


Limpopo Legislature
OFFICE OF THE SECRETARY

Physical address:
Lebowakgomo
Government
Complex

Postal address:
Private Bag X 9309
Polokwane
0700

ADVERT NO. 01 OF 2025 REF. NO. 3/6/1/2 (APPLICABLE TO ALL POSTS)

ADVERTISEMENT OF POSTS: LIMPOPO LEGISLATURE

1. Applications are invited from interested parties for the filling of vacant posts which exist in the Limpopo Legislature and as outlined herein. However, the Limpopo Legislature reserves the right not to fill these vacancies.
2. Applications should be submitted on new "Z83 Form" obtainable from any Public Service Department and should be accompanied by certified copies of relevant qualifications, the applicant's identity documents and updated CV. No faxed, e-mailed, or late applications will be accepted or considered. Applications should be forwarded to: **The Secretary, Limpopo Legislature, P/Bag X9309, POLOKWANE, 0700.**
3. Enquiries should be directed to Mrs. Nemahungani R.T @ 015 633 8000 or 066 036 0447.
4. The Limpopo Legislature is an equal opportunity, affirmative action employer. It is our intention to promote representivity [gender, race and disability] through the filling of these positions/vacancies. Persons with disabilities are welcome to apply and an indication in this regard on the application form will be appreciated .
5. **N.B.** Only applicants who meet the above requirements will be considered. Shortlisted candidates will be subjected to a proficiency test. If you have not been contacted within three [3] months after the closing of this advertisement, kindly accept that your application has been unsuccessful.
6. It will also be expected of shortlisted candidates to be available for interviews on a date, time and place as determined by the Limpopo Legislature.
7. **Closing Date: 21 February 2025.**



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DR. MT MAAKE
SECRETARY: LIMPOPO LEGISLATURE

POST 1: CHIEF FINANCIAL OFFICER (X1 POST)

(THIS IS A FIVE YEARS FIXED-TERM CONTRACT)

TOTAL PACKAGE: R 2 525 665.64 p.a

- a) The successful candidate is expected to sign an annual performance agreement.

JOB REQUIREMENTS

- a) NQF Level 7 or any relevant equivalent qualification in the fields of Accounting, Finance or Economics. Minimum of 7 years' experience at management level, of which at least 3 years be at senior management level. ;
- b) In-depth knowledge of accounting and financial management systems;
- c) Computer literacy;
- d) Knowledge of appropriate legislations, legal frameworks such as the Financial Management of Parliament and Provincial Legislatures Act (FMPPLA), Treasury Regulations, and others applicable legislation;
- e) Registration as a Chartered Accountant (CA) will be an added advantage.

DUTIES

- a) Supports and advises the Secretary through the provision of timely and accurate flow of financial and other operational information necessary for strategic planning for the Legislature;
- b) Develops and ensures that physical assets support the strategic plan of the Legislature by conforming to asset management requirements as specified by Treasury Regulations and other legislations;
- c) Provides sound budget control measures and render financial management advice to the Accounting Officer;
- d) Develops and implements effective systems of internal controls;
- e) Ensures control on expenditure and revenue collection;
- f) Prepares monthly reports to support the annual report of the institution;
- g) Implements financial norms and standards in line with recognised accounting practices;
- h) Provide advice on planning and budgeting processes of the institution;
- i) Monitors revenue and expenditure management;
- j) Provides effective and efficient asset and liability management;
- k) Supports risk management strategy of the institution;
- l) Establishes and oversees policies and procedures of effective management of losses and claims;
- m) Monitors cash management performance;
- n) Implements and maintains an effective and efficient system of risks management and implementation of sound and internal controls;
- o) Establishes effective and appropriate steps to prevent unauthorised expenditure; and
- p) Assists with formulation of medium-term objectives, policies and strategic and operational plans.

CORE COMPETENCIES

- a) Strategic planning, business planning and design;
- b) Extensive knowledge of financial accounting and management;
- c) Skills to execute internal financial control and ability to prepare fraud prevention plans;
- d) Knowledge of legislative processes and policies, legal frameworks such as FMPPLA, Treasury Regulations, etc;
- e) Negotiation and analytical skills;
- f) Performance management skills;
- g) Relevant knowledge of how to maintain full and proper accounts and financial records for the Legislature;
- h) Excellent report writing skills; and
- i) Willingness to work long hours.

