



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1 / 2
Enq : Conny Kgadima

TO ALL HEADS OF PROVINCIAL/NATIONAL DEPARTMENTS AND STAFF MEMBERS

HRM CIRCULAR NO. 30 OF 2021

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

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
2. Applications must be submitted on **new** Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applications can be emailed to dedicated email addresses as per individual post.
3. The **new** Z83 form must be completed in full, must submit copies of qualifications, identity document, drivers' license (where appropriate) and any other relevant documents. Such copies **need not** be certified when applying for a post. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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.
4. **A specific reference number for the post applied for must be quoted in the space provided on new form Z83**

All Applications should be submitted to:

Director: Human Resource Management
Private Bag X 9486

POLOKWANE,
0700 **OR**

Hand delivered to:

Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry,
46 Hans van Ransburg Street

POLOKWANE,
0700

OR email as indicated on the advert

5. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** attach copies of certificates of evaluation by the SAQA.
6. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations.
7. All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and Technical exercise, the Selection Panel will recommend 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.
8. 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 **1st April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview.
9. 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 interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks.
10. Please note that for re-advertised post, all interested applicants should re-apply for the same post as advertised.
11. All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000.

12. The closing date for submission of applications is **Friday 5th November 2021 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
13. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
14. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

Note: The contents of this Circular will also be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za / and www.dpsa.gov.za

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.





MR. G. PRATT CA (SA)
HEAD OF THE DEPARTMENT

15 October 2021

DATE

MANAGEMENT ECHELON

Post : Deputy Director General: Shared Internal Audit Services
Ref. No. : LPT/459
Branch : Shared Internal Audit Services
Salary Package : R1 521 591.00 p.a.
(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
Salary Level : 15
Centre : Head Office – Polokwane
Email address : LPT459@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. Qualification in Commerce with Accounting / Auditing / Internal Auditing or related field will be an added advantage. 8 - 10 years of experience at a senior managerial level. Active Registration as a member of the Institute of Internal Auditors (IIA) as a Certified Internal Auditor and / or South African Institute of Chartered Accountants (SAICA) as a Chartered Accountant. Additional certification in specialist auditing fields such as CISA and or CFE will be an added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Excellent computer system skills in all Microsoft Office Programs and audit software. Excellent analytical, investigative and problem solving skills to perform various types of audits. Knowledge of Generally Recognized Accounting Practice and International Financial Reporting Standards. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely and implement a combined assurance improvement programme. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Good understanding and interpretation of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant legislation, regulations, policies, guidelines and procedures in the Public Sector.

DUTIES: KEY PERFORMANCE AREAS: Manage the development of mechanisms to ensure all Internal Audit Assignments of Limpopo Shared Internal Audit Service are conducted in terms of prescribed norms and standards and all the Institute of Internal Audit's International Standards for the Professional Practice of Internal Auditing (IPPF). Oversee Risk-Based Auditing, Performance Auditing, Specialized Support

Services and consulting services within all Provincial Departments. Direct the development and implementation of an Annual and Three-Year Strategic rolling internal audit, support and consulting plan for each provincial department in compliance with Legislation. Provide leadership in the provision of risk-based auditing on all matters relating to Institutional Governance, Risk Management, Internal Control, performance auditing, specialized support and consulting services for all provincial departments in accordance with the approval Internal Audit Charter and Internal Audit Plans. Collaborate, persuade, build and maintain strategic alliance and relationships with Audit Clients and Stakeholders of all provincial departments. Provide strategic capability and leadership by developing and maintaining the strategic and operational plans, policies, procedures and norms and standards for the Limpopo Provincial SIAS function. Provide leadership in the provision of specialized ICT audit services to all provincial departments. Ensure the provision of quality assurance and technical support services. Develop and maintain a Quality Assurance and Improvement Programme (QAIP) for both internal and external assessments which is to be implemented. Review the effectiveness of the Quality Improvement Programme / Plans. Report annually to Head of Department of Provincial Treasury and the Central audit Committee on the effectiveness of the QAIP. Develop mechanisms to ensure that an External Quality Assessment is conducted at least once every five years in terms of legislation and IIA Standards. Manage and provide oversight on Municipal Readiness for Internal Quality Assessment Review (QAR) for selected municipalities. Ensure effective human resources and financial management administrative processes. Ensure that the LSIAS complies with relevant legislation, policies, procedures and regulations. Ensure timely and accurate financial reporting to the Head of Department. Manage and oversee budget and expenditure control within the Limpopo SIAS. Manages and oversee facilities management within Limpopo SIAS. Support to the HOD and MEC. The interpretation and implementation of the Departmental Strategy. Achieving the strategic objectives of the Branch Managing a group of functions. Tracking progress of the Branch and reporting appropriately. Oversight of Branch Programmes. Stakeholder relationship management (internal & external) Strategic framework / M & E.

