



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF
THE PREMIER

Ref. No. : S4/1/1

Enq. : Mr. Kika Bham C.

DIRECTOR GENERAL'S CIRCULAR No. 07 OF 2025.

ADVERTISEMENT OF TWO (2) VACANT FUNDED POSTS IN THE OFFICE OF THE PREMIER.

1. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached Annexure A of Director General's Circular No. 07 of 2025.
2. Applicants are encouraged to submit their applications through the Provincial Government e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand and mail delivered 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 form must be completed in a manner that provides sufficient information about the candidate and the post he or she is applying for by completing all relevant fields. The declaration on the Z83 must be signed in order for an applicant to be considered.
 - 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.

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NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section.

4. **Applicants must quote the specific reference number indicated (starting with OTP:) on the post applying for 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 HRM on or before the day of the interview date (prior to being interviewed), failure to produce the requested certified copies as mentioned, **will result in an automatic disqualification from the process.**


NB: The requirements of the post should clearly be indicated in the CV.

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.
7. Physical Applications/mail delivered should be addressed to:

Director: Human Resource Management
Office of the Premier
Private Bag X9483
POLOKWANE
0700
8. 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.
9. Enquiries should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba / Kekana PL / Mashitoa MR and Messrs.: Khorommbe P / Kika Bham C. at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 / 6349 / 6588 / 6063 respectively.
10. **The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target groups and are encouraged to apply.**
11. 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 Governance with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS level. 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 Governance (NSG) will be required from the recommended candidate before the assumption of duty.

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12. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment.
13. The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, **the Office will not be liable for any expenses incurred.**
14. Following the interview process, the selection panel will recommend suitable 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.
15. 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 and recommended candidates will be subjected to security clearance procedures.
16. 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.
17. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty.
18. The closing date for the applications is **22 August 2025 at 16h00**. Late applications for the advertised posts will not be considered. Applications which are forwarded / submitted to the wrong address or with incorrect information on the Z83 will not be considered.
19. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving. 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.
20. NOTE: The advert will also be accessible on the following websites:
<https://erecruitment.limpopo.gov.za>, www.limpopo.gov.za,
www.dpsa.gov.za and Limpopo Provincial Departments social media platform.


Mr. N.S. NCHABENG
DIRECTOR GENERAL

DATE: 29/07/2025
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ANNEXURE A

1. BRANCH: CORPORATE MANAGEMENT

Post	:	Deputy Director-General: Corporate Management (1x post)
Reference No.	:	OTP: 07/25/01
Salary level	:	15
Salary Package	:	R1, 813, 182.00 per annum [All inclusive remunerative package]
Salary Scale	:	R1, 813, 182.00 – R2, 135, 835.00
Centre	:	Polokwane

REQUIREMENTS:

- A Senior Certificate plus an appropriate postgraduate in Public Management / Business Administration or an equivalent qualification in the relevant field / area on NQF level 8 as recognized by the South African Qualification Authority (SAQA).
- A minimum of eight (08) years' experience at Senior Management level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment
- A valid driver's license except for people with disability.

CORE COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Financial Management, Programme and Project Management, Good Communication skills, Report Writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills, Diplomacy, Change and Knowledge Management, Planning and Organizing skills, Policy Analysis and Development, and Strategic Planning.

SKILLS AND KNOWLEDGE

Sound an in-depth knowledge of relevant prescripts, application of Human Resources as well as an understanding of the Legislative Framework governing the Public Service such as; the Public Service Act, Public Service Regulation, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, various Bargaining Council Resolutions, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Negotiation Skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication Skills, Group Dynamics, Diversity Management, Facilitation Skills, Coordinating Skills, Computer literacy.

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RESPONSIBILITIES:

The successful candidate will be required to:

- Ensure effective Administration Support Services by providing Human Resource Management, Human Resource Development, Performance Management Development Services, Employee Health and Wellness Programmes.
- Manage Records and Facilities.
- Provide Departmental Information and Communication Technology Services.
- Manage and facilitate the provision of Organisational Risks, Security & Integrity Management Services.
- Manage and Facilitate Ethics.
- Manage and coordinate the implementation of Strategic Management Support Services by providing administrative support services to the Director General.
- Oversee the development of management effectiveness and leadership strategy.
- Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation.
- Manage Protocol, Events, Premier and DG Support Service by ensuring events are well managed, oversee the management for the Official Order of preference and coordinate& manage International visits.
- Oversee the management of Corporate Gifts and Flag Bank.
- Manage and facilitate the provision of Labour Relations Services and ensure that the implementation of grievance rules, Disciplinary Code and procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the Office are coordinated and evaluated.
- Ensure that grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier are handled and facilitated.
- Monitor and evaluate the implementation of collective agreement in the Office.
- Monitor the coordination of Public Service Industrial Action and oversee the provision of Departmental Training on all Labour Relations matters.
- Ensure effective Financial Management Services

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2. DIRECTORATE: RESEARCH AND MEDIA LIAISON SERVICES

Post	:	Assistant Director: Media Liaison Services (1x post)
Reference No.	:	OTP: 07/25/02
Salary level	:	10
Salary Notch	:	R582, 444.00 per annum
Salary Scale	:	R582, 444.00 – R 686, 091.00
Centre	:	Polokwane

REQUIREMENTS:

- A Senior Certificate plus an undergraduate qualification (NQF level 6) in Journalism/ Media Studies/ Public Relations or equivalent qualification as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Communication environment at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Strategic Planning, project management, people management, financial management, planning & organizing, Computer Literacy

SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Communication skills, research skills, conflict resolution, interpersonal skills, Marketing and Advertising, Research Skills, Conflict resolution, Time Management, Group dynamics.

RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate the implementation of the Provincial Communication Strategy and promote integrated communication within three spheres of government.
- Develop Media and Communication Plans for government events
- Coordinate and facilitate communication activities on media platforms.
- Compile media alerts/advisories and statements
- Support provincial and national government with media related programmes.
- Organise government media briefings.

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