POST 2: TREASURY OFFICER (X1 POST) (FIVE YEARS FIXED TERM CONTRACT)

- a) The successful candidate is expected to sign an annual performance agreement.

TOTAL PACKAGE: R 1 644 300.25 p.a .

JOB REQUIREMENTS

- a) NQF Level 7 in Finance or any relevant equivalent relevant qualifications;
- b) Minimum five years' experience at management level, two (2) of which must at least be at senior management level in the field of financial management and/or analyst.
- c) Knowledge of the Constitution, FMPPLA and other relevant legislation and regulations.

DUTIES:

- a) Advise the Executive Authority on budget management.
- b) Advise the Executive Authority on the implementation Financial Management of Parliament and Provincial Legislatures Act (FMPPLA).
- c) Advises the Executive authority on compliance to systems and procedures;
- d) Provides advice and Risk/Return Analysis on Fiscal Decisions of the Legislature;
- e) Provides support and advice to the Executive Authority in the preparation of budget;
- f) Analyses strategic plans, annual performance plans and Legislature budget reports submitted to the Executive Authority and provide appropriate advice;
- g) Advises the Executive Authority in the process of the preparation of the institution's annual reports;
- h) Analyses financial statements and advise the Executive Authority accordingly; and
- i) Reports to the Executive Authority on the implementation of cash management.

CORE COMPETENCIES:

- a) Strategic thinking
- b) Knowledge on financial planning information management systems;
- c) Negotiations and analytical skills;
- d) Problem solving and conflict management skills.

POST 3: SECTION MANAGER: BUDGET (X1 POST)

SALARY: R1 143 079.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 7 in Accounting, Financial Management or any relevant equivalent qualification;
- b) A minimum of three years proven experience in Financial Management;
- c) A minimum of five years in a management position or budget management and reporting function;
- d) Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and SAGE 300;
- e) Practical knowledge of Generally Recognized Accounting Practice (GRAP);
- f) A strong financial background;
- g) Strong knowledge and interpretation of the Financial Management of Parliament and Provincial Legislature Act (FMPPLA) and other relevant legislation;
- h) Practical understanding of the SAGE system.

DUTIES

- a) Provides strategic leadership and management on the day-to-day functions of Financial Management section (i.e. Accounts Payable, Debt Management, Payroll, Bookkeeping and Revenue);
- b) Develops and implements Annual Financial Accounting Business Plans in line with operational requirements and budget of Financial Management;
- c) Monitors expenditure of Financial Management in line with the allocated budget as well as within the delegations of authority;
- d) Reviews and updates policies and procedures to ensure effective internal financial controls;
- e) Prepares interim and Annual Financial Statements for the Legislature in compliance with National Treasury requirements and GRAP;
- f) Prepares and presents financial reporting information to management;
- g) Monitors and reviews staff performance within the section; and
- h) Manages the co-ordination of external audits conducted by Auditor-General and ensures that quality responses are provided for audit queries raised.

CORE COMPETENCIES

- a) A thorough understanding of FMPPLA and multi-year budgeting system;
- b) An understanding of strategic management and costing of activities;
- c) Analytical and interpersonal skills;
- d) Report-writing, strong communication and leadership skills;
- e) Ability and willingness to work under pressure and travel as required;
- f) Computer literacy and an independent thinker; and
- g) Knowledge of risk management and financial systems.

POST 4: UNIT MANAGER: HOUSE PROCEEDINGS (X1 POST)

SALARY R795 673.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 7 in Public Administration, Social Sciences, Political Science, or Legal studies;
- b) A postgraduate qualification will be an added advantage; and
- c) A minimum of three years' relevant experience in the legislative sector.

DUTIES

- a) Produces high-quality House documents (i.e. Order Papers, ATCs, and Minutes of proceedings of the House);
- b) Receives questions from MPLs directed to the House and MECs;
- c) Publishes Question Papers and Replies and ensures that questions are within the scope of the Rules and Orders of the House;
- d) Liaises with the Office of the Premier and Departments on questions and answers;
- e) Processes legislation from inception up to finality;
- f) Interacts with the NCOP Liaison Officer on matters requiring the consideration of the House and its decision;
- g) Provides procedural support and other administrative assistance to presiding officers and MPLs; and
- h) Prepares the tabling of the reports and other papers in the House.