Post : **Chief Director: Budget & Public Finance Management**

Ref. No. : **LPT/238**

Branch : **Sustainable Resource Management**

Salary Package : **R1 251 183. 00 p.a.**

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

Salary Level : **14**

Centre : **Head Office - Polokwane**

Email address : **LPT238@treasury.limpopo.gov.za**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Management / Accounting / Economics or related field will be an added advantage. 5 years' of experience at a senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Oversee Provincial Strategic Budget Planning Process. Provide advice, guidance and training on the budget process, budget reforms and oversee development of Medium Term Expenditure Budget guidelines and ensure the implementation in the Province. Determine an overall financial envelope for the Medium Term Expenditure Framework. Ensure alignment of budget allocation to provincial strategic frameworks, departmental strategic plans and annual performance plans. Drive the Medium Term Expenditure Framework and the Annual Budget Processes. Introduce measures to close gaps between macro-economic variables and policy priorities, budget trends, spending trends, strategies, development plans and service delivery indicators. Review consolidate budget adjustment book and finalize before printing. Provide advice and guidance to provincial departments and public entities on budget compilation process. Provide technical assistance to client departments in formulating budget proposals. Oversee the development and consolidate a credible main MTEF and adjustment budget for the Province. Review and assess budget proposal (data base and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to departments. Develop and roll out budget systems to enhance budget process. Prepare the Provincial Medium Term Budget Policy Statement. Compile budget format in line with National Treasury guidelines. Prepare and publish annually the Provincial Medium Term Budget Policy Statement, Estimates on Provincial Expenditure and Revenue, Overview of Estimates on Provincial Expenditure and Revenue. Provincial Adjustment Estimates, Supporting gazettes to Estimates on Provincial Expenditure and Revenue, Chair the Provincial Budget and Revenue Forum. Support and prepare reports to the Executive Council Budget Committee and Executive Council. Oversee the management of Provincial Expenditure Management Services. Oversee development of Provincial Expenditure policies and procedures in consultation with stakeholders. Issue provincial instruction notes and guidelines and oversee the implementation by departments and public entities. Develop and maintain effective and efficient controls and systems on provincial expenditure management. Monitor implementation of provincial strategic and annual performance plans linked to budget expenditure trends. Ensure accurate reporting on financial information within the provincial departments as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with Provincial budget allocations and priorities. Monitor and review report on expenditure trends. Monitor implementation of the public finance in line with approved cash flow projections. Oversee the implementation of

provincial budgets as approved annually and recommend measures for corrections where unauthorized expenditure might incurred. Ensure improved expenditure management practices, promote and implement budget reforms. Oversee implementation of the Provincial Personnel Management Framework. Analyse, review and report on expenditure trends relating to compensation of employees. Report findings to stakeholders. Monitor Provincial analysis in terms of expenditure, revenue and conditional grants. Evaluate business plan of all conditional grants for compliance with the framework. Analysis of provincial strategic plans and annual performance plans linked to budget allocations and the priorities of government. Provide input into departmental processes to select and define performance indicators. Manage the annual reports analysis utilize information into the medium term budget policy statement. Monitoring, evaluate and reporting on economy, efficiency, effectiveness and equity in the use of resources to deliver services. Interpretation and implementation of Branch strategy. Develop Policies, design planning frameworks and guidelines to operationalize strategy. Manage functions of Directors and Component ensure resources are available, financial management etc. Performance / Standards / Policies / M&E.

