



LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

OFFICE OF  
THE PREMIER

Ref. No. : S4/1/1

Enq. : Ms. Mokgalaka S.

**DIRECTOR GENERAL'S CIRCULAR No. 01 OF 2026.**

**ADVERTISEMENT OF TWENTY- TWO (22) FUNDED VACANT POSTS ON THE ESTABLISHMENT OF 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. 01 of 2026, including those previously advertised in Director General's Circular No. 03 of 2025. Applicants who have previously applied are requested to re-apply if still interested.
2. Applications are encouraged to be submitted through the Provincial Government 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](http://www.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://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.

NB: 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 applicants currently employed by the public service do not need to complete the section.

4. Applicants must quote the specific reference number indicated on the post applying for in the Column “Reference Number” on Z83 application form.
5. Certified copies of educational qualifications (or any other required certificates and/or results on the post), 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, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process.

**NB: The requirements of the post should 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.

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.

Enquiries should be directed to Messrs: Khorommbi P / Kika Bham C. and Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6558 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.

8. **The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan of the Office.**

9. 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](http://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.
  10. 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 (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment.
  11. 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.
  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 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.
  15. The closing date for the applications is **27 February 2026 at 16h00**. Late applications for the advertised posts will not be considered. Applications which are forwarded/ submitted to the wrong address will not be considered.
  16. 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. 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](http://www.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and Limpopo Office of the Premier social media platform.



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Mr. N.S. NCHABELENG  
DIRECTOR GENERAL

DATE: 35/01/2026

## ANNEXURE A

### 1. DIRECTORATE: ORGANISATIONAL DEVELOPMENT COORDINATION

|                |   |   |
|----------------|---|---|
| Post           | : | Director: Organisational Development Coordination<br>(1x post)<br><b>(Re-advertisement: applicants who have previously applied, are kindly requested to re-apply if still interested)</b> |
| Reference No.  | : | OTP: 01 / 26 / 01   |
| Salary level   | : | 13  |
| Salary Package | : | R1, 266, 714.00 per annum (all-inclusive remunerative package)  |
| Salary Scale   | : | R1, 266, 714.00 – R1, 492, 122.00   |
| Centre         | : | Polokwane   |

#### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Management Services / Organisational Development / Operations Management / Production Management / Human Resources Management / Business Administration or an equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA).
- Training in Job Evaluation will be an added advantage.
- A minimum of five (5) years' experience at Middle/Senior Managerial level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- A valid driver's license except for people with disabilities.

#### 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, 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.

## **RESPONSIBILITIES:**

The successful candidate will be required to:

- Develop and review Provincial OD and JE policies, procedures and processes.
- Ensure uniformity on the implementation of Work-study compliance issues within the Provincial Administration.
- Plan and manage the consultation process as determined in terms of the directive by the MPSA.
- Chair and Coordinate Provincial OD and JE Committee meetings.
- Provide technical support to the departmental heads of OD and JE units.
- Conduct full work-study investigations at macro level.
- Monitor the alignment of departmental organizational structures with the strategic positions of specific departments.
- Manage benchmarking process of generic posts in the province.
- Facilitate consolidation of job descriptions from provincial departments in respect of generic posts.
- Conduct impact study on the implementation of JE results on the organizational structures of departments.
- Represent the province at the Inter-Provincial and National OD and JE Forums.
- Monitor consistency in the implementation of job evaluation system in the province.
- Facilitate implementation of Organisational Functional Assessment (OFA) in all provincial departments.
- Provide advice (through workshop etc.) on the development and implementation of procedure manuals in line with applicable prescripts.
- Manage the facilitation on the submission of OMF reports to DPSA.

## 2. DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES

|                |   |   |
|----------------|---|---|
| Post           | : | Director: Integrity, Security and Vetting Services<br>(1x post) |
| Reference No.  | : | OTP: 01 / 26 / 02   |
| Salary level   | : | 13  |
| Salary Package | : | R1, 266, 714.00 per annum (all-inclusive remunerative package)  |
| Salary Scale   | : | R1, 266, 714.00 – R1, 492, 122.00                               |
| Centre         | : | Polokwane   |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Security / Risk Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience at Middle / Senior Managerial level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment
- A valid driver's license except for people with disabilities.