CORE COMPETENCIES

- a) Knowledge of the legislative sector, parliamentary processes and procedures and understanding of the Standing Rules and Orders of the House;
- b) The ability to interpret procedural documents;
- c) Understanding of legislative, oversight, public participation processes and procedures;
- d) Excellent written and verbal communication skills;
- e) Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook); and

- f) Dedicated, resourceful, deadline-driven and willingness to work beyond normal working hours.

POST 5: SENIOR PROTOCOL OFFICER (X2 POST)

BASI SALARY: R457 573.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 6 in International Relations or any relevant equivalent qualification; and
- b) A degree will be an added advantage;
- c) Three to five years' experience in Protocol.

DUTIES

- a) **Event Planning and Coordination:** The Protocol Officer ensures that legislative events, meetings, and sessions run smoothly. They manage the logistical aspects, including venue arrangements, guest lists, and ensuring that all protocol procedures are followed.
- b) **Liaising with Dignitaries:** They are responsible for coordinating with high-ranking officials, both local and international, ensuring they are properly received and treated according to protocol standards. This includes arranging meetings and briefings.
- c) **Protocol Advisory:** The officer advises members of the Legislature on the proper protocol to follow during official functions, visits, or when dealing with dignitaries, to ensure compliance with diplomatic or formal norms.
- d) **Managing Invitations and Correspondence:** They prepare and send out invitations for official events, track RSVPs, and handle correspondence with stakeholders, ensuring all necessary details are communicated accurately.
- e) **Cultural Sensitivity:** A Protocol Officer ensures that cultural sensitivities and formal traditions are observed, particularly when interacting with diverse groups or international guests.
- f) **Support to the Speaker and Presiding Officers:** They assist the Speaker of the Legislature and other senior officials with protocol matters, including attending to their specific needs during formal proceedings.
- g) **Venue Set-Up and Décor:** They oversee the preparation of venues for official functions, ensuring that the setup aligns with the required protocol and meets the standard of the Legislature.
- h) **Travel Arrangements:** When dignitaries or legislators are involved in travel, the Protocol Officer manages their itineraries, accommodations, and transportation while ensuring all travel protocols are adhered to.
- i) **Diplomatic and State Relations:** If the Limpopo Legislature hosts foreign delegations or engages in diplomatic activities, the Protocol Officer plays a vital role in managing those relationships and ensuring diplomatic norms are followed.

COMPETENCIES

- a) Excellent organisational, solid written and verbal communication skills,
- b) Contributes to building good client relations; and
- c) Excellent organisational skills.

POST 6: ACQUISITION OFFICER (X1 POST)

SALARY: R381 974.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 6 in Financial Management, Economics, Logistics, Supply Chain or any relevant equivalent qualification; and
- b) A degree will be an added advantage.

DUTIES:

- a) Creates and updates entities for suppliers which do not exist in the SAGE 300 system;
- b) Administer soliciting of quotations in terms of FMPPLA, Supply Chain Management Regulations and Supply Chain Management Policies & Procedures and keep database of all suppliers;
- c) Captures requests in Sage 300 system within reasonable time of receiving the Memorandum of Goods and Services;
- d) Ensures submission of Payment vouchers (invoices, orders and all relevant supporting documents) to finance for payment; and
- e) Maintains good relationship with suppliers and ensures that they are all treated fairly.

CORE COMPETENCIES

- a) Sound organisational and interpersonal skills;
- b) Report writing and evaluation skills;
- c) Financial management skills;
- d) General administrative and planning skills;
- e) Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Access);
- f) Ability to work under pressure;
- g) Ability to exercise discretion and maintain confidentiality and;
- h) Excellent written and verbal communication skills.

POST 7: SECRETARY: LEGAL SERVICES (X1 POST)

SALARY: R381 974.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 4 or any other relevant Secretarial qualification; and
- b) Computer literacy.

DUTIES

- a) Provides secretarial support by typing, and making copies of various documents & adhere to time frame;
- b) Arranges travel arrangements and booking for Legal Services and interact with Supply Chain and Protocol;
- c) Responsible for stationery i.e. collection and safekeeping for distribution as per legal staff requirements;
- d) Delivery of documents internally and to other departments and stakeholders;
- e) Serve as a receptionist for the senior legal advisor diary management;
- f) Creates and maintain filing system;
- g) Manages office of the Senior Legal Advisor by making a follow up on departmental communication as instructed by the Senior Legal Advisor.

