



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF
THE PREMIER

Ref. No. : 3/4/1

Enquiries : Mr. Junior Maboya

DIRECTOR GENERAL CIRCULAR No. 36 OF 2025

TO ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL ADMINISTRATION.

ADVERTISEMENT OF VACANT HOD POST IN LIMPOPO PROVINCIAL ADMINISTRATION.

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

1. POST: HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF SPORT, ARTS AND CULTURE (FIVE (5) YEARS FIXED TERM CONTRACT)

Reference No. : OTP/36/25/01
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 Sport Management/ Sport Science / Sport Administration / Sport and Recreation / Public Management/Public Administration/ 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 directions to ensure efficient, effective and developmental support orientated system.

- Provide strategic leadership and high-level direction in the effective and efficient management and administration of the department by giving direction towards the achievement of the Department vision, mission, strategy, goals and objectives
- Promote sound labour relations through management and maintenance of discipline
- Monitor and oversee memorandum of understanding, service level agreements and expenditure review
- Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies
- Ensure that budget spending is maximized in line with strategic objectives

Oversee the provision of sport and recreation services in the province.

- Promote active and healthy lifestyle through mass participation and sport development programmes.
- Promote citizen participation in sport and recreation activities at local levels.
- Manage and monitor the development and implementation of structured systems for talent identification, support and promotion of high performance.
- Provide sport and recreation infrastructure planning and development
- Manage and monitor development, transformation, empowerment and high performance through the delivery of sustainable sport and recreation programmes.

Oversee the provision of cultural, language, museum and heritage services.

- Provide support to the cultural and creative industry sectors in the province.
- Promote cultural diversity
- Monitor the development and implementation of language policies in the province.
- Manage identification, research and development of culture within the province
- Ensure promotion and preservation of the province's rich and varied cultural heritage.

Oversee the provision of library and archive services.

- Promote public access to community library services.
- Manage the development and sustainability of a culture of reading in the province.
- Ensure preservation and proper management of electronic and other records in the custody of governmental bodies in the province.

Provide administrative and technical advisory to the Executive Authority.

- Advise the MEC on the core mandates of the Department

- Ensure development of appropriate policies, guidelines and advice the MEC in this regard
- Render support to the MEC in terms of planning, research, coordination, monitoring and evaluation of services for the achievement of the Department's strategic objectives.
- Update the MEC on all matters of the Department to enable him/her to execute responsibilities and make an informed decision.
- Serve as an interface between the Department and its stakeholders including the Parliamentary and Legislature Committees.

2. 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.

3. 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) **ONLY**. Failure to attach 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.
- Hand delivered applications must be addressed to: - **Chief General: Strategic HR, 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: 4TH July 2025


Mr. N.S Nohabeleng
Director General

05/06/2025
Date