



# 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. 03 OF 2025.**

**ADVERTISEMENT OF FIFTY (50) 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. 03 of 2025, including those previously advertised on Director General's Circular No. 10 of 2024. 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 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration 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.

INITIALS: MG

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 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 HR on or before the day of the interview date (prior to be 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 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.
8. Enquiries should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S / Moyaba / Kekana PL and Messrs.: Khorommbi P / Kika Bham C. at telephone numbers 015 - 287 6349 / 6441 / 6665 / 6027 / 6293 / 6588 / 6063 respectively.
9. **The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply.**
10. 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](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 Governance (NSG) will be required from the recommended candidate before the assumption of duty.
11. 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.

12. 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.**
13. 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.
14. 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.
15. 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.
16. 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.
17. The closing date for the applications is **30 June 2025 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.
18. 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.
19. 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 Provincial Departments social media platform.



**Mr. N.S. NCHABELENG**  
**DIRECTOR GENERAL**

DATE: 30/05/2025

## **ANNEXURE A**

### **1. CHIEF DIRECTORATE: ADMINISTRATION SUPPORT**

|                |   |                                                                   |
|----------------|---|-------------------------------------------------------------------|
| Post           | : | Chief Director: Administration Support (1x post)                  |
| Reference No.  | : | OTP: 03 / 25 / 01                                                 |
| Salary level   | : | 14                                                                |
| Salary Package | : | R1, 436, 022.00 per annum<br>(all-inclusive remunerative package) |
| Salary Scale   | : | R1, 436, 022.00 – R1, 716, 933.00                                 |
| Centre         | : | Polokwane                                                         |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Human Resource Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA).
- Five (05) years' experience at Senior Management level in related field.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- A valid driver's license except for people with disability.

#### **CORE COMPETENCIES:**

Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communications Skills

#### **SKILLS AND KNOWLEDGE:**

Knowledge of the Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Good Corporate Governance Principles. Planning and Organising skills, Monitoring and Evaluation, Report writing, Leading and controlling skills, Decision-making and Networking skills, Team building skills, Analytical problem-solving skills, Policy development, formal presentation skills, Computer literacy.

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Oversee the provision of Human Resource Management Services which includes Recruitment and Selection, Compensation and Service Benefits, implementation and reviewing of HRM policies, provision of Organization

development services, development and implementation of HR Plan and Employment Equity Plans.

- Oversee the Management of Departmental Records, Facilities and Auxiliary Services.
- Oversee the provision of HRD, PMDS and Employee Health and Wellness Programmes.
- Oversee the Management of Information Communication Technology (ICT) Infrastructure and Security Services which include the provision, maintenance, monitoring and installation of ICT equipment, analysis of Information Communication Technology requirements, development, maintenance and implementation of application systems, management of contracts and Service Level Agreement, the provision of ICT infrastructure and security services.
- Provide strategic direction in respect of Administration support by Managing resources and maintaining discipline. Manage the provision of equipment (assets) required by personnel for the achievement of outputs in their respective Job Descriptions. Implement and develop strategies of the directorate to ensure alignment with its business plans. Formulate, implement and report on strategic frameworks in the area of functional responsibility. Develop Operational Plans to give strategic direction to the directorate and coordinate reports.

## 2. DIRECTORATE: LIMPOPO YOUTH DEVELOPMENT

|                |   |                                                                   |
|----------------|---|-------------------------------------------------------------------|
| Post           | : | Director: Limpopo Youth Development (1x post)                     |
| Reference No.  | : | OTP: 03 / 25 / 02                                                 |
| Salary level   | : | 13                                                                |
| Salary Package | : | R1, 216, 824.00 per annum<br>(all-inclusive remunerative package) |
| Salary Scale   | : | R1, 216, 824.00 – R1, 433, 355.00                                 |
| Centre         | : | Polokwane                                                         |

### REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Public Management / Public Administration/ Project Management / Community Development / Development Studies or equivalent qualification as recognized by the South African Qualification Authority (SAQA).
- Five (05) years' experience at Middle/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, Programme and Project Management, Financial Management, Change and knowledge Management, Planning & organizing skills, Time Management, Strategic planning, Policy analysis and development, Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Project management, Diplomacy, Networking, Liaison skills, Interpersonal skills, Leadership skills, Analytical skills; Policy Analysis and Development, Strategic Planning and Computer literacy.

### SKILLS AND KNOWLEDGE:

Knowledge of all Youth development and related Acts and Regulations, Knowledge and understanding of the legislative framework governing the Public Service, Sound understanding of the functioning of Public Service Youth development system, expertise in policy development and co-ordination.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Develop and review provincial youth development policies, frameworks and strategies.
- Align youth development strategies with the provincial growth and development strategies.
- Provide strategic direction to departments on the mainstreaming of youth development initiatives.
- Oversee the development and implementation of integrated youth development programmes across all provincial departments.

- Facilitate the coordination of departmental and municipal youth development plans to avoid duplication and promote synergies.
- Drive initiatives that enhance youth economic participation, social cohesion and skills development.
- Build and manage strategic partnerships with the National Youth Development Agency (NYDA), civil society, private sector and academic institutions.
- Engage with formations, community-based Organisations and traditional leaders to promote inclusive youth development.
- Prepare quarterly and annual reports on youth development interventions and their contribution to provincial development goals.
- Ensure data-driven decision-making by maintaining an up-to-date youth development database.

### **3. DIRECTORATE: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION**

Post : Director: Infrastructure Planning and Project Management Coordination (1x post)  
Reference No. : OTP: 03 / 25 / 03  
Salary level : 13  
Salary Package : R1, 216, 824.00 per annum  
(all-inclusive remunerative package)  
Salary Scale : R1, 216, 824.00 – R1, 433, 355.00  
Centre : Polokwane

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) in Built Environment Qualifications / Project Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Five (05) years' experience at Middle/Senior Management level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

Strategic Capacity 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, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript, application of Infrastructure Planning and Project Management as well as understanding of legislative framework governing Public Service. Knowledge and applications of Infrastructure planning and Project Management, extensive knowledge relevant descripts, Sound in depth of relevant policies

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Co-ordinate Integrated Infrastructure Development Planning in the Province.
- Coordinate the development, updating and review of the Provincial Integrated Infrastructure related Policy / Framework / Strategy / Plan.
- Provide project management oversight on priority projects in the Province.
- Facilitate the development of Province - Wide Intervention Plans on infrastructure matters.
- Manage Human Resource and Divisional Budget.