CORE COMPETENCIES

- a) Organisational and time management skills;
- b) Excellent written and verbal communication skills;
- c) Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook);
- d) Ability to maintain confidentiality and handle sensitive information;
- e) Ability to prioritise tasks and manage multiple projects; and
- f) Ability to work with people.

POST 8: SECRETARY: HOUSE PROCEEDINGS (X1 POST)

SALARY: R381 974.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 4 or any other relevant Secretarial qualification;
- b) Computer literacy.

DUTIES

- a) Manages calendars, appointments, and schedules for the Division;
- b) Coordinates meetings, conferences, and events, including arranging logistics and preparing materials;
- c) Prepares and distributes correspondence, memos, reports, and presentations;
- d) Maintains office files, records, and databases, ensuring accuracy and confidentiality;
- e) Assists with travel arrangements as needed;
- f) Answers and screen phone calls, emails, and inquiries in a professional manner;
- g) Organises and maintains office supplies, equipment, and inventory;
- h) Ensures smooth day-to-day operations by handling various administrative tasks; and
- i) Performs any other duties as required to support the Division's goals and objectives.

CORE COMPETENCIES

- a) Organisational and time management skills;
- b) Excellent written and verbal communication skills;
- c) Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook);
- d) Ability to maintain confidentiality and handle sensitive information;
- e) Ability to prioritise tasks and manages multiple projects; and
- f) Interpersonal skills.

POST 9: SECURITY OFFICERS (X4 POSTS)

SALARY: R381 974.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 4 and relevant certificate in Security Management certificate or any relevant equivalent qualification;
- b) Computer literacy; and
- c) A valid driving licence.

DUTIES:

- a) Controls and monitors access of all Members of the Provincial Legislature (MPLs), guests, patrons and staff in the legislative chamber;
- b) Responds to emergency situations in the legislative chamber;
- c) Ensures that guests and visitors are escorted to their respective destinations;
- d) Effectively deal with and handle disruptions in the House;
- e) Ensures that access to the Legislature precincts is adequately controlled;
- f) Responsible to issue appropriate temporary passes;
- g) Patrols the precincts of the Legislature with the required frequency to assess and deter any unlawful activity;

- h) Monitors all CCTV and security systems and responds appropriately as expected;
- i) Ensures that regular patrols are performed;
- j) Reports any incidents to the control centre to ensure effective responses;
- k) Responds to fire and emergency alarms and assist with evacuations of the Houses; and
- l) Handles queries and responds swiftly;
- m) Prepares incidents reports in line with the security management standards.

CORE COMPETENCIES

- a) A knowledge of security services encompassing security technology, security practices and procedures;
- b) Must be physically fit;
- c) Effective oral and written communication skills;
- d) Ability to maintain confidentiality;
- e) Ability to follow up on outstanding issues;
- f) Ability to work in a team;
- g) Good interpersonal skills to build effective relationship with clients and stakeholders; and
- h) Ability to remain calm under pressure.

POST 10: DRIVER (X2 POSTS)

BASIC SALARY: R273 728.00 p.a.

JOB REQUIREMENTS

- a) NQF Level 4 or any equivalent qualification;
- b) Code 10 drivers' licence (C1) with PRDP; and
- c) Defensive and advanced driving will be an added advantage.

DUTIES

- a) Ensures safe arrival to the destination as per stipulated times;
- b) Inspects all vehicles before and after each trip and report all faults;
- c) Reports all vehicles which are due for service;
- d) Observes the rules of the road (i.e., as per National Road Traffic Act) while driving;
- e) Transports official passengers only (i.e., on board);
- f) Cleans pool and VIP vehicles;
- g) Assists with loading and off-loading of material when manpower is required; and
- h) Posts, collects and delivers all mails and newspapers for the institution on time as per requests.

CORE COMPETENCIES

- a) Ability to perform well under stressful conditions;
- b) Exceptionally loyal and conscientious skills;
- c) Effective contribution to fostering co-operation and harmony;
- d) Effective organisation and co-ordination skills; and
- e) Good interpersonal and communication skills.