Post : **Chief Director: Financial Management Information Systems (Re-advertisement)**
Ref. No. : **LPT/439**
Branch : **Financial Governance**
Salary Package : **R1 251 183.00 p.a.**
(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
Salary Level : **14**
Centre : **Head Office - Polokwane**
Email address : **LPT439@treasury.limpopo.gov.za**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Information Technology or related field will be an added advantage. 5 years' of experience at a senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Ensure continuous Business process improvement in the Financial Management Environment. Conducting ongoing assessments of the effectiveness of current financial systems and determining the gaps between current performance of these systems and Provincial / Legislative requirements and align these accordingly. Provide advice on the strategic priorities required and successfully support the direction of new Financial Information Systems. Develop a policy and procedure framework in support of the approved Financial Systems Strategy. Develop strategically aligned, annual operational plan and budget. Conduct business process reengineering to identify areas for improvement. Research and implement specific solutions to realize efficiencies. Translate the business requirements into systems / software specifications. Ensure implementation of Financial Systems in Provincial Departments. Ensure the proper allocation of financial and other resources to financial information systems activities, projects and priorities within the cost constraints. Ensure the effective planning and implementation of financial information systems activities and projects. Build collaborate teamwork which comprises of internal resources, various departments and service providers to ensure a high standards of performance. Ensure User Support and data management. Manage the financial information systems resources so as to effectively process applications, store and provide accurate, reliable information and to avoid system failure. Ensure effective maintenance, support and security of the ICT systems as a whole. Define levels of service to users in a documented SLA (information requirements, application uptime and response time). Ensure effective user support service by determining: support availability, type of support required, minimum level of performance, escalation process and turnaround time. Assess security risks and deploy effective security measures. Oversee and implement practices to control access to information. Oversee and implement practices to control access to information. Assess both short term and long term storage and network requirements and plans accordingly. Provides for the best possible response time and system availability during key hours of business. Ensure that data backup and system disaster recovery processes are established and fully functional and all times. Provide cross-organizational support. Provide support to the HOD and DDG on various financial information systems strategic matters. Attend and actively contributes to Executive Management Meetings. Ensure the provision of Management Information and Business intelligence. Determine the current data and information needs of management, operations and regulatory reporting requirements. Analyze the systems data environment to determine the structure for data extraction. Prepare and manage the data extraction tools. Ensure the production and timely distribution of various required business information analysis and reports. Interpret and implement Branch strategy. Develop Policies, design planning frameworks and guidelines to operationalize strategy. Manage functions of Directors and Component (ensure resources are available, financial management etc. Performance / Standards / Policies / M&E.

Post : **Director: Transversal Risk Management**
(Re-advertisement)
Ref. No. : **LPT/381**
Branch : **Financial Governance**
Salary Package : **R1 057 326.00 p.a.** (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
Salary Level : **13**
Centre : **Head Office - Polokwane**
Email address : **LPT381@treasury.limpopo.gov.za**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Commerce / Auditing / Internal Audit / Risk Management or related field will be an added advantage. 5 years of experience at middle/senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and its Regulations and other relevant public sector Human Resource policies and prescripts.

