Salary Scale	:	R444, 036.00 – R523, 056.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Financial Management / Accounting / Commerce or equivalent qualification in related field/area as recognized by the South African Qualifications Authority (SAQA).
- A Minimum of three (03) years' experience in Financial Management at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

- Financial Accounting; Maths Literacy; Computer Literacy; Written and Verbal Communication and Public Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage expenditure and capturing of payment.
- Process payment vouchers for complete payment.
- Reconcile payments.

2. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post	:	Assistant Director: Transaction Management (1x post)
Reference No.	:	OTP 08 / 24 / 02
Salary level	:	09
Salary Notch	:	R444,036.00 per annum
Salary Scale	:	R444,036.00 – R523,056.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Supply Chain/ Logistics/ Financial Management/ or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA).
- A Minimum of three (03) years' experience in Supply Chain/ Logistics Management at a Supervisory level.
- LOGIS System Certificate / Results
- A valid driver's license except for people with disability.

COMPETENCIES:

- Negotiation skills; People Management; Financial Solving; Planning & Organizing; Time Management; Strategic Planning; Policy Analysis and Development; Good Communication skills; Group Dynamics; Diversity Management; Co-ordination skills, Leadership skills, Change and Knowledge Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage processing of orders on LOGIS system.
- Reconcile Orders on LOGIS system.
- Manage control registers.
- Management of Staff and Monthly reports.

3. DIRECTORATE: FANANCIAL MANAGEMENT SERVICES

Post : State Accountant: Budget Planning (1 x post)
Reference No. : OTP 08 / 24 / 03
Salary level : 07
Salary Notch : R308,154.00 per annum
Salary Scale : R308,154.00 – R362,994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Financial Management.

COMPETENCIES:

- People Management, Financial solving; Planning and Organizing, Time Management, Good Communication skills, Group Dynamics, Diversity Management; Facilitation skills; Co-ordination skills; Change and Knowledge Management; and Interpersonal skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Assist on Budget Planning.
- Distribute monthly expenditure and commitment Reports.
- Complete cash flow activities.

4. DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

Post	:	State Accountant: Accounts (2 x posts)
Reference No.	:	OTP 08 / 24 / 04
Salary level	:	07
Salary Notch	:	R308,154.00 per annum
Salary Scale	:	R308,154.00 – R362,994.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Financial Management.

COMPETENCIES:

- Financial Accounting, Computer Literacy; Written and Verbal Communication, Budgeting, Public Management, Basic Interpersonal Relations, Ability to perform routine tasks; Ability to operate computer and Organizing.

SKILLS AND KNOWLEDGE

- PERSAL & BAS knowledge will be an added advantage

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer general Accounts.
- Administer departmental salary payments.
- Liaise with Treasury; Internal Audit; Office of the Auditor-General and other stakeholders.
- Reconcile payments.

5. DIRECTORATE: SUPPLY CHAIN MANAGEMENT.

Post	:	Administrative Officer: Demand Management (1x post)
Reference No.	:	OTP 08 / 24 / 05
Salary level	:	07
Salary Notch	:	R308,154.00 per annum
Salary Scale	:	R308,154.00 – R362,994.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Supply Chain Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in administration.

COMPETENCIES:

- People Management; Financial Solving; Time Management; Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Co-ordination skills and Problem Solving.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer Procurement Plan.
- Serve as Secretariat of the Bid Specification Committee.
- Conduct Market, Commodity and Industrial analysis.
- Attend to internal and external stakeholders' queries.

6. DIRECTORATE: INTERNAL CONTROLS AND COMPLIANCE

Post	:	Compliance Officer (2 x posts)
Reference No.	:	OTP 08 / 24 / 06
Salary level	:	07
Salary Notch	:	R308,154.00 per annum
Salary Scale	:	R308,154.00 – R362,994.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Internal Auditing or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Internal Controls and Compliance / Internal Auditing.
- A valid driver's license except for people with disability.

COMPETENCIES:

- Good Computer skills (Microsoft Word, Excel and Power Point); Time Management; Good Communication skills (verbal and written); Planning and Organizational skills; and Analytical skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Monitor institutional compliance to Acts; Policies; Procedures and Instruction notes.
- Assist in coordination of Internal Audit activities.
- Assist in coordination external audit activities.
- Assist in coordinating activities of other stakeholders and oversight bodies.