#### 4. **DIRECTORATE: SPECIAL PROGRAMMES**

|                |   |                                                                   |
|----------------|---|-------------------------------------------------------------------|
| Post           | : | Director: Special Programmes (1x post)                            |
| Reference No.  | : | OTP: 03 / 25 / 04                                                 |
| Salary level   | : | 13                                                                |
| Salary Package | : | R1, 216, 824.00 per annum<br>(all-inclusive remunerative package) |
| Salary Scale   | : | R1, 216, 824.00 – R1, 433, 355.00                                 |
| Centre         | : | Polokwane                                                         |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) in Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Five (05) years' experience at Middle/Senior Management level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Negotiation skills, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Knowledge Management, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

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

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Co-ordinate, facilitate, monitor and evaluate the implementation and mainstreaming of disability programmes in line function Departments.
- Coordinate, facilitate, monitor and evaluate the implementation and mainstreaming of Older Person's Rights and Military Veteran programs in line function Departments.
- Monitor, facilitate, coordinate and evaluate the mainstreaming of children's rights program implementation in line function Departments.
- Monitor, facilitate, coordinate and evaluate the service delivery improvement plan.
- Monitor, facilitate, coordinate and evaluate the service standards.
- Monitor, facilitate, coordinate and evaluate the Thusong Programme.

## **5. DIRECTORATE: ORGANISATIONAL DEVELOPMENT COORDINATION**

|               |   |                                                                   |
|---------------|---|-------------------------------------------------------------------|
| Post          | : | Director: Organisational Development<br>Coordination (1x post)    |
| Reference No. | : | OTP: 03 / 25 / 05                                                 |
| Salary level  | : | 13                                                                |
| Salary Notch  | : | R1, 216, 824.00 per annum<br>(all-inclusive remunerative package) |
| Salary Scale  | : | R1, 216, 824.00 – R1, 433, 355.00                                 |
| Centre        | : | Polokwane                                                         |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) in Management Services / Organisation and Work Study / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Five (05) years' experience at Middle/Senior Management level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- JE Certificate
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Programme and Project Management, Change Management, Negotiation, Problem solving, Planning and organizing, Analytical skill, Time management, Policy analysis and development, Communication skills, Group dynamics, Diversity management, Facilitation skills, Coordination skills, Innovation, Computer literacy.

### **SKILLS & KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript, application of organisational development as well as understanding of legislative framework governing Public Service. Basic knowledge of relevant policies, understanding of information analysis, research process and procedure, organisational behaviour/ design tools, job profile design, organisational design, business process management, Knowledge of JE compensate evaluation system

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Manage, coordinate, monitor and evaluate the implementation of organisational design and work-study investigation within the Provincial Administration.
- Manage, coordinate, monitor and evaluate the implementation of Job Evaluation within the Provincial Administration.
- Manage the coordination, implementation and monitoring of Operations Management Framework within the Province.

- Manage, coordinate, monitor and evaluate the development, review and implementation of Job Descriptions within the Provincial Administration.
- Manage the performance of the Directorate.

## **6. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES**

Post : Director: Financial Management and Accounting Services (1x post)  
Reference No. : OTP: 03 / 25 / 06  
Salary level : 13  
Salary Package : R1, 216, 824.00 per annum  
(all-inclusive remunerative package)  
Salary Scale : R1, 216, 824.00 – R1, 433, 355.00  
Centre : Polokwane

### **REQUIREMENTS**

- An undergraduate qualification (NQF level 7) in Financial Management / Financial Accounting or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Five (05) years' experience at Middle/Senior Management level in Financial Accounting/ Financial Management.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic Capacity and Leadership skills, People Management, Project Management, Financial Management, Change Management and Knowledge Management, Diversity Management, Planning and Organizing skills, Communication skills, Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript, application of Financial Management as well as understanding of legislative framework governing Public Service. Knowledge of BAS, LOGIS, PERSAL & Vulindlela systems.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Manage Budget Planning.
- Manage and Coordinate, Bank Reconciliation and Debt Management.
- Manage Assets, Disposal and Financial systems.
- Manage payment of salaries and related claims.
- Manage payment of creditors and other general accounts.

## **7. DIRECTORATE: MONITORING & EVALUATION ECONOMIC AND INFRASTRUCTURE SECTOR**

Post : Deputy Director: M&E Economic and Infrastructure Sector (1x post)  
Reference No. : OTP: 03 / 25 / 07  
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:**

- An undergraduate qualification (NQF level 6) in Public Administration 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 Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript, application of M & E as well as understanding of legislative framework governing Public Service. Knowledge Management, Monitoring and evaluation skills, Advanced computer operating skills, Negotiation skills, Data information management skills, Data collection skills, Time Management, Report writing, Presentation skills, Effective verbal skills, Planning and Organizing, Communication skills, Group dynamics, facilitation skills, Co-ordination skills, Computer literacy.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Coordinate and monitor the implementation of Government National Outcomes and other strategic priorities in Provincial Departments.
- Coordinate and monitor the implementation of the provincial Pillars of Monitoring and Evaluation (M&E) Framework in Provincial Departments.
- Coordinate and monitor the implementation of the Provincial Infrastructure programmes/projects in all Departments.
- Coordinate and monitor the implementation of Economic programmes/projects.

## **8. DIRECTORATE: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY**

Post : Deputy Director: Development Planning and Anti-Poverty Strategy (2x posts)  
Reference No. : OTP: 03 / 25 / 08  
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:**

- An undergraduate qualification (NQF level 6) in Development Studies 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 Development Planning of which three (3) years must have been at an Assistant Director level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Negotiation skills, Problem solving, Planning and organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication skills, Group dynamics, Diversity Management, Skills Development Facilitation skills, Coordination skills, Knowledge Management, Statistical analysis Computer literacy.