### 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.

## **RESPONSIBILITIES:**

The successful candidate will be required to:

- Provide strategic direction in respect of Policy development within Provincial Administration.
- Coordinate, monitor and evaluate the anti-corruption programmes within Provincial Departments.
- Monitor the implementation of the whistle blowing mechanisms and manage the development of information management systems.
- Coordinate information security and vetting services.
- Coordinate physical and technical security.

### 3. DIRECTORATE: RESEARCH AND DEVELOPMENT

|                |   |  |
|----------------|---|--|
| Post           | : | Director: Research and Development (1x post)                   |
| Reference No.  | : | OTP: 01 / 26 / 03  |
| Salary level   | : | 13   |
| Salary Package | : | R1, 266, 714.00 per annum (all-inclusive remunerative package) |
| Salary Scale   | : | R1, 266, 714.00 – R1, 492, 122.00                              |
| Centre         | : | Polokwane  |

#### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Public Management / Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five (05) years' experience at Middle / Senior Managerial level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- A valid driver's license except for people with disabilities.

#### CORE 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, Negotiation skills, People management, Financial management, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, Project management.

#### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of research & development and understanding of the legislative framework governing the Public Service such as: Public Service Regulations, National Research Foundation Act, National Research & Development Strategy, Science and Technology White Paper, Ten Year Innovation Plan, Indigenous Knowledge System Policy.

#### RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate the review and implementation of the Provincial Research & Development Framework.

- Coordinate the development and implementation of the Provincial Research & Innovation Agenda.
- Management and coordination of the Limpopo Research Ethics Committee (LPREC).
- Facilitation & Coordination of the Limpopo Research Forum.
- Management of the Limpopo Policy Research Repository.
- Management of the Directorate.

#### 4. DIRECTORATE: INTERNATIONAL RELATIONS (IR) AND AFRICAN PEER REVIEW MECHANISM (APRM)

|                |   |  |
|----------------|---|--|
| Post           | : | Deputy Director: International Relations & APRM<br>(1x post)   |
| Reference No.  | : | OTP: 01 / 26 / 04  |
| Salary level   | : | 12   |
| Salary Package | : | R1, 059, 105.00 per annum (all-inclusive remunerative package) |
| Salary Scale   | : | R1, 059, 105.00 – R1, 247, 574.00                              |
| Centre         | : | Polokwane  |

#### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations / Political Science / Economics or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience within IR / APRM of which three (03) years' experience must have been at an Assistant Director / Junior Management level.
- A valid driver's license except for people with disabilities.

#### COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Financial Management, Programme and Project Management, Negotiation skills, Ability to conduct Research, Time Management, Strategic planning, Policy analysis and development, Interpersonal skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management.

#### SKILLS AND KNOWLEDGE:

Sound an in-depth knowledge of relevant prescripts, application of International Relations as well as an understanding of the South African Foreign policy, ability to work under pressure and irregular hours, Public Service Act, working knowledge of PFMA. Innovative and independent thinker and clear understanding of multilateral institutions such as UN, AU, SADC, SACU, and NAM.

#### RESPONSIBILITIES:

The successful candidate will be required to:

- Consolidate and promote the African agenda by forging and maintain relations between Limpopo and Provinces in SADC countries and further optimizing opportunities presented in the continent of South Africa and further afield
- Monitor implementation of the memorandum of understanding.
- Co-ordinate international visits and update the database of international missions.

## 5. DIRECTORATE: HUMAN CAPITAL INVESTMENT & RESEARCH

|                |   |  |
|----------------|---|--|
| Post           | : | Deputy Director: Human Capital Investment & Research (1x post) |
| Reference No.  | : | OTP: 01 / 26 / 05  |
| Salary level   | : | 12   |
| Salary Package | : | R1, 059, 105.00 per annum (all-inclusive remunerative package) |
| Salary Scale   | : | R1, 059, 105.00 – R1, 247, 574.00                              |
| Centre         | : | Polokwane  |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development / Public Management or Administration / Business Management / Project Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Human Resource Development / Human Capital Investment & Research / SETA (Sector Education and Training Authority) of which three (03) years' experience must have been at an Assistant Director / Junior Management level.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Financial Management, Programme and Project Management, Negotiation skills, Problem Solving, Planning & organizing, Time Management, Strategic planning, Policy analysis and development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, Analytical skills, Project management skills.

