



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1

Enq : Conny Kgadima

Date : 24th June 2016

TO : ALL HEADS OF DEPARTMENTS AND STAFF

HRM CIRCULAR NO. 02 OF 2016

ADVERTISEMENT OF VACANT POSTS WITHIN THE ESTABLISHMENT OF THE LIMPOPO PROVINCIAL TREASURY

1. Limpopo Provincial Treasury is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.
2. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
3. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** attach certified copies of certificates of evaluation by the SAQA.
4. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.
5. The successful candidate will also be required to disclose their financial interests in accordance with the prescribed regulations.
6. Shortlisted candidates for the posts of SMS will be subjected to a technical exercise that intends to test relevant technical elements of the job and competency-based assessment, the logistics of which will be communicated by the Department.
7. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons.

8. Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, Valid Code EB vehicle driver's License, educational qualifications, and a comprehensive curriculum vitae or resume'.
9. **Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83.**


Please note: In case of re-advertised posts, applicants are advised to re-apply if they are still interested.

All Applications should be submitted to:
Director: Human Resource Management
Private Bag X 9486
POLOKWANE,
0700

OR be hand delivered to:
Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry,
46 Hans van Rensburg Street
POLOKWANE
0700,

10. All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
11. The closing date for submission of applications is **Friday the 29th July 2016 @, 16h00.** Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
12. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Women and people living with disabilities are encouraged to apply.



Mr. GC Pratt
Head of the Department

Date: 24/6/2016

ANNEXURE "A"

Post	: Independent External Chairperson: Departmental Risk Committee (Re-Advertisement) (3-year contract)
Component	: Enterprise Risk Management
Remuneration	: Hourly fee rates for Consultants as determined by the Department of Public Service and Administration or as per Circular 1 of 2016 by the South African Institute of Chartered Accountants (whichever is applicable). Rates will be adjusted as and when published
Ref. No.	: LPT RMC
Centre	: Head Office, Polokwane

Requirements: • Undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Risk Management/Auditing/Accounting/Financial Management or Legal • 5 years' working experience at an executive management level • At least 3 years' experience serving as a Board, Audit or Risk Committee member • Qualification as CA/MBA/MBL/CIA will be added advantage • Applicants should not be committed to serving on more than 3 oversight committees.

Competencies: • Understanding of Risk Management and Corporate Governance, the Public Finance Management Act and Treasury Regulations, COSO model and Public Sector Risk Management Framework • Integrity • Independence • Dedication • Understanding of public sector business and control.

Key responsibilities: • Chair the Departmental Risk Committee • Provide guidance and oversight to ensure effective implementation of enterprise risk management within the Department • Report to the Accounting Officer and Audit Committee at least on a quarterly basis.

Assistant Director	: Risk Based Audit (Cluster B)
Branch	: Provincial Internal Audit
Salary	: R389 145 per annum (excluding benefits)
Salary Level	: 10
Ref. No.	: LPT/588
Centre	: Head Office, Polokwane

Requirements: • NQF Level 6 (3-year tertiary qualification) in Auditing/Finance/Risk Management/ Internal Control and Governance • Completion of professional qualifications/designation such as CGAP, CFE, CISA or the Professional Internal Auditor (PIA) • Honours degree in Internal Auditing or demonstrable progress towards the CIA qualification will be an added advantage • 3 years' experience in risk-based auditing of which 1 year must have been at supervisory level • Valid vehicle (Code EB) driver's licence. **Competencies:** • Knowledge of the IIA's IPPF, relevant legal frameworks in the public sector and National Treasury's Internal Audit and Risk Management Frameworks • Leadership and people management skills • Computer literacy (working knowledge of Microsoft Office, including Word, Excel, Access and PowerPoint) • Knowledge of TeamMate audit software will be an added advantage •

Good problem-solving, analytical, communication and report-writing skills • Preparedness to travel throughout Limpopo, work irregular hours and work under pressure.

Key responsibilities: • Assist in the preparation and implementation of the strategic annual plan and 3-year, rolling, risk-based audit plans • Plan and manage individual risk-based audits in terms of the audit methodology and the Institute of International Auditors' audit standards • Prepare and/or review audit programmes for identified risk audits • Supervise and assess performance of subordinates • Ensure effective time management through timesheets • Review audit working papers and provide corrective comments • Generate value-adding corrective recommendations for the improvement of the client processes and controls • Draft and discuss value-adding audit reports with relevant departmental managers • Manage and improve client relations • Provide risk inputs to the IT, fraud and performance-based audit teams.

Limpopo Treasury is an equal opportunity employer and will consider applications from graduates of all race groups. Women and people with disabilities are encouraged to apply.

Directorate : Records Management and Auxiliary Services
Post : Messenger Driver: General Records Management
Salary: : R119 154 per annum (excluding benefits)
Salary Level : 4
Ref. No. : LPT/134
Centre : Head Office, Polokwane

Requirements: • Grade 12/Standard 10 Certificate • Valid Code (EB) vehicle driver's licence • 2 years' driver's experience • Understanding of driving around Provincial and National offices. **Competencies:** • Understanding of the Public Service environment • Good communication skills (verbal and written) • Ability to prioritise urgent matters (planning and organising) • Ability to function independently • Ability to maintain confidential information • Time management • Ability to read, write and understand contents of official documents • Teamwork • Punctually • Honesty and integrity.

Key responsibilities: • Provide messenger and driver services for the Directorate • Collect and send mail to and from the post office • Deliver and collect mail within the Department • Deliver and collect mail from and to other provincial and national departments' offices • Deliver files to other departments and public institutions • Distribute official messages and circulars • Distribute newspapers.

Directorate : Records Management and Auxiliary Services
Post : Cleaner
Salary : R84 096 per annum (excluding benefits)
Salary Level : 2
Ref. No. : LPT/145
Centre : Head Office, Polokwane

Requirements: • Grade 10 or ABET Certificate • Cleaning experience and Certificate in Cleaning will be added advantages. **Competencies:** • Ability to operate cleaning machines such as vacuum cleaner • Ability to work under pressure • Good

communication and interpersonal skills • Ability to read and write • Ability to maintain confidential information.

Key responsibilities: • Perform cleaning services of a routine nature • Perform cleaning tasks such as sweeping, scrubbing and mopping of floors • Clean offices, passage/corridors and windows • Clean, dust and polish furniture in the offices • Clean carpets in offices, passages/corridors and boardrooms • Clean the building's exterior/surroundings (such as cleaning parking bays and related external areas) • Check and empty filled dustbins in offices, corridors and other related arrears within the departmental complexes • Refill water bottles (aqua coolers) placed in various areas within departmental complexes • Clean equipment such as microwaves in kitchens, refrigerators and offices in the Department.

Directorate : Financial Accounting
Post : Accounting Clerk: Revenue, Debt & Bank Reconciliation
Salary : R142 461 per annum (excluding benefits)
Salary Level : 5
Ref. No. : LPT/226
Centre : Head Office, Polokwane

Requirements: • Grade 12/Standard 10 Certificate • 1 year's relevant experience in financial management. **Competencies:** • Understanding of the Public Service environment • Good communication skills (verbal and written) • Computer literacy • Ability to prioritise urgent matters • Ability to function independently • Ability to maintain confidential information.

Key responsibilities: • Capture receipts on BAS • File revenue returns • Clear bank deposit exceptions • Prepare payment vouchers • Prepare monthly revenue reports • Capture debts on BAS • Maintain debt register • Open and maintain manual debt files • Monitor irrecoverable debts • Communicate and make follow-ups on recovery of debt timeously • Compile and capture BAS journals • Ensure proper record keeping of journals and bank statements • Check and clear bank exceptions.

Applications must be submitted on form Z83, obtainable from any Public Service department or can be downloaded from www.dpsa.gov.za Applications must be completed in full, accompanied by certified copies of Identity Documents, educational qualifications and a comprehensive Curriculum Vitae or résumé. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83.

Please address your applications to: The Director: Human Resource Management, Limpopo Provincial Treasury, Private Bag X9486, Polokwane 0700 or hand deliver to: Office No G002 (Ground Floor), Registry, Ismini Towers Building, 46 Hans van Rensburg Street, Polokwane. No faxes and e-mailed applications will be accepted.

All general enquiries should be directed to Messrs MP Ramuhovhi and RP Lukheli, Mesdames Conny Kgadima and Hilda Moremi at (015) 298-7000.

All short-listed candidates for SMS will be subjected to a competency-based assessment and technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the short-listed applicants only.

Short-listed candidates for the posts will be subjected to a security clearance and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA. Successful candidates will be expected to sign performance agreements within 1 month of assumption of duty. Successful candidates for SMS posts will also be required to disclose their financial interests in accordance with the prescribed regulations.

Closing date: Friday, 29 July 2016

Communication will be limited to short-listed candidates only. If you do not receive any response from us within 3 months of the closing date, please acknowledge that your application was unsuccessful.