### **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.

## 9. DIRECTORATE: PUBLIC SECTOR HRD PROGRAMMES

|                |   |                                                                   |
|----------------|---|-------------------------------------------------------------------|
| Post           | : | Deputy Director: Public Sector HRD Programmes<br>(1x post)        |
| Reference No.  | : | OTP: 03 / 25 / 09                                                 |
| Salary level   | : | 12                                                                |
| Salary Package | : | R1, 059, 105.00 per annum<br>(all-inclusive remunerative package) |
| Salary Scale   | : | R1, 059, 105.00 – R1, 247, 574.00                                 |
| Centre         | : | Polokwane                                                         |

### REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in HRD / HRM / Public 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 Human Resource Development of which three (3) years must have been at an Assistant Director level.
- A valid driver's license except for people with disability.

### COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Negotiation skills, Budgeting and Financial Management, Problem solving, Planning and organizing, Time Management, Strategic Planning, Policy Development and Analysis, Good Communication skills, Group dynamics, Diversity Management, Skills Development Facilitation skills, Coordination skills, Knowledge Management, Computer literacy.

### RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate and monitor the development and implementation of Departmental workplace skills plans (WSPs).
- Coordinate and monitor the development and implementation of Annual HRD Implementation plans and M&E reports.
- Coordinate and monitor the implementation of Generic training programmes.
- Develop and monitor policy guidelines on the implementation of HRD programmes in the Limpopo Provincial Departments.

**10.DIRECTORATE:      PROVINCIAL      GOVERNMENT      INFORMATION  
TECHNOLOGY OFFICE**

Post : Deputy Director: PGITO (ICT)  
(1x post)  
Reference No. : OTP: 03 / 25 / 10  
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:**

- An undergraduate qualification (NQF level 6) in Information Technology 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 ICT, ICT Governance and E-governance Strategy of which three (3) years must have been at an Assistant Director level.
- A valid driver's license except for people with disability.

**COMPETENCIES:**

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management

**SKILLS AND KNOWLEDGE:**

Understanding of legislative framework governing the Public Service such as: Public Service Act, Public Finance Management Act, SITA Act, Electronic Communications Act, Protection of Information Act, Public Service Regulations, Treasury Regulations, SITA General Regulations, Communications and Transactions Act, Electronic Business process modeling and management; Information security management; User requirements specification drafting; ICT contract drafting; Risk management; Portfolio management; Sound and in depth knowledge of relevant ICT standards, policies and prescripts; Negotiation skills, Budgeting and Financial Management, Problem solving, Function point analysis, decomposition and synthesis, Process modelling, Data modeling, Contract/agreement drafting, Planning and organizing, Time Management, Strategic Planning, Policy Development and Analysis, Good Communication skills, Group dynamics, Diversity Management, Skills Development Facilitation skills, Coordination skills, Knowledge Management, Computer literacy.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Coordinate and monitor the implementation of the ICT strategy.
- Coordinate and monitor the implementation of transversal vendor contracts or agreements.
- Provide quality advice and support to provincial departments on ICT matters.

- Provide high-quality secretarial services to the Provincial Government Information Technology Officers Council (PGITOC).

# **11.DIRECTORATE: MONITORING & EVALUATION JUSTICE CRIME PREVENTION AND SECURITY (JCPS) AND GOVERNANCE & ADMINISTRATION (G&A) SECTOR**

Post : Deputy Director: M&E G&A (1x post)  
Reference No. : OTP: 03 / 25 / 11  
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:**

- An undergraduate qualification (NQF level 6) in Public Administration 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 Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level.
- A valid driver's license except for people with disability.

## **COMPETENCIES:**

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management

## **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript, application of M & E as well as understanding of legislative framework governing Public Service. Monitoring and evaluation, Computer literacy, Negotiation and leadership skills, Data information management, Time management, Report writing & presentation, Communication & group dynamics. Facilitation and coordination, Interpersonal relations, Policy analysis and development, Change and knowledge management, Diversity management.

## **RESPONSIBILITIES:**

The successful candidate will be required to:

- Monitor the implementation of four (4) National Outcomes; 5, 9, 11 and 12 (PoA priorities).
- Monitor Service delivery points and projects.
- Coordinate and Manage Provincial M&E System

## 12. DIRECTORATE: GEOGRAPHIC INFORMATION SYSTEM

|                |   |                                                                                                                                                                                   |
|----------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post           | : | GISc Professional Production Grade A - C<br>(2x posts)                                                                                                                            |
| Reference No.  | : | OTP: 03 / 25 / 12                                                                                                                                                                 |
| Salary level   | : | Grade A - C                                                                                                                                                                       |
| Salary Package | : | R807,864.00 – R816, 852.00 per annum (Grade A)<br>: R919,599.00 – R924, 198.00 (Grade B)<br>: R1, 035, 924.00 – R1, 051, 461.00 (Grade C)<br>(all-inclusive remunerative package) |
| Salary Scale   | : | R807,864.00 - R1, 051, 461.00                                                                                                                                                     |
| Centre         | : | Polokwane                                                                                                                                                                         |

### REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics as recognized by the South African Qualification Authority (SAQA).
- Registration with the South African Geomatics Council (SAGC) as GIS Professional.
- Grade A (0-2 years appropriate experience), Grade B (14 years appropriate experience, Grade C (26 years appropriate experience)
- A valid driver's license except for people with disability.

### COMPETENCIES:

Analytical skills, Data capturing, People management, Planning and organising, 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, Coordination skills, Leadership, 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 stakeholders 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.

### **13.DIRECTORATE: INTERNAL CONTROLS AND COMPLIANCE**

|                |   |                                                                |
|----------------|---|----------------------------------------------------------------|
| Post           | : | Deputy Director: Internal Controls and Compliance<br>(1x post) |
| Reference No.  | : | OTP: 03 / 25 / 13                                              |
| Salary level   | : | 11                                                             |
| Salary Package | : | R896,436.00 per annum<br>(all-inclusive remunerative package)  |
| Salary Scale   | : | R896,436.00 – R1, 055, 958.00                                  |
| Centre         | : | Polokwane                                                      |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Compliance/ Auditing/ Accounting Science/ Risk Management or equivalent qualification in the relevant field/ area as recognized as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (5) years' experience in Compliance/ Auditing/ Financial Management/ Risk Management of which three (3) years must have been at an Assistant Director level.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management

#### **SKILLS AND KNOWLEDGE:**

Knowledge of relevant laws, regulations, and policies applicable to the public service, including the Public Finance Management Act (PFMA) and Treasury Regulations. Financial Accounting, Mathematics, Auditing, Policy Analysis, Management Accounting, Budgeting, Public Management, Communication, Computer literacy.