DUTIES: KEY PERFORMANCE AREAS: Ensure the development and implementation of provincial risk management frameworks, guidelines and procedures. Regular review of provincial risk management frameworks. Development and communication of risk management guidelines and procedures. Ongoing research with regards to risk management best practices. Ensure standardization in the implementation of risk management processes across votes and public entities. Monitor the implementation of enterprise risk management within votes and public entities. Develop risk management maturity assessment tools. Site visits to allow engagement with votes and public entities. Attend risk management committees of votes and public entities. Coordinate Provincial Risk Management Forum. Assist with risk management capacity building within votes and public entities. Ongoing skills assessments as it relates to risk management capacity within votes and public entities. Recommend and coordinate risk management training to address skills gaps. Recommend appointments to boost risk management capacity where gaps exist. Establish and enhance of effective functioning of risk management governance structures within votes and public entities e.g. Risk Management Committees. Ensure ongoing training for the risk management committees. Develop and monitor the Provincial risk profile. Consult with various stakeholders such as (Provincial EXCO, National Treasury, boards of public entities, audit committees and external stakeholders affected by the operations of the Provincial government e.g. Limpopo Business Communities, various sectors driving the economy of the Province. Facilitate risk identification processes and risk evaluation within the Province. Facilitate identification of risk treatment options and mitigation strategies. Monitor and report to the various provincial cluster committees including EXCO and the Premier. Enforce compliance with regulations as it relates to risk management. Engage Accounting Officers to improve buy in. Ensure ongoing consultations to enhance relationships in order to improve compliance. Issue recommendations to address identified Gaps. Escalate non-compliance to relevant structures. Issue non-compliance letters. Manage risk projects. Ensure the achievement of operational targets. Manage others and projects to ensure that all contribute towards achievement of department goals.

Develop Guidelines / Practices / Frameworks / Ensure continuous monitoring & evaluation of the risk profiles.

Post : Director: Financial Accounting and Reporting
Ref. No. : LPT/411
Chief Directorate : Financial Governance
Salary Package : R1 057 326.00 p.a.

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

Salary Level : 13
Centre : Head Office - Polokwane
Email address : LPT411@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Accounting / Financial Management or related field will be an added advantage. 5 years of experience at middle/senior managerial level. CA (SA) will be an added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts. Good working knowledge of all relevant accounting standards, such as the National Treasury Modified Cash Standards (MCS). Standards of Generally Recognized Accounting Practice (GRAP) and International Financial Reporting Standards (IFRS).

DUTIES: KEY PERFORMANCE AREAS: Monitoring and implementing relevant accounting standards in Departments and Public Entities. Roll out the implementation of approved accounting standards such as GRAP and Modified Cash Standards. Keep abreast of developments in the accounting field and advise departments and public entities accordingly on applicable reporting frameworks. Manage workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Quality assure the various departments and public entities monthly, quarterly, interim and annual financial statements. Develop a support plan for the Departments and Public entities on the preparation and compilation of quarterly and Annual Financial Statement. Provide feedback on quality assessment reviews conducted to departments and public entities and monitor implementation of recommendations. Ensure timely submission of accurate annual financial statements for departments and public entities to the Auditor General for audit purposes. Provide assistance and guidance to departments and public entities on year end matters. Train departments and public entities on financial statements templates and preparation guides. Provide departments and public entities with Provincial guidelines and

procedures on accounting matters. Determine monthly and annual financial reporting deadlines and advise stakeholders accordingly. Participate in the Accounting Standards Board, Public Sector Accounting Forum on new / update accounting reforms. Assess Auditor General Audit reports, management letters and departments and entities audit implementation plans to identify material misstatement and to develop support strategies to prevent recurrence. Review Interim, Annual Financial statements for departments and public entities. Monitor and assist departments' clearance of suspense accounts and exceptions monthly. Develop and monitor implementation of strategies to ensure monthly suspense and exception account clearance. Manage the component. Ensure timely tabling of annual reports in the Provincial Legislature. Submit audited annual reports for departments and public entities to National Treasury. Perform strategic and operational planning. Manage stake holder relationship. Oversee administrative support functions. Prepare consolidated financial statements for the departments and Public entities and submit to the Auditor General for Audit. Review annual financial statements excel template in line with tabled annual reports. Submit audited consolidated annual financial statements to Legislature. Manage bank and investments accounts for traditional Councils and the trust accounts. Oversee the Bank and investments accounts for Traditional Councils and the Trust accounts. Payout monies due to Traditional Councils. Reconcile interest payable to Traditional Councils and dormant accounts. Conduct monthly meetings with CoGHSTA on management of the traditional councils' bank accounts. Prepare monthly and annual Financial Statements for Traditional Council and Trust accounts and submit to Auditor General for Audit. Liaise with financial institutions at which Traditional Council funds have been invested. Manage financial reporting projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of department goals. Develop Guidelines / Practices / Frameworks / Ensure continuous monitoring & evaluation of the reporting frameworks and standards.

