



PROVINCIAL TREASURY

Ref : S 4 / 6 / 1
Enq : Conny Kgadima
Date : 31st January 2018

TO ALL HEADS OF DEPARTMENTS AND STAFF MEMBERS

HRM CIRCULAR NO. 2 OF 2018

**ADVERTISEMENT OF ADDITIONAL (CONTRACT) POSTS TO THE STRUCTURE OF
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).
4. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.
5. 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 IDs on the day of the interviews for verification purposes. The recommended candidates for appointment will be subjected to Personnel Suitability Check for Security reasons.
6. 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 resume.**
7. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form.

All Applications should be submitted to:

Acting Director: Human Resource Management
Private Bag X 9486
POLOKWANE, 0700.

OR be hand delivered to:

Ismini Towers Building, Office No. G002 (Ground Floor) Registry,
46 Hans van Rensburg Street
POLOKWANE
0700.

8. All General enquiries should be directed to Mr. Mathoma NR, Mr. Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) 298-7000.
9. **The closing date for submission of applications is 23rd February 2018. @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.
10. Communications 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.

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PI **MR. GC PRATT**
HEAD OF DEPARTMENT

Annexure "A"

13 x Posts	:	Contract Workers / Casual Workers
Directorate	:	Records Management & Auxiliary Services
Salary Notch	:	R152 862.00 per annum plus 37% in Lieu of Benefits
Salary Level	:	05
Ref. No.	:	LPT/REC/01-13
Station	:	Polokwane
Period	:	Nine (9) months

Requirements: National Senior Certificate (Grade 12 Certificate) or equivalent NQF level 4 qualification. One (1) year experience in Registry or Records Management or related fields.

Competencies: Good communication skills. Computer literacy. Ability to identify, classify and record a variety of official documents. Ability to priorities urgent matters. Ability to function independently. Ability to maintain confidential information. Ability to work under pressure and meet deadlines. Teamwork and Time management

Key responsibilities: Operate from the Head Office and Off-site storage room. Carry boxes of files from different directorates to a central records storage room. Sorting, listing and identifying vital records. Disposal of records. Conduct records audit. Develop records inventory and filing of records. Backlog clean-up and decongestion of records in offices. Redressing all worn out file covers. Allocating folio numbers to all records. Opening and closing of files. Provide any other administrative support to the office.

5 x Posts	:	Contract Workers / Casual Workers
Directorate	:	Departmental Supply Chain Management
Salary Notch	:	R152 862.00 per annum plus 37% in Lieu of Benefits
Salary Level	:	05
Ref. No.	:	LPT/SCM/02-06
Station	:	Polokwane
Period	:	Twelve (12) months

Requirements: National Senior Certificate (Grade 12 Certificate) or equivalent NQF level 4 qualification. One (1) year experience in Financial Management (Supply Chain Management Environment). Preference will be given to applicants with experience in at least one (1) of the following: Financial Systems: FINEST, BAS and LOGIS.

Competencies: Good understanding of applicable Supply Chain Management prescripts. Computer literacy. Good communication skills. Ability to function independently. Ability to maintain confidentiality. Teamwork skills.

Key responsibilities: Sourcing of quotations. Receiving and dispatching of quotations. Receiving quotations and bids from the bid box. Scheduling of bids. Conduct supplier site

inspections. Serve as secretariat to specification, bid or adjudication committees. Compile the register for advertised bids. Maintain Demand and Acquisition database. Data capturing. Ensure accuracy on data for order, requisition and quotations. Verify availability of funds before order processing. Ensure proper approval of requisitions before processing. Record Keeping. Timely distribution of purchase orders to suppliers and end users. Liaise with end-user on delivery dates and place of delivery. Advice end users on SCM policies procedures and practices as per National Treasury Guidelines and regulations.

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 resume.** 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 **Acting Director: Human Resource Management, Limpopo Provincial Treasury, Private Bag X 9486, Polokwane, 0700** or Hand deliver at Office No. G002 (Ground Floor) – Registry, ISMINI Towers Building, 46 Hans Van Rensburg Street, Polokwane.

No faxed and e-mailed applications will be accepted. **All general enquiries should be directed to Messrs Mathoma NR and Lukheli RP, Mesdames Kgadima Conny and Moremi Hilda @ (015) 298-7000.**

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 IDs on the day of the interviews for verification purposes. The recommended candidates for appointment will be subjected to Personnel Suitability Check for Security reasons. 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 SAQA. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

The closing date for submission of applications is **23rd February 2018 @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.

Communications will only be with shortlisted candidates and if you do not receive any response from us within three (3) months of the closing date, you may regard your application as unsuccessful.

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