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Manage development and execution of Internal Controls & Compliance plan
- Manage Internal Controls and Compliance Reports
- Effective coordination of governance, oversight structures and assurance providers
- Facilitate audit steering committee meetings, entry and exit meetings.

#### **14. DIRECTORATE: OFFICE OF THE DIRECTOR GENERAL**

Post : Deputy Director: Office of the Director General  
(1x post)  
Reference No. : OTP: 03 / 25 / 14  
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:**

- An undergraduate qualification (NQF level 6) in Public Administration / Internal Audit 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 Office Administration of which three (3) years must have been at an Assistant Director level.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Negotiation skills, Planning and Organizing, Time Management, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Coordination skills, Knowledge management, Computer literacy.

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Provide Administrative Support to the Director General.
- Provide Secretariat Support to the Director General.
- Effective Management and Monitoring of the Implementation of the Decisions / Directives / Resolutions of various meetings.
- Coordination of Compliance Report to Oversight Structures.
- Effective Management of records and photocopier in the DG's Registry.

## **15.DIRECTORATE: HRD, PMDS & EMPLOYEE HEALTH AND WELLNESS**

Post : Deputy Director: Human Resource  
Development (1x post)  
Reference No. : OTP: 03 / 25 / 15  
Salary level : 11  
Salary Notch : R896,436.00 per annum  
(all-inclusive remunerative package)  
Salary Scale : R896,436.00 – R1,055, 958.00  
Centre : Polokwane

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Human Resource Management / Development or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (5) years' experience in HRD environment of which three (3) years must be at Assistant Director level.
- A valid driver's license except for people with disability

### **COMPETENCIES:**

Negotiation skills, People Management, Financial Management, Planning & Organizing, Time Management, Strategic Planning, Policy analysis and development

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good Communication and written skills, Group dynamics, Diversity Management, Facilitation skills, Coordination skills, Leadership skills, Change and knowledge management, Computer literacy.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Manage the development of Workplace Skills Plan.
- Manage the development of policies.
- Manage the development of course manuals.
- Manage the facilitation of training courses and administration of bursaries.
- Manage the facilitation of Internship and Learnership Programmes.
- Manage the implementation of AET (Adult Education Training).

## **16.DIRECTORATE: HUMAN RESOURCE MANAGEMENT COORDINATION**

|               |   |                                                |
|---------------|---|------------------------------------------------|
| Post          | : | Assistant Director: HRM Coordination (1x post) |
| Reference No. | : | OTP: 03 / 25 / 16                              |
| Salary level  | : | 10                                             |
| Salary Notch  | : | R582, 444.00 per annum                         |
| Salary Scale  | : | R582, 444.00 – R686, 091.00                    |
| Centre        | : | Polokwane                                      |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Human Resource Management at a Supervisory level.
- PERSAL Certificate / Results
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

People Management, Planning & organizing, Strategic planning, Policy analysis and development, Good Communication skills, Group dynamics, Diversity Management, Facilitation skills, Change and Knowledge management, Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Time Management, Coordination skills, Negotiation skills.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Coordinate Recruitment and Selection within Provincial Departments.
- Coordinate and Monitor HR Practices within the Provincial Administration.
- Coordinate effective management and implementation of Departmental HR Plans.
- Coordinate, develop and implement Human Resource policies, reporting templates, standardized recruitment and selection processes & Standard Operating Procedures (SoPs) to all Departments.

## **17. DIRECTORATE: SPECIAL PROGRAMMES**

Post : Assistant Director: Thusong Service Centres  
(1x post)  
Reference No. : OTP: 03 / 25 / 17  
Salary level : 10  
Salary Notch : R582, 444.00 per annum  
Salary Scale : R582, 444.00 – R686, 091.00  
Centre : Polokwane

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Social Sciences/Public Management/ Public Administration/ Development Studies or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Transformation Service/ Community Liaison at a Supervisory level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

People Management, Planning and Organizing, 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 prescript as well as understanding of legislative framework governing Public Service. Time Management, Coordination skills, Negotiation skills, Time Management.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Advise and support the establishment and management of Thusong Service Centers.
- Monitor and evaluate services rendered at Thusong Service centers, Traditional Authority Offices, and mobile services.
- Promotion of access to government services through integrated service delivery.

## **18.DIRECTORATE: SPECIAL PROGRAMMES**

|               |   |                                                                                |
|---------------|---|--------------------------------------------------------------------------------|
| Post          | : | Assistant Director: Office on the Status of People with Disabilities (1x post) |
| Reference No. | : | OTP: 03 / 25 / 18                                                              |
| Salary level  | : | 10                                                                             |
| Salary Notch  | : | R582, 444.00 per annum                                                         |
| Salary Scale  | : | R582, 444.00 – R686, 091.00                                                    |
| Centre        | : | Polokwane                                                                      |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Special Programmes at a Supervisory level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

People Management, Financial Solving, Planning & organizing, Time management, Policy analysis and development, Good Communication skills, Group dynamics, Facilitation skills, Diversity management, Coordination skills, Leadership skills, Change and Knowledge Management, Disability Management, Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Time Management, Coordination skills, Negotiation skills, Time Management.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Assist in the improvement of mainstreaming of disability programmes in line function departments.
- Facilitate and coordinate disability related capacity building programmes in line function Departments and Municipalities.
- Assist in the improvement of coordination of advocacy programs for nation building.
- Facilitate the improvement of mainstreaming of disability programmes in line function Departments.

## **19.DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES**

|               |   |                                                  |
|---------------|---|--------------------------------------------------|
| Post          | : | Assistant Director: Integrity Services (1x post) |
| Reference No. | : | OTP: 03 / 25 / 19                                |
| Salary level  | : | 10                                               |
| Salary Notch  | : | R582, 444.00 per annum                           |
| Salary Scale  | : | R582, 444.00 – R686, 091.00                      |
| Centre        | : | Polokwane                                        |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Policing / Security Management / Forensic Investigation / Criminology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in the Anti-corruption / Integrity / Investigations environment at a Supervisory level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Negotiation skills, People Management, Planning & organizing, Time management, Good Communication, Diversity Management, Facilitation skills, 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 such as: Prevention and Combating of Corrupt Activities Act, Criminal Procedure Act, Financial Intelligence Centre Act, Protected Disclosures Act, Prevention of Organized Crime Act, Code of Conduct for Public Service, Labour Relations Act, Public Service Regulation, Public Service Act, Promotion of Access of Information Act. Protection of Personal Information Act.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Coordinate and monitor establishment of the minimum anti-corruption capacity within Provincial Departments.
- Facilitate the implementation of anti-corruption education and awareness programmes.
- Coordinate the implementation of Ethics Management Programmes.
- Monitor the implementation of the whistle blowing mechanisms.
- Manage Integrity information systems.

## **20.DIRECTORATE: INTEGRITY, SECURITY AND VETTING SERVICES**

**Candidates will be subjected to vetting process to the level of top secrets**

|               |   |                                                  |
|---------------|---|--------------------------------------------------|
| Post          | : | Assistant Director: Vetting Services (2 x posts) |
| Reference No. | : | OTP: 03 / 25 / 20                                |
| Salary level  | : | 10                                               |
| Salary Notch  | : | R582, 444.00 per annum                           |
| Salary Scale  | : | R582, 444.00 – R686, 091.00                      |
| Centre        | : | Polokwane                                        |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Social Science / Security Management / Investigation or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in the Security Management and Investigations environment at a Supervisory level.
- Security Vetting Certificate / Training offered by State Security Agency (SSA).
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Vetting investigations, Negotiation skills, People Management, Planning & organizing, Time management, Conflict Management, Coordination Skills, Interviewing Skills, Change and knowledge management, Good Communication, Group Dynamics, Diversity Management, Facilitation skills, Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescripts, application of vetting process as well as understanding of the legislative framework governing the Public Service such as: Minimum Information Security Standards, Provincial Information Security Policy, National Vetting Strategy. Occupational Health and Safety Act, Act 26 of 2000.SITA Act, Act 88 of 1989.Electronic Communication and Transaction Act. South African Criminal Law. Public Service Act, Public Service Regulation 2016, Protection of Information Act. The Control of Access to Public Premises and vehicle Act, Act 53 of 1985.The security officials act, act 92 of 1997.

### **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 in vetting.
- Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies.
- Administer files and partake in task teams dealing with matters related to vetting projects / processes.

## **21. DIRECTORATE: PROVINCIAL CORPORATE COMMUNICATION**

|               |   |                                                     |
|---------------|---|-----------------------------------------------------|
| Post          | : | Assistant Director: Audio Visual Services (1x post) |
| Reference No. | : | OTP: 03 / 25 / 21                                   |
| Salary level  | : | 10                                                  |
| Salary Notch  | : | R582, 444.00 per annum                              |
| Salary Scale  | : | R582, 444.00 – R686, 091.00                         |
| Centre        | : | Polokwane                                           |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Film and Video Productions or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in film and video industry at a Supervisory level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Project Management, Negotiation skills, Good Communication skills, Management skills, Leadership skills, Honesty, Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. KNOWLEDGE IN Government video documentaries and live streaming, television and online broadcast, Concept and Video Script writing, Video Documentary Research, Video capturing, video editing the documentary video films, knowledge in recording operating the sound system, edit software and Photoshop in the video designing.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Manage and technically produce Government video documentaries.
- Develop multimedia processes of the Province in ways that reflect innovation & implement special requirements in covering government programme and activities.
- Provide the technical support services for multimedia.
- Manage and coordinate multimedia channel and projects in process from conception to delivery & production staff.

## **22.DIRECTORATE: PROVINCIAL CORPORATE COMMUNICATION**

|               |   |                                                        |
|---------------|---|--------------------------------------------------------|
| Post          | : | Assistant Director : Marketing & Advertising (1x post) |
| Reference No. | : | OTP: 03 / 25 / 22                                      |
| Salary level  | : | 10                                                     |
| Salary Notch  | : | R582, 444.00 per annum                                 |
| Salary Scale  | : | R582, 444.00 – R686, 091.00                            |
| Centre        | : | Polokwane                                              |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Marketing/ Communication Studies 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 promotion and protection of provincial Corporate Identity (CI) Manual.
- Coordinate Exhibition Activities.
- Coordinate the promotion of the brand Limpopo.

**23. CHIEF DIRECTORATE: STATE LAW ADVISORY SERVICES (LEGAL SERVICES)**

**(Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested).**

|               |   |                                                  |
|---------------|---|--------------------------------------------------|
| Post          | : | Senior Legal Administration Officer<br>(1x post) |
| Reference No. | : | OTP: 03 / 25 / 23                                |
| Salary level  | : | MR6                                              |
| Salary Notch  | : | R586,956.00 per annum                            |
| Salary Scale  | : | R586,956.00 – R1,386,972.00                      |
| 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, Facilitation skills, Coordination skills, Change and Knowledge Management, Problem Solving, Computer literacy.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Time Management, Negotiation skills, Communication skills, Research skills.

**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.

## **24.DIRECTORATE: HRD, PMDS AND EMPLOYEE HEALTH & WELLNESS PROGRAMMES**

Post : Assistant Director: Performance Management  
Development System (PMDS) (1x post)  
Reference No. : OTP: 03 / 25 / 24  
Salary level : 09  
Salary Notch : R468, 459.00 per annum  
Salary Scale : R468, 459.00 – R551, 823.00  
Centre : Polokwane

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management/ Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Performance Management environment at a Supervisory level.
- PERSAL certificate/ results
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic Planning and Leadership, People Management, Financial Management, Planning & organizing, Policy analysis and development, Diversity 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, Statistical analysis skills, PERSAL skills, Computer literacy, Communication and written skills, Group dynamics, Facilitation skills, Coordination skills, Research skills.

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Implement Performance Management and Development System.
- Ensure the maintenance of Performance Management Database.
- Render administration support services.
- Coordinate the Performance Management System Committee meetings and Performance Management Development System trend analysis.

## **25.DIRECTORATE: STRATEGIC MANAGEMENT SERVICES**

|               |   |                                                                          |
|---------------|---|--------------------------------------------------------------------------|
| Post          | : | Assistant Director: Strategic Planning and Policy Coordination (1x post) |
| Reference No. | : | OTP: 03 / 25 / 25                                                        |
| Salary level  | : | 09                                                                       |
| Salary Notch  | : | R468, 459.00 per annum                                                   |
| Salary Scale  | : | R468, 459.00 – R551, 823.00                                              |
| Centre        | : | Polokwane                                                                |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Public Management / Strategic Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Strategic Planning/ Policy Coordination at a Supervisory level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic Planning, Policy analysis and development, Change and knowledge management, Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Monitoring and evaluation skills, Facilitation skills, Coordination skills, Report writing skills, Planning & Organizing, Time management, Good Communication and written skills, Data analysis skills,

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Coordinate Strategic Planning processes in line with applicable guidelines and frameworks.
- Policy Development and Coordination.
- Coordinate Annual Planning for the Sub-Directorate.
- Stakeholder Engagement and Coordination.

INITIALS: 

**26.DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION  
TECHNOLOGY (DGITO)**

Post : System Analyst (1x post)  
Reference No. : OTP: 03 / 25 / 26  
Salary level : 9  
Salary Notch : R468, 459.00 per annum  
Salary Scale : R468, 459.00 – R551, 823.00  
Centre : Polokwane

**REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) 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 disability.

**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.
- Monitor developments and maintenance of all IT Applications Systems.
- Coordinate Systems Development projects.
- Provide support on IT Application Systems and User Support.

## **27.DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

|               |   |                                                    |
|---------------|---|----------------------------------------------------|
| Post          | : | Assistant Director: Contracts Management (1x post) |
| Reference No. | : | OTP: 03 / 25 / 27                                  |
| Salary level  | : | 9                                                  |
| Salary Notch  | : | R468, 459.00 per annum                             |
| Salary Scale  | : | R468, 459.00 – R551, 823.00                        |
| Centre        | : | Polokwane                                          |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Supply Chain / Logistics / Purchasing Management / Contract Management Law or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Supply Chain or Financial Management field at Supervisory level.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic planning, People Management, Planning & Organizing, Time Management, Policy analysis and development, financial solving, 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 skills, Group dynamics and leadership skills, Facilitation skills, Coordination skills,

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Analyse proper contract administration.
- Manage, monitor contract administration
- Monitor supplier performance according to the contract and service level agreement.
- Monitor vendor performance

## **28.DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES**

|               |   |                                               |
|---------------|---|-----------------------------------------------|
| Post          | : | Assistant Director: Systems Control (1x post) |
| Reference No. | : | OTP: 03 / 25 / 28                             |
| Salary level  | : | 9                                             |
| Salary Notch  | : | R468, 459.00 per annum                        |
| Salary Scale  | : | R468, 459.00 – R551, 823.00                   |
| Centre        | : | Polokwane                                     |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Financial Management at a Supervisory level.
- BAS & LOGIS Certificate / Results
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic Planning, Diversity management, People Management, Planning & Organizing, Time Management, Financial Solving, change and knowledge management, Policy analysis and development.

### **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 skills, Group dynamics and leadership skills, Facilitation skills, Coordination skills

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Close books effectively.
- Maintain code structure.
- Manage access to systems.
- Provide support to system users.
- Manage assets.

## **29.DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

|               |   |                                                    |
|---------------|---|----------------------------------------------------|
| Post          | : | Assistant Director: Inventory Management (1x post) |
| Reference No. | : | OTP: 03 / 25 / 29                                  |
| Salary level  | : | 9                                                  |
| Salary Notch  | : | R468, 459.00 per annum                             |
| Salary Scale  | : | R468, 459.00 – R551, 823.00                        |
| Centre        | : | Polokwane                                          |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Supply Chain/ Logistics/ Purchasing Management/ 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 three (3) years' experience in Supply Chain/ Logistics Management at a Supervisory level.
- LOGIS literacy certificate / results.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Policy analysis and development, financial solving, People Management, Planning & Organizing, Time Management, Strategic planning and Computer literacy.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Negotiation skills, Communication skills, Group dynamics and leadership skills, Facilitation skills, Coordination skills,

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Monitoring ordering and issuing of inventory items.
- Monitor spot-check and stocktaking.
- Manage the disposal of inventory items.
- Management of staff and monthly report.

### **30.DIRECTORATE: MEDIA LIAISON AND RESEARCH SERVICES**

|               |   |                            |
|---------------|---|----------------------------|
| Post          | : | Research Officer (1x post) |
| Reference No. | : | OTP: 03 / 25 / 30          |
| Salary level  | : | 8                          |
| Salary Notch  | : | R397, 116.00 per annum     |
| Salary Scale  | : | R397, 116.00 – R467,790.00 |
| Centre        | : | Polokwane                  |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Journalism, Media Studies, Public Relations 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 Communication.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

People Management, Planning & Organizing, Time Management, Research skills, Business writing skills, Script writing, Computer literacy.

#### **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 skills, Group dynamics, Facilitation skills, Coordination skills,

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Conduct EXCO Imbizo Research.
- Monitor and Analyse the media coverage and trends.
- Coordinate the Provincial Media Rapid Response sessions.
- Conduct Media briefs.

### **31.DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES**

|               |   |                                                                                                  |
|---------------|---|--------------------------------------------------------------------------------------------------|
| Post          | : | Personnel Practitioner: Recruitment & Selection and HR Planning, Information & Systems (1x post) |
| Reference No. | : | OTP: 03 / 25 / 31                                                                                |
| Salary level  | : | 08                                                                                               |
| Salary Notch  | : | R397, 116.00 per annum                                                                           |
| Salary Scale  | : | R397, 116.00 – R467,790.00                                                                       |
| Centre        | : | Polokwane                                                                                        |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Human Resource Management / 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, Negotiation skills, People management, Planning & organizing, Time management, Change and knowledge management, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Facilitate Recruitment & Selection, Appointments and Probation processes.
- Capture/update PERSAL establishment and personal information Persal system.
- Facilitate transfers, secondments, salary (grade) progressions and Translations.
- Facilitate Human Resource Planning, Information and Systems.

## **32. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES**

|               |   |                                                   |
|---------------|---|---------------------------------------------------|
| Post          | : | Organisational Development Practitioner (1x post) |
| Reference No. | : | OTP: 03 / 25 / 32                                 |
| Salary level  | : | 08                                                |
| Salary Notch  | : | R397, 116.00 per annum                            |
| Salary Scale  | : | R397, 116.00 – R467,790.00                        |
| Centre        | : | Polokwane                                         |

### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Organisational Development environment.
- A valid driver's license except for people with disability.

### **COMPETENCIES:**

Strategic planning, Policy analysis and development, Planning and Organizing, Time Management, Diversity management, Change and knowledge management, Computer literacy, Job Evaluation Analysis skills and ORGPLUS.

### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills

### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Assist with the designing of the functional organization and staff establishment structure.
- Facilitate the development of Job Descriptions and conduct Job Evaluations.
- Assist in the implementation of the Operations Management Framework (OMF).
- Assist in the implementation of Change Management Programme and strategies.
- Provide secretariat and administrative function to the unit.

### **33. DIRECTORATE: HRD, PMDS AND EMPLOYEE HEALTH & WELLNESS PROGRAMMES**

|               |   |                                                                             |
|---------------|---|-----------------------------------------------------------------------------|
| Post          | : | Personnel Practitioner: Performance Management Development System (1x post) |
| Reference No. | : | OTP: 03 / 25 / 33                                                           |
| Salary level  | : | 08                                                                          |
| Salary Notch  | : | R397, 116.00 per annum                                                      |
| Salary Scale  | : | R397, 116.00 – R467,790.00                                                  |
| Centre        | : | Polokwane                                                                   |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in HRM / Public Administration / Public Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Performance Management.
- PERSAL Certificate / Results.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

Financial Management, Planning & Organizing, Policy analysis and development, Managing interpersonal conflict and resolving problems, Monitoring and Evaluation, Statistical analysis skills, Report writing, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Assist in providing guidance and support to PMDS.
- Assist in monitoring of the implementation of PMDS.
- Administer performance management and development system (PMDS).
- Records Management

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

Post : State Accountant: Accounts (1x post)  
Reference No. : OTP: 03 / 25 / 34  
Salary level : 07  
Salary Notch : R325, 101.00 per annum  
Salary Scale : R325, 101.00 – R382, 959.00  
Centre : Polokwane

**REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Financial Management as or equivalent qualification in the relevant field / area recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Financial Management.
- BAS & LOGIS Certificate / Results.

**COMPETENCIES:**

Financial Accounting, Maths literacy, Written and Verbal Communication skills, Computer literacy

**SKILLS & KNOWLEDGE:**

Strong skills in accounting, financial management, and knowledge of Public Financial Management Act (PFMA) and related regulations are essential.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Control Expenditure and Capture payments.
- Process payment vouchers for complete payments.
- Liaise with Treasury; Internal Audit, Office of the Auditor General and other Stakeholders.

### **35. DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

|               |   |                                                   |
|---------------|---|---------------------------------------------------|
| Post          | : | Administrative Officer: Bids Management (1x post) |
| Reference No. | : | OTP: 03 / 25 / 35                                 |
| Salary level  | : | 07                                                |
| Salary Notch  | : | R325, 101.00 per annum                            |
| Salary Scale  | : | R325, 101.00 – R382, 959.00                       |
| Centre        | : | Polokwane                                         |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Supply Chain / Purchasing 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 Supply Chain Management environment.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

Negotiation skills, People Management, Financial solving, Planning and Organizing, Time Management, Strategic planning, Policy analysis and development, Strong customer service ethic, Diversity management, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good communication skills, Group dynamics, Facilitation skills, Co-ordination skills, Leadership skills

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Invite Bids.
- Administer Compliance.
- Serve as a Secretariat to Bids Evaluation Committee.
- Serve as a Secretariat to Bids Adjudication Committee.

### **36. DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

|               |   |                                                           |
|---------------|---|-----------------------------------------------------------|
| Post          | : | Administrative Officer: Quotation Management<br>(1x post) |
| Reference No. | : | OTP: 03 / 25 / 36                                         |
| Salary level  | : | 07                                                        |
| Salary Notch  | : | R325, 101.00 per annum                                    |
| Salary Scale  | : | R325, 101.00 – R382, 959.00                               |
| Centre        | : | Polokwane                                                 |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics Management / Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Supply Chain Management or Financial Management.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

People Management, Problem solving, Planning and Organizing, Time Management, Diversity Management, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good communication skills, Group dynamics, Facilitation skills, Co-ordination skills, Leadership skills

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

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

### **37. DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

Post : Administrative Officer: Government Subsidized Vehicles (1x post)  
Reference No. : OTP: 03 / 25 / 37  
Salary level : 07  
Salary Notch : R325, 101.00 per annum  
Salary Scale : R325, 101.00 – R382, 959.00  
Centre : Polokwane

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management / Logistics 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 Supply Chain / Transport Management.
- A valid driver's license except for people with disability.

#### **COMPETENCIES:**

People Management, Problem solving, Planning and organizing, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good communication skills, Group dynamics, Facilitation skills, Co-ordination skills, Leadership skills

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Capture fuel claims for subsidized vehicles, SMS, MMS and Scheme B.
- Capture applications for subsidized vehicles.
- Update commitment register.
- Update contracts for schemes.

### **38.DIRECTORATE: HRD, PMDS AND EMPLOYEE HEALTH & WELLNESS PROGRAMMES**

|               |   |                                                              |
|---------------|---|--------------------------------------------------------------|
| Post          | : | Administrative Officer: Human Resource Development (1x post) |
| Reference No. | : | OTP: 03 / 25 / 38                                            |
| Salary level  | : | 07                                                           |
| Salary Notch  | : | R325, 101.00 per annum                                       |
| Salary Scale  | : | R325, 101.00 – R382, 959.00                                  |
| Centre        | : | Polokwane                                                    |

#### **REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) in HRD / HRM / Public Administration / Public 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 Human Resource Development.

#### **COMPETENCIES:**

Financial Management, Problem solving, Planning and Organizing, People Management, Time Management, Policy Analysis and Development, Diversity Management, Computer literacy.

#### **SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Facilitation skills, Assessing, Coordination skills, Good communication skills,

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Assist in planning and coordinate skills programmes.
- Assist in Administering bursaries.
- Assist in administering Developmental Programmes.
- Records Management.

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

Post : Accounting Clerk: Budget Planning (1x post)  
Reference No. : OTP: 03 / 25 / 39  
Salary level : 05  
Salary Notch : R228, 321.00 per annum  
Salary Scale : R228, 321.00 – R268, 950.00  
Centre : Polokwane

**REQUIREMENTS:**

- Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA).
- Computer Literacy / MS Package Office

**COMPETENCIES:**

Good Computer skills (Microsoft Office Package) Time Management, Planning and Organizational skills, Interpersonal skills, Computer literacy.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Good Communication Skills (verbal and written), Analytical skills,

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Assist on Budget Planning.
- Distribute monthly expenditure and commitment reports.
- Manage cash flow.

#### **40. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES**

Post : Accounting Clerk: Debts and Bank Reconciliation Management (1x post)  
Reference No. : OTP: 03 / 25 / 40  
Salary level : 05  
Salary Notch : R228, 321.00 per annum  
Salary Scale : R228, 321.00 – R268, 950.00  
Centre : Polokwane

#### **REQUIREMENTS:**

- Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA).
- Computer Literacy / Microsoft Office Package.

#### **COMPETENCIES:**

Negotiation skills, People Management, Financial solving, Planning and Organizing, Time Management, 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 prescript, application of Financial Management as well as understanding of legislative framework governing Public Service. Knowledge of Accounting Principles, BAS, FINEST and PERSAL.

#### **RESPONSIBILITIES:**

The successful candidate will be required to:

- Render Bank Reconciliation Services.
- Handle Revenue.
- Create Debt.

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

Post : Accounting Clerk: Salary Administration (1x post)  
Reference No. : OTP: 03 / 25 / 41  
Salary level : 05  
Salary Notch : R228, 321.00 per annum  
Salary Scale : R228, 321.00 – R268, 950.00  
Centre : Polokwane

**REQUIREMENTS:**

- Grade 12 (NQF Level 4) with Accounting as a subject as recognized by the South African Qualification Authority (SAQA).
- Computer literacy / Microsoft Office Package.

**COMPETENCIES:**

People management, financial solving, Planning and organizing, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Co-ordination skills, Leadership skills, Change and knowledge management.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript, application of Financial Management as well as understanding of legislative framework governing Public Service. Negotiation skills, Time management and Facilitation skills.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Process payments of salaries, wages and allowances to all employees.
- Capture subsistence and travel, fuel, and overtime claims in PERSAL and BAS system.
- Process Human Resources advices in PERSAL and Salary related debts.
- Sort salary reports, IRP5 and payroll report and filling of documents.

**42. BRANCH: CORPORATE MANAGEMENT (1); INSTITUTIONAL DEVELOPMENT SUPPORT (1); STAKEHOLDER MANAGEMENT COORDINATION (1); AND PLANNING, COORDINATION, MONITORING & EVALUATION (1).**

|               |   |                             |
|---------------|---|-----------------------------|
| Post          | : | Secretary (4 x posts)       |
| Reference No. | : | OTP: 03 / 25 / 42           |
| Salary level  | : | 05                          |
| Salary Notch  | : | R228, 321.00 per annum      |
| Salary Scale  | : | R228, 321.00 – R268, 950.00 |
| Centre        | : | Polokwane                   |

**REQUIREMENTS:**

- Grade 12 (NQF Level 4) or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA).
- Computer Literacy.

**COMPETENCIES:**

Planning and organizing, Time management, Good written & verbal communication skills, Telephone etiquette, Interpersonal skills.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Time management, Telephone etiquette and Interpersonal skills.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Provide secretarial/ receptionist support service to the DDG.
- Provide clerical support services to the DDG.
- Remains up to date with regard to prescripts/ policies and procedures applicable to the work terrain to ensure efficient and effective support to the DDG.

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

|               |   |                                           |
|---------------|---|-------------------------------------------|
| Post          | : | Registry Clerk: General Records (1x post) |
| Reference No. | : | OTP: 03 / 25 / 43                         |
| Salary level  | : | 05                                        |
| Salary Notch  | : | R228, 321.00 per annum                    |
| Salary Scale  | : | R228, 321.00 – R268, 950.00               |
| Centre        | : | Polokwane                                 |

**REQUIREMENTS:**

- Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA).
- Computer literacy.

**COMPETENCIES:**

People Management, Planning and organising, Time management, Good communication skills, Group dynamics, Diversity management, Leadership skills, Change and knowledge management, Computer literacy.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Time management, Planning and organising.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Provide General Records Services to clients.
- Implement Staff file plan, Records policy, procedure manual control schedule.
- File personal and series files.
- Facilitate Messenger and Postal services.

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

Post : Handyman (1x post)  
Reference No. : OTP: 03 / 25 / 44  
Salary level : 03  
Salary Notch : R163, 680.00 per annum  
Salary Scale : R163, 680.00 – R192, 810.00  
Centre : Polokwane

**REQUIREMENTS:**

- ABET / AET Level 4 / Grade 9 certificate or equivalent qualification as recognized by the South African Qualification Authority (SAQA).

**COMPETENCIES:**

Good written and communication skills, Group dynamics, Diversity & Change Management.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescript as well as understanding of legislative framework governing Public Service. Interpersonal skills, Technical skills and Time Management skills.

**RESPONSIBILITIES:**

The successful candidate will be required to:

- Maintain Office Buildings.
- Maintain Office Equipment and Furniture.