### SKILLS AND KNOWLEDGE:

Sound an in-depth knowledge of relevant prescripts, procedures pertaining to skills development as well as undertaking of the legislative framework governing the private and public sector.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Manage the coordination and implementation of the apportioned Limpopo Human Capital Investment Strategy (LHCIS).
- Manage the coordination of skills development initiatives and partnerships in the province.
- Manage sectors coordination meeting/workshops.
- Manage the coordination of SETAS, Institution of Higher Learning and Industries.

## 6. DIRECTORATE: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY

|                |   |  |
|----------------|---|--|
| Post           | : | Deputy Director: Development Planning and Anti-Poverty Strategy (2x posts) <b>(Re-advertisement: applicants who have previously applied, are kindly requested to re-apply if still interested)</b> |
| Reference No.  | : | OTP: 01 / 26 / 06  |
| Salary level   | : | 12   |
| Salary Package | : | R1, 059, 105.00 per annum (all-inclusive remunerative package)   |
| Salary Scale   | : | R1, 059, 105.00 – R1, 247, 574.00  |
| Centre         | : | Polokwane  |

### REQUIREMENTS:

- A National Senior certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Development Studies or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Development Planning of which three (03) years' experience must have been at an Assistant Director / Junior Management level.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Strategic capability and Leadership, People management and Empowerment, Financial management, Programme and Project management, Change Management.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts in Development Planning as well as understanding of the relevant legislative framework governing Public Service. Negotiation skills, Problem solving, Planning & organizing, Time management, Strategic planning, Policy analysis and Development, Good communication skills, Group dynamics, Co-ordination skills, Knowledge management, Computer literacy, Statistical analysis.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate policy development and analysis.
- Coordinate integrated development planning amongst the three spheres of government.
- Coordinate and implement the integrated Provincial Planning cycle.
- Coordinate assessment and consolidation of Provincial Strategic plans.
- Link intergovernmental Strategic plans with the Municipal IDPs.

**7. DIRECTORATE: DEPARTMENTAL GOVERNMENT INFORMATION  
TECHNOLOGY OFFICE (DGITO)**

Post : Deputy Director: Applications Development and  
Maintenance (1x post)  
Reference No. : OTP: 01 / 26 / 07  
Salary level : 11  
Salary Package : R896,436.00 per annum (all-inclusive remunerative  
package)  
Salary Scale : R896,436.00 – R1, 055,958.00  
Centre : Polokwane

**REQUIREMENTS:**

- A National Senior Certificate/ equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Systems Development / IT environment of which three (03) years' experience must have been at an Assistant Director / Junior Management level.
- A System Development Certificate will be an added advantage.
- A valid driver's license except for people with disabilities.

**COMPETENCIES:**

Strategic Capability and Leadership, People Management and Empowerment, Financial Management, Programme and Project Management, Policy and procedure financial solving, Planning & organizing, Time Management, Strategic planning, Group Dynamics, Diversity Management, Change and Knowledge Management.

**SKILLS AND KNOWLEDGE:**

Understanding of the legislative framework governing the Public Service such as Skills Development Act, Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Basic Conditions of Employment, Promotion of Access of Information Act, Public Service Regulations and various, Bargaining Council Resolutions, SITA Act, National ICT Act. Development Training Skills, Facilitating skills, Management skills, Negotiation skills, Facilitation skills, Co-ordination skills and Good Communication Skills.

## **RESPONSIBILITIES:**

The successful candidate will be required to:

- Develop and Maintain applications to be aligned with technological and user requirements.
- Establish and implement a change management form for user of existing systems.
- Manage SLA's and Licenses with SITA and suppliers of IT goods and services.
- Develop and implement applications and information systems, policies, standards, norms and guidelines.
- Establish a proper record management for applications and systems development & maintenance.
- Manage staff within the Unit.
- Provide Applications and Information systems to employees in the Office.

## 8. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

|                |   |   |
|----------------|---|---|
| Post           | : | Deputy Director: Accounts (1x post)                         |
| Reference No.  | : | OTP: 01 / 26 / 08   |
| Salary level   | : | 11  |
| Salary Package | : | R896 436 00 per annum. (all-inclusive remunerative package) |
| Salary Scale   | : | R896 436 00 – R1,055 958.00                                 |
| Centre         | : | Polokwane   |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 7) in Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Financial Management of which three (03) years' experience must have been at an Assistant Director / Junior Management level.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Financial Management, Project Management, Planning and Organizing, Strategic Management and Leadership, Policy analysis, Good Communication, Change and Knowledge Management, Diversity Management, People Management and Computer literacy, Written and verbal communication. Knowledge of BAS system, LOGIS and PERSAL, Microsoft Excel and Microsoft Word.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of Financial Management as well as understanding of the legislative framework governing the Public Service. Financial Management skills, Project Management skills, Planning & Organizing skills, Strategic Management and Leadership skills, Policy analysis, Good communication skills.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Manage the expenditure control and capturing of payment.
- Liaise with Provincial Treasury, Internal Auditors, Office of the Auditor General and other Stakeholders.
- Reconcile payments transactions.
- Manage subordinates.

## 9. DIRECTORATE: GEOGRAPHIC INFORMATION SYSTEM

|                |   |   |
|----------------|---|---|
| Post           | : | GISc Professional Production Grade A-C (1x Post)<br><b>(Re-advertisement: applicants who have previously applied, are kindly requested to re-apply if still interested)</b> |
| Reference No.  | : | OTP: 01 / 26 / 09   |
| Salary level   | : | Grade A-C   |
| Salary Package | : | R761,157.00 – R816,852.00 per annum (Grade A)<br>R866,304.00 – R924,198.00 (Grade B)<br>R976,029.00 – R1,051,461.00 (Grade C)<br>(all-inclusive remunerative package)       |
| Salary Scale   | : | R761, 157.00 – R1,051,461.00  |
| Centre         | : | Polokwane   |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics / Geography or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Registration with South African Geomatics Council (SAGC) / PLATO as a GISc Professional.
- Grade A (0-2 years appropriate experience), Grade B (14 years appropriate experience) and Grade C (26 years appropriate experience) in an area after registration with SAGC / PLATO as a professional.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Analytical Skills, Data capturing, People management, Planning & organizing, Data Management, Time management, Strategic planning, Policy analysis and development.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescript, Application of GIS as well as understanding of legislative framework governing Public Service. Good communication skills, Group dynamics, Diversity management, Co-ordination skills, Leadership skills, Project Management, Negotiation skills, Presentation Skills, Change and knowledge management, Computer Literacy.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Provide GIS support to departments, municipalities and other stake holders within the provincial administration.
- Develop and coordinate GIS projects in the province.
- Coordinate the establishment (design and develop) and maintenance of the Provincial Geo-database and Website.
- Render Mapping Services.

## 10. DIRECTORATE: SERVICE DELIVERY INTERVENTION

|               |   |  |
|---------------|---|--|
| Post          | : | Assistant Director: Service Delivery Intervention<br>(1x post) |
| Reference No. | : | OTP: 01 / 26 / 10  |
| Salary level  | : | 10   |
| Salary Notch  | : | R582,444.00 per annum.   |
| Salary Scale  | : | R582,444.00 – R686,091.00                                      |
| Centre        | : | Polokwane  |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences / Public Administration or any equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Service Delivery Intervention / Improvement / Monitoring and Evaluation at a Supervisory level
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Coordination skills, Interpersonal skills, Report-writing, Leadership skills, Communication skills, Problem-solving, Analytical Skills, Planning & organizing, Time management, Strategic planning, good communication skills, Group dynamics, Diversity management, Facilitation skills, Change and knowledge management.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, applicable to service delivery improvement/interventions, monitoring & evaluation and as well as understanding of the legislative framework governing the field such as Chapter 10 of the Constitution of the Republic of South Africa (Act 108 of 1996), Batho Pele Principles, Framework plan for government-wide monitoring & evaluation (2005), Mandate for Province-Wide Monitoring and Evaluation System (PWMES), Policy framework for Government-Wide Monitoring and Evaluation System (2007), Guide to Monitoring and Evaluation good Practice for Premier's Office (2008), Framework for Managing Programme Performance Information (2007), Stats SA SASQAF, Provincial Monitoring and Evaluation Framework, National Evaluation Policy Framework (2019), White Paper on Transforming Public Service Delivery (1997), DPSA Complaints Management Framework, etc.

