



OFFICE OF
THE PREMIER

Ref. No. : 3/4/1

Enq. : Mr. Junior Maboya

DIRECTOR GENERAL CIRCULAR No. 03 OF 2025

TO ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL ADMINISTRATION.

RE-ADVERTISEMENT OF VACANT HOD POSTS IN LIMPOPO PROVINCIAL ADMINISTRATION.

Applications are hereby invited for the filling of posts in Limpopo Provincial Administration which are as follows.

1. POST: HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF EDUCATION (FIVE (5) YEARS FIXED TERM CONTRACT)

Reference No. : OTP/03/25/01
SMS Grade D, salary level : 16
Inclusive remuneration package : R2, 259 984 per annum.
Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- A qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA).
- Ten (10) years of experience at a senior management level
- Post graduate qualification in Financial Management/ Business Management/ Administration/ Education and Curriculum Development will be an added advantage
- Valid driver's licence (with the exception of applicants with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

PERSONAL ATTRIBUTES

Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Conflict Resolution

KEY PERFORMANCE AREAS

The successful candidate will be the Head of Department and Accounting Officer responsible for:-

Provide strategic direction on the provision and implementation of curriculum delivery & support services.

- Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery.
- Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery.
- Provincial norms and standards have been developed and implemented and National norms and stands have been adapted to ensure optimum service delivery.
- Curriculum and development programmes achieve the set objectives

Provide strategic direction on the provision and implementation of institutional governance, coordination and support services.

- Policies, strategies, guidelines and procedure manuals achieve the main objective of the department and ensures optimum service delivery.
- Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery.
- Provincial norms and standards have been developed and implemented and National norms and stands have been adapted to ensure optimum service delivery.
- Well- managed departmental institutions, quality standards of learning and teaching and social support programmes promoted.

Provide strategic direction and coordinate the implementation of corporate management services.

- Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery.
- Well and appropriately resourced in terms of personnel to maximize service delivery and in terms of PSR.

Provide strategic direction and coordinate the provision of financial management services.

- Policies, strategies, guidelines and procedure manuals have been customized and converted to ensure maximum service delivery.
- Financial Management done in line with PFMA and to achieve the set objectives.

Provide strategic direction and facilitate the provision of organizational risk management.

- Compliance with relevant policies and programmes

Manage the provisioning of Executive support services to the offices of the MEC and HOD.

- Well-resourced and effective and efficient support

Manage the provision of intergovernmental relations, donor funding and Education Trust

- Well-resourced and effective and efficient support

2. POST: HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF SOCIAL DEVELOPMENT (FIVE (5) YEARS FIXED TERM CONTRACT)

Reference No. : OTP/03/25/02
SMS Grade D, salary level : 15
Inclusive remuneration package : R1, 741 770 per annum.
Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- A qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA).
- Ten (10) years of experience at a senior management level
- Post graduate qualification in Financial Management/ Business Management/ Administration/ Social Science/Social Work will be an added advantage
- Valid driver's licence (with the exception of applicants with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

PERSONAL ATTRIBUTES

- Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Conflict Resolution

KEY PERFORMANCE AREAS

The successful candidate will be the Head of Department and Accounting Officer responsible for:-

- **Serve as the accounting officer of the department in line with the PFMA and establish the strategic direction of the department to ensure alignment with its business plans**

Oversee the provision of Integrated Social welfare services to the poor and the vulnerable in partnership with civil society organizations within the province

- Oversee that older persons and disability programmes are coordinated and provided.
- Oversee that non – institutionalized HIV/ AIDS and social relief programmes are coordinated and provided.
- Oversee the provision of psycho-social support to the beneficiaries, debriefing, food parcels and school uniforms.
- Oversee coordination of inter-sectoral collaboration to ensure that the department contributes to Integrated services delivery.

- Oversee coordination and maintenance of good relations within the Department and all Stakeholders.

Oversee the provision of social services to children and families within the province through child and youth care centers and victim empowerment centers

- Oversee the Child Protection services are coordinated and provided.
- Oversee the development of strategies for Child Protection Services.
- Oversee the development of policies for Child Protection services.
- Oversee that child and youth care services are coordinated and provided.
- Oversee the development of Provincial Strategy on Child and Youth Care Centers.

Oversee the provision of development and research services programmes to empower communities of Limpopo Province

- Implement Integrated Development programmes that facilitate the empowerment of communities towards sustainable livelihood.
- Provide community-based research, planning and mobilisation.
- Coordinate and develop youth and women empowerment programs.
- Facilitate of implementation of skills development programmes and job creation programmes.
- Monitor and ensure that research and population development culture is entrenched.
- Oversee and ensure effective and efficient population research and demographic analysis.

Oversee the provision of corporate services in adherence, compliance and implementation of Provincial and National legislation, regulations and policies

- Guide and provide effective managerial and strategic coordination of human resource development and management.
- Provide comprehensive organisational development support and advice.
- Technical support on the implementation and customisation of national legislation on government information management and technology (GITO), strategic support and communication services.
- Ensure mission effectiveness and operational efficiency through effective and efficient records management
- Coordinate legal services and employee relations and people management in the department to obtain a maximum impact on the departments' service delivery.
- Provide transformation and change management services
- Manage the department's performance with regard to monitoring and evaluation of quality services delivery programs

Oversee and promote proper financial management in line with PFMA and other provincial /national prescripts.

- Coordinate and manage financial regulatory compliance and reporting.
- Ensure that inspection and investigations are conducted to establish compliance with the PFMA within the Department.

