



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. 07 OF 2026.

ADVERTISEMENT OF SIX (06) 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. 05 of 2026, including some 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. Online applications **MUST** include **ONLY** Curriculum vitae (CV) in PDF as attachment. Zipped, IMG and JPEG documents will not be accepted. 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 / 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 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. Received applications using the incorrect application for employment (old Z83) will not be considered.
 5. Certified copies of educational qualifications (or any other required certificates and/or results on the post), academic records, Identity Document 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, 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 Services
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 6588 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.

8. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended:

- All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
- Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate.
- The Office shall communicate the logistics for the psychometric assessment to the candidate.

NB: Only recommended candidates for Senior Management Services (SMS) posts shall undergo psychometric assessment (Giotto, 15FQ+, and CPP assessment).

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 (Nyukela) 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:

<https://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. The cost for Nyukela is at the applicant's own expense.

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. Suitable candidates will be subjected to a personnel suitability checks (criminal records, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law.
14. The successful candidate falling within the designated categories for disclosure of financial interests 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 **06 October 2026 at 16h00 (Walk-in) and 23h59 (online)**. Late applications for the advertised posts will not be considered. Applications which are forwarded/ submitted to the wrong address will also not be considered.

16. 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 and targets of the Office. Applicants with disabilities are requested to mention the nature of their disabilities on their CV. NB: 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 and status of the Office.

17. 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.

18. NB: 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 Office of the Premier social media platform.


Mr. N.S. NCHABELENG
DIRECTOR GENERAL

DATE 08/09/2026

ANNEXURE A

1. CHIEF DIRECTORATE: STATE LAW ADVISORY SERVICES (LEGAL SERVICES)

Post	:	Senior Legal Administration Officer (1x post)
Reference No.	:	OTP: 07 / 26 / 01
Salary level	:	MR6
Salary Notch	:	R610, 434.00 per annum
Salary Scale	:	R610, 434.00 – R1,442,451.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate legal qualification (NQF level 7) in LLB / B. JURIS / B. Proc as recognized by the South African Qualification Authority (SAQA).
- A minimum of eight (8) years' appropriate post qualification legal experience in labour matters.
- A valid driver's license except for people with disability.

COMPETENCIES:

Strategic Planning and Leadership; Policy Analysis and Development; Group dynamics; Diversity Management; Change and Knowledge Management; Problem Solving; Time Management and Computer literacy.

KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Negotiation skills; Communication skills; Research skills; Facilitation skills and Coordination skills.

DUTIES / RESPONSIBILITIES:

The successful candidate will be required to:

- Ensure a well-coordinated Civil & Labour Litigation Service and represent the Provincial Administration in Conciliation, Arbitration and Labour Matters.
- Provide legal advice to the Provincial Administration.
- Draft or edit Labour related contracts and Legal documents for the Provincial Administration.
- Perform delegated and assigned duties.

2. DIRECTORATE: FINANCIAL ACCOUNTING AND MANAGEMENT SERVICES

Post : Assistant Director: Accounts (1x post)
Reference No. : OTP: 07 / 26 / 02
Salary level : 09
Salary Notch : R487, 197.00 per annum
Salary Scale : R487, 197.00 – R584, 370.00
Centre : Polokwane

REQUIREMENTS:

- A National Senior Certificate / Grade 12 / Matric / an equivalent plus an appropriate under undergraduate qualification (NQF 6) in Financial Management 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 Financial Management environment at a Supervisory level.
- Knowledge of BAS & LOGIS systems will be an added advantage
- A valid driver's license except for people with disabilities.

COMPETENCIES:

Leadership; Policy analysis; Change and knowledge management; Diversity management; People management; Written and verbal communication; Knowledge of BAS & LOGIS systems and Computer literacy.

KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of relevant prescript, application of financial management as well as understanding of the legislative framework governing the public service. Financial management skills, Project management skills, Planning and organizing skills.

DUTIES / RESPONSIBILITIES:

A successful candidate will be required to:

- Manage and coordinate the processing of payments of suppliers through BAS and LOGIS systems.
- Compile monthly reports and Supplier reconciliation reports.
- Manage and maintain effective relationships with internal and external stakeholders
- Supervise and manage staff within the accounts unit.



3. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

Post : Assistant Director: Recruitment & Selection and HR
Planning, Information & Systems (1x post)
Reference No. : OTP: 07 / 26 / 03
Salary level : 09
Salary Notch : R487, 197.00 per annum
Salary Scale : R487, 197.00 – R584, 370.00
Centre : Polokwane

REQUIREMENTS:

- A National Senior Certificate / Grade 12 / Matric / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration 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 Human Resource Management at a Supervisory level.
- PERSAL Certificate / Results.
- A valid driver's licence except for people with disabilities.

COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

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.

DUTIES / 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.



4. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

Post	:	Personnel Practitioner: Recruitment & Selection and HR Planning, Information & Systems (1x post)
Reference No.	:	OTP: 07 / 26 / 04
Salary level	:	08
Salary Notch	:	R413, 001.00 per annum
Salary Scale	:	R413, 001.00 – R486,501.00
Centre	:	Polokwane

REQUIREMENTS:

- A National Senior Certificate / Grade 12 / Matric / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration or an 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:

People management; Planning & organizing; Time management; Policy analysis and development; Group dynamics; Diversity management; Change and knowledge management.

KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Public Service Bargaining Council Resolutions. Negotiation skills; Good communication skills; Leadership skills; Facilitation skills and Co-ordination skills.

DUTIES / 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.



5. DIRECTORATE: SERVICE DELIVERY INTERVENTION

Post : Administrative Officer: Service Delivery Intervention
(1 x post)
Reference No. : OTP: 07 / 26 / 05
Salary level : 7
Salary Notch : R338,106.00 per annum
Salary Scale : R338,106.00 – R398,277.00.00
Centre : Polokwane

REQUIREMENTS:

- A National Senior Certificate / Grade 12 / Matric / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Administration or related field.
- A valid driver's licence except for people with disability.

COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of relevant prescripts as well as understanding of the legislative frameworks governing the Public service. Negotiation skills; Interpersonal skills; Administrative skills; Good communication skills; Facilitation skills; Writing and Computer skills; Co-ordination and Leadership skills.

DUTIES / RESPONSIBILITIES:

A 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.



6. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES (WORK ENVIRONMENT)

Post	:	Administrative Officer: Auxiliary Services (1x post)
Reference No.	:	OTP: 07 / 26 / 06
Salary level	:	7
Salary Notch	:	R338,106.00 per annum
Salary Scale	:	R338,106.00 – R398,277.00.00
Centre	:	Polokwane

REQUIREMENTS:

- A National Senior Certificate / Grade 12 / Matric / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Auxiliary Services.
- A valid driver's license except for people with disabilities.

COMPETENCIES:

People management; Planning & organising; Time management; Group dynamics; Diversity management; Change & knowledge management and Computer literacy.

KNOWLEDGE AND SKILLS:

Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Negotiation skills; Good communication skills; Co-ordination skills and Leadership skills.

DUTIES / RESPONSIBILITIES:

A successful candidate will be required to:

- Render administrative services to the component.
- Monitor the provision of cleaning services.
- Monitor the maintenance of grounds.
- Manage staff within the unit.