## **RESPONSIBILITIES:**

The successful candidate will be required to:

- Coordinate the resolution of service delivery complaints.
- Coordinate and monitor the implementation of the Khaedu deployment programme in the province.
- Provide support in the coordination of evaluations through the Departmental Evaluation Plan and the Provincial Evaluation Plan
- Monitor and ensure Implementation of commitments raised during EXCO Outreach Programmes.
- Provide support in the execution of the provincial customer surveys.

## **11.DIRECTORATE: ORGANISATIONAL RISK, INTEGRITY AND SECURITY MANAGEMENT**

|               |   |  |
|---------------|---|--|
| Post          | : | Assistant Director: General Risk (1x post) |
| Reference No. | : | OTP: 01 / 26 / 11                          |
| Salary level  | : | 09   |
| Salary Notch  | : | R468, 459.00 per annum                     |
| Salary Scale  | : | R468, 459.00 – R551, 823.00                |
| Centre        | : | Polokwane                                  |

### **REQUIREMENTS:**

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Risk and/or Security Management/ Internal Audit qualification as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Risk Management at a Supervisory level
- A valid driver's license except for people with disabilities.

### **COMPETENCIES:**

Negotiation skills, People management, financial solving, Planning & organizing, Time management, Strategic planning, Policy analysis and development, good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Facilitate and advise on the risk management assessment process.
- Monitor and review the identified risk response activities.
- Conduct Education and awareness campaigns through workshops and one on one interviews.
- Provide Secretariat Services to the Risk Management Committee (RMC) and ensure that the RMC fulfils its mandates as outlined in the charter.

**12. DIRECTORATE: DEPARTMENTAL GOVERNMENT INFORMATION TECHNOLOGY OFFICE (DGITO)**

Post : Systems Analyst: Applications Development and Maintenance (1x post)  
Reference No. : OTP: 01 / 26 / 12  
Salary level : 09  
Salary Notch : R468,459.00.00 per annum  
Salary Scale : R468,459.00 – R551,823.00  
Centre : Polokwane

**REQUIREMENTS:**

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Information Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in supervising Application Systems within the ICT environment.
- ITIL certificate or COBIT certificate in ICT Governance will be an added advantage.
- A valid driver's license except for people with disabilities.

**COMPETENCIES:**

People Management, Planning & Organizing, Time Management, Policy analysis and development, Financial Management, Change and Knowledge Management.

**SKILLS AND KNOWLEDGE**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Negotiation skills, Good Communication and written skills, Group dynamics and leadership skills, Strategic planning, Diversity management, System database, Operational Level Agreement (OLA), System Architecture, Computer literacy Facilitation skills, Coordination skills.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Determine Applications Requirements.
- Develop and maintain all IT Applications systems.
- Manage Systems Development projects.
- Provide support on IT application systems and user support.

### 13. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

|               |   |  |
|---------------|---|--|
| Post          | : | Assistant Director: Recruitment & Selection and HR Planning, Information & Systems (1x post) |
| Reference No. | : | OTP: 01 / 26 / 13  |
| Salary level  | : | 09   |
| Salary Notch  | : | R468, 459.00 per annum   |
| Salary Scale  | : | R468, 459.00 – R551, 823.00  |
| Centre        | : | Polokwane  |

#### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development / Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Human Resource Management at a Supervisory level.
- PERSAL Certificate / Results.
- A valid driver's license except for people with disabilities.

#### COMPETENCIES:

Policy analysis and development, People management, Planning and Organizing, Time Management, Change and Knowledge Management, Computer Literacy.

#### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of Human Resource as well as understanding of Legislative Framework governing Public Service. Good Communication Skills, Group Dynamics, Diversity Management, Facilitation skills, Co-Ordination skills, Leadership skills and Negotiating skills.

#### RESPONSIBILITIES:

The successful candidate will be required to:

- Facilitate Recruitment & Selection, Appointments and Probation processes.
- Monitor the capturing/updating of PERSAL Structure, Staff Establishment and personal information on the PERSAL system.
- Facilitate Transfers, Secondments, Grade progressions and Translations.
- Facilitate the development, implementation of the Human Resource and Employment Equity Plans as well as management of HR, Information and Systems.

## 14. DIRECTORATE: PROTOCOL AND EVENTS MANAGEMENT SERVICES

|               |   |                            |
|---------------|---|----------------------------|
| Post          | : | Protocol Officer (1x post) |
| Reference No. | : | OTP: 01 / 26 / 14          |
| Salary level  | : | 08                         |
| Salary Notch  | : | R397,116.00 per annum      |
| Salary Scale  | : | R397,116.00 – R467,790.00  |
| Centre        | : | Polokwane                  |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in International Relations / Public relations / Events Management / Communications / Marketing or equivalent qualification in the relevant field / area as recognized by South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Communication / Protocol / Events Management / Marketing field.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Interpersonal Relations, Negotiation skills, Communication Skills, Diplomatic relations, Event management, honesty and loyalty.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing the Public Service such as: Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Access of Information Act, and Public Service Regulations. Hospitality.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Manage Events.
- Render Protocol Services.
- Manage Corporate Gifts and Flag Bank.

## 15. DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES

|               |   |                             |
|---------------|---|-----------------------------|
| Post          | : | Vetting Officer (1x post)   |
| Reference No. | : | OTP: 01 / 26 / 15           |
| Salary level  | : | 08                          |
| Salary Notch  | : | R397, 116.00 per annum      |
| Salary Scale  | : | R397, 116.00 – R467, 790.00 |
| Centre        | : | Polokwane                   |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Social Sciences / Security Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Security Management / Investigation environment.
- Security Vetting certificate offered by State Security Agency (SSA).
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Vetting investigations, Customer focus and responsiveness initiatives, Reliability, Acceptance of responsibility, Teamwork, Ability to manage conflict, Problem solving and analysis, People management, Planning and Organizing, Time Management, Diplomacy insight, Computer Literacy.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of vetting process as well as understanding of Legislative Framework governing Public Service such as Minimum Information Security Standards, Provincial Information Security Policy, Vetting Strategy. Good Communication Skills, Analytical skills, Report writing skills, listening and Negotiating skills.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Conduct vetting field work investigations.
- Provide inputs for the development and implementation of policies, guidelines, norms and standards.
- Liaise with clients (including networking).

## 16. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

|               |   |  |
|---------------|---|--|
| Post          | : | Personnel Practitioner: Recruitment & Selection and HR Planning, Information & Systems (1x post) |
| Reference No. | : | OTP: 01 / 26 / 16  |
| Salary level  | : | 08   |
| Salary Notch  | : | R397, 116.00 per annum   |
| Salary Scale  | : | R397, 116.00 – R467,790.00   |
| Centre        | : | Polokwane  |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management or Development / Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Human Resource Management environment.
- PERSAL Certificate / Results

### COMPETENCIES:

Policy analysis and development, People management, Planning and Organizing, Time Management, Change and Knowledge Management, Computer Literacy.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of Human Resource as well as understanding of Legislative Framework governing Public Service. Good Communication Skills, Group Dynamics, Diversity Management, Facilitation skills, Co-Ordination skills, Leadership skills and Negotiating skills.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Facilitate Recruitment & Selection, Appointments and Probation processes.
- Capture/update PERSAL establishment and personal information on the PERSAL system.
- Facilitate Transfers, Secondments, Grade progressions and Translations.
- Facilitate Human Resource Planning, Information and Systems.

**17. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES**

|               |   |   |
|---------------|---|---|
| Post          | : | Administrative Officer: Assets, Disposal and Financial Systems Management (1x post) |
| Reference No. | : | OTP: 01 / 26 / 17   |
| Salary level  | : | 07  |
| Salary Notch  | : | R325,101.00 per annum   |
| Salary Scale  | : | R325,101.00 – R382,959.00   |
| Centre        | : | Polokwane   |

**REQUIREMENTS:**

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Financial Management or equivalent qualification in the relevant field / area as recognized by South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Asset Management environment.
- A valid driver's license except for people with disabilities.

**COMPETENCIES:**

Negotiation skills, People management, financial solving, Planning & Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics and Leadership skills.

**SKILLS AND KNOWLEDGE**

Sound and in-depth knowledge of Supply Chain Management and relevant prescripts, such as Asset Management Policies and Procedures, PFMA, PPPFA and Treasury Regulations.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Administer Assets and Asset Register.
- Receive and distribute new Assets.
- Administer the disposal of Assets.
- Conduct verification on Assets.

## 18.DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES

|               |   |                                  |
|---------------|---|----------------------------------|
| Post          | : | Administrative Officer (1x post) |
| Reference No. | : | OTP: 01 / 26 / 18                |
| Salary level  | : | 07                               |
| Salary Notch  | : | R325,101.00 per annum            |
| Salary Scale  | : | R325,101.00 – R382,959.00        |
| Centre        | : | Polokwane                        |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Office Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in rendering support services / Administrative services.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

People management, Problem solving, Customer focus & responsiveness initiatives, Time Management, Language proficiency, Reliability, Teamwork, Interpersonal relationships, Planning & organizing and Computer literacy.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of administration as well as understanding of the legislative framework governing the public service. Good Communication skills, Leadership skills, Negotiation skills, Listening skills and Facilitation skills.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Provide administration of the filing system for all vetting documents within the Limpopo Provincial Administration.
- Render administrative support.
- Provides support to the Head of the Unit and other staff regarding vetting operational meetings.

## 19. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

|               |   |   |
|---------------|---|---|
| Post          | : | Administrative Officer: Quotation Management<br>(1x post) |
| Reference No. | : | OTP: 01 / 26 / 19   |
| Salary level  | : | 07  |
| Salary Notch  | : | R325,101.00 per annum                                     |
| Salary Scale  | : | R325,101.00 – R382,959.00                                 |
| Centre        | : | Polokwane   |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics / Purchasing Management or equivalent qualification in the relevant field / area as recognized by South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Supply Chain / Financial Management.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Negotiation skills, People management, financial solving, Planning & Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics and Leadership skills.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of Supply Chain Management and relevant prescripts, such as Asset Management Policies and Procedures, PFMA, PPPFA and Treasury Regulations.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Source Quotations.
- Liaise with Stakeholders.
- Process received quotations.
- Link documents on LOGIS.

## 20. DIRECTORATE: SERVICE DELIVERY INTERVENTION

|                |   |  |
|----------------|---|--|
| Post           | : | Administrative Officer: Service Delivery Intervention<br>(1x Post) |
| Reference No.  | : | OTP: 01 / 26 / 20  |
| Salary level   | : | 07   |
| Salary Package | : | R325 101.00 per annum.   |
| Salary Scale   | : | R325 101.00 – R382 959.00  |
| Centre         | : | Polokwane  |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Public Administration / Management or equivalent qualification in the relevant field as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in administration or related field.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Financial management, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Group dynamics, Diversity management, Change and knowledge management.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service. Negotiation skills, Interpersonal skills, administrative skills, good communication skills, Facilitation skills, Writing skills, Computer Skills, Co-ordination skills, Leadership skills.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Provide support in the coordination of service delivery complaints.
- Provide administrative support in the coordination of Khaedu deployment programme.
- Provide administrative support in the management and coordination of performance evaluations of government priorities and interventions.
- Provide administrative support in the implementation of the issues raised during EXCO Outreach programmes.
- Provide administrative support in the coordination of customer surveys.
- Provide administrative support in the management of the Directorate.

## 21. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

|               |   |   |
|---------------|---|---|
| Post          | : | Administrative Officer: Inventory Management<br>(1x post) |
| Reference No. | : | OTP: 01 / 26 / 21   |
| Salary level  | : | 07  |
| Salary Notch  | : | R325,101.00 per annum.                                    |
| Salary Scale  | : | R325,101.00 – R382,959.00                                 |
| Centre        | : | Polokwane   |

### REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics / Purchasing / Bcom in Accounting / Business Management / Economics / Cost and Management Accounting / Financial Management or equivalent Qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Inventory Management.
- LOGIS certificate / results
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

People management, financial solving, Planning & Organizing, Time Management, Strategic planning, Policy Analysis and Development, Group Dynamics and Leadership skills.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of Supply Chain Management and relevant prescripts as well as understanding of the legislative framework governing the public service. Negotiation skills, good communication skills, facilitation skills and leadership skills.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Order and receive inventory items.
- Issue inventory items.
- Conduct monthly spot-checks and assist with quarterly stock-taking.
- Safeguarding of stores.