- Coordinate Financial Planning, Budgeting, and Reporting services in the Department.
- Oversee and ensure effective and efficient bookkeeping and bank reconciliation
- Develop and monitor the implementation supply chain management internal policies, systems, and processes
- Provide infrastructure management in the department

Ensure and promote an appropriate platform for risk management services within the province

- Provide leadership, strategy, and advice on risk implications of management decisions.
- Ensure risk management, security, fraud, and corruption awareness within the department.
- Ensure continuous improvements in internal control systems through risk management, corruption, and fraud prevention strategies
- Ensure the availability of surveillance systems, categorization of documents and computers
- Coordinate the implementation of security management services.
- Ensure that employees have positive security clearances and disclose financial interest annually.

Facilitate and ensure coordination of social development services at all the provincial districts, sub-districts/ municipalities, and institutions

- Oversee the development of Operational Plans to give strategic direction to the District office.
- Manage the integration of IDP programs with strategic objectives and plans.
- Oversee the provincial and district devolution task teams.
- Ensure the collation of monthly, quarterly, and annual reports from the districts.
- Monitor the implementation quality assurance/improvement plans
- Develop and maintain good relations between the department and all stakeholders.

3. POST: HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (FIVE (5) YEARS FIXED TERM CONTRACT)

Reference No. : OTP/03/25/03
SMS Grade D, salary level : 15
Inclusive remuneration package : R1, 741 770 per annum.
Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
Centre : Polokwane (Head Office)

MINIMUM REQUIREMENTS

- A qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA).
- Ten (10) years of experience at a senior management level
- Post graduate qualification in Financial Management/ Business Management/ Administration/ Agricultural Extension will be an added advantage
- Valid driver's licence (with the exception of applicants with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication

PERSONAL ATTRIBUTES

Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Conflict Resolution

KEY PERFORMANCE AREAS

The successful candidate will be the Head of Department and Accounting Officer responsible for:-

Oversee the rendering of agricultural technical services in the department

- Render support and advice to the MEC for Agriculture and Rural Development on the core mandates of the Department
- Provide strategic leadership in the provision of technical services.
- Coordinate and oversee the provision and rendering of research and training services in the Department.
- Provide leadership and guidance on the provision of sustainable resource management.
- Provide leadership and support in the rendering of farmer support and Agribusiness development.
- Lead driving programmes to ensure that there is food security throughout the province.

Provide executive leadership and support in respect of rural development and district management.

- Drive and lead the transformation of the agricultural sector in line with national, provincial and departmental goals and objectives.
- Guide and manage implementation of agricultural services in all the Districts and Municipalities.
- Coordinate rural development in the department and province.
- Ensure the achievement of the key priorities of the government of the day by coordinating rural development throughout the province.

Co-Ordinate Infrastructure Development & Project Performance Functions.

- Develop strategic intervention in projects implementation.
- Promote infrastructure development improvement program.
- Provide infrastructure project database management.

Provide strategic leadership on the provision of risk, anti-corruption and integrity management.

- Provide leadership and guidance on the provision of enterprise risk management support.
- Coordinate the development and monitoring of implementation of business continuity plan.
- Promote the implementation of code of conduct
- Monitor compliance to rules and regulations in the public service.
- Ensure promotion of the financial disclosure system
- Ensure the development and maintenance of internal anti-corruption systems to combat all forms of fraud and corruption.

Provide leadership and oversee the provision of financial management.

- Ensure that financial and other resources allocated to the Department are managed in accordance with the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts.
- Manage and oversee the provision of internal control and compliance.
- Oversee the provision and management of financial accounting.
- Oversee the provision of management accounting.
- Manage supply chain and ensure that systems are in place.
- Coordinate the provision of asset management in the department and province.
- Provide leadership in the management of departmental assets.

Provide leadership and oversee the provision of strategy and systems services.

- Provide strategic leadership in the strategic management, monitoring and evaluation.
- Provide strategic leadership for provision of legal support services.
- Provide executive leadership in the provision of communication services.
- Provide strategic leadership for provision of government information management and technology services.

Provide leadership and oversee the provision of corporate management services.

- Provide strategic human resource management of the Department.
- Provide executive support and leadership on the provision of Human Resource Development and Employee Relations.
- Provide advice and guidance on employee health and wellness programmes.
- Provide executive support and leadership on security and facilities Management.

4. Conditions of appointment

- In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.
- All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
- The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier.
- The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
- Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- The recommended candidate will be subjected to security clearance procedures.

5. NOTES TO APPLICANTS:

- Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>.
- The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license **ONLY**. Failure to attach copies and required documents will result in the application not being considered/disqualification.
- Please clearly indicate the reference number of the position which you are applying for. All shortlisted candidates will be subjected to security clearance. The appointment is subjected to the verification of educational qualifications, previous experience, citizenship, reference

checks and security vetting. The successful candidate must be willing to sign an oath of secrecy with the Department.

- Foreign nationals are requested to attach SAQA accreditation or any accredited service provider of their qualifications.
- The department reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates only. 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, 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.
- **Note! Candidates who previously applied for the post need to re-apply.**
- Hand delivered applications must be addressed to:-**The Director General, Office of the Premier, Private Bag X9483, POLOKWANE, 0700.**
- The Limpopo Provincial Administration is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in the employment especially in terms of representativity
- Enquiries should be directed to Mr. Junior Maboya / Ms. Moipone Mathole at 015 287 6290/6360 respectively. Applications may be hand delivered to the Office of the Premier at Mowaneng Building, No. 40 Hans van Rensburg Street in Polokwane at Office No. A013, General Records (Registry), Ground floor.

CLOSING DATE: 07 MARCH 2025


Mr. N.S. Nchabeleng
Director General

06/02/2025
Date