

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 19 August 2024 at 16h00
- NOTE** : 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. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens 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? If yes (provide detail)” 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?”. 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 the limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable if 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 application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for, must be quoted in the space provided on the Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, “all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The

successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive. If you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za

OTHER POSTS

- POST 28/111** : **ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP 08/24/01 (X1 POST)**
Directorate: Financial Management Services
- SALARY** : R444 036 – R523 056 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Financial Management / Accounting / Commerce or equivalent qualification in related field/area as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in Financial Management at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Manage expenditure and capturing of payment. Process payment vouchers for complete payment. Reconcile payments.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM / Mashitola MR / Mokgalaka S and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 / 6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/112** : **ASSISTANT DIRECTOR: TRANSACTION MANAGEMENT REF NO: OTP 08/24/02 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R444 036 – R523 056 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Supply Chain/ Logistics/ Financial Management/ or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in Supply Chain/ Logistics Management at a Supervisory level. LOGIS System Certificate / Results. A valid driver's license except for people with disability.
- DUTIES** : Manage processing of orders on LOGIS system. Reconcile Orders on LOGIS system. Manage control registers. Management of Staff and Monthly reports.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitola MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/113** : **STATE ACCOUNTANT: BUDGET PLANNING REF NO: OTP 08/24/03 (X1 POST)**
Directorate: Financial Management Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South

- African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management.
- DUTIES** : Assist on Budget Planning. Distribute monthly expenditure and commitment Reports. Complete cash flow activities.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/114** : **STATE ACCOUNTANT: ACCOUNTS REF NO: OTP 08/24/04 (X2 POSTS)**
Directorate: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management.
- DUTIES** : Administer general Accounts. Administer departmental salary payments. Liaise with Treasury; Internal Audit; Office of the Auditor-General and other stakeholders. Reconcile payments.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/115** : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: OTP 08/24/05 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Supply Chain Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in administration.
- DUTIES** : Administer Procurement Plan. Serve as Secretariat of the Bid Specification Committee. Conduct Market, Commodity and Industrial analysis. Attend to internal and external stakeholders' queries.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C. Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.
- POST 28/116** : **COMPLIANCE OFFICER REF NO: OTP 08/24/06 (X2 POSTS)**
Directorate: Internal Controls and Compliance
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Internal Auditing or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Internal Controls and Compliance / Internal Auditing. A valid driver's license except for people with disability.
- DUTIES** : Monitor institutional compliance to Acts; Policies; Procedures and Instruction notes. Assist in coordination of Internal Audit activities. Assist in coordination external audit activities. Assist in coordinating activities of other stakeholders and oversight bodies.
- ENQUIRIES** : Should be directed to Mesdames: Moyaba ME / Kekana PL / Sekele MN / Mgbo PM/ Mashitoo MR / Mokgalaka S and Messrs.: Khorommbi P / Kika Bham C. Tel No: (015) 287 6027 /6293 / 6093 / 6441 / 6349 / 6665 / 6588 / 6063 respectively.