Post : Director: Supply Chain Management
Ref. No. : LPT/190
Chief Directorate : Financial Management
Salary Package : R1 057 326.00 p.a.

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

Salary Level : 13
Centre : Head Office - Polokwane
Email address : LPT190@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Management / Accounting / Supply Chain Management / Business Management or related field will be an added advantage. 5 years of experience at middle/senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound

understanding of HR practices. People management skills audit. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Management and Development policies and prescripts. Good working knowledge of all public sector supply chain management prescripts, including the Preferential Procurement Policy Framework Act (PPPFA) and related regulations and instruction notes.

DUTIES: KEY PERFORMANCE AREAS: Manage Demand and Acquisition Services for the department. Manage Demand analysis processes in the department. Manage strategic sourcing. Manage Supplier Database. Render contract management services. Support the various departmental Bid Specification, Evaluation and Adjudication Committees. Provide advice and guidance with regard to demand management by developing and implementing procurement plan. Assist and provide advise with the drafting of specifications and interact with business units requiring specific goods and services. Facilitate the calculation of various items economic order quantities and identify lead times. Ensure the implementation of all procurement processes and procedures. Manage the relationship between the department and its different categories of service providers. Manage tender procurement processes in accordance with the PPPFA, related regulations and instruction notes and generally recognized financial practices to ensure the achievement of strategic objectives. Manage and assist in the compilation of bid documents. Plan, co-ordinate and ensure proper management of the department's government owned vehicles subsidized vehicles, motor financial scheme and related services. Coordinate proper acquisition and disposal of motor transport. Manage and monitor vehicle operations and customer services. Manage technical services. Manage vehicle inspections and audit services. Manage Logistics Services. Manage Inventory. Manage the process of Requisitions. Manage the issuing of Purchase Orders. Manage Stores & Warehouse. Manage the Stock-taking processes. Manage Asset Management Services. Manage the safe guarding of assets. Manage the maintenance of assets register. Manage the asset disposal process. Manage the asset verification process. Prepare and compile the relevant financial management information (SCM, Transport, Assets, Inventory, etc) for inclusion in the various financial statements. Manage SCM, Transport, Assets, and Inventory Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of department goals. Develop Guidelines / Practices / Frameworks / Ensure continuous monitoring & evaluation of the SCM, Transport, Asset and Inventory frameworks and standards.

Post : Director: Risk Based and Fraud Audit Cluster B

Ref. No. : LPT/518

Branch : Shared Internal Audit Services

Salary Package : R1 057 326.00 p.a.

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

Salary Level : 13

Centre : Head Office - Polokwane

Email address : LPT518@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Internal Auditing / Auditing / Accounting / Finance or related field will be an added advantage. CISA / CFE qualification, CIA will

be an added advantage. 5 years of experience at middle/senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Public Finance Management Act, Public Service Act, Public Service Regulations, International Internal Audit Standards, Treasury Regulations, and other relevant government Human Resource policies and prescripts. Working knowledge of Teammate and Audit Command Language (ACL) software.

DUTIES: KEY PERFORMANCE AREAS: Develop the annual and three-year strategic rolling plans for risk based and specialized audits. Project manage the implementation of the risk based and specialized audits. Coordinate and manage the adequate provisioning to financial and human resources to implement the audit plan. Coordinate and collaborate with other directorates within the shared internal audit services branch, client departments, and other stakeholders in the Province to ensure that adequate consideration has been given to ensure completeness of the audit universe, to identify key sources of information, provide insight and advisory and eliminate duplications. Report regularly on progress of annual plan and operational plan implementation to all relevant stakeholders including oversight committees. Implement the Quality Assurance Improvement Plan (QAIP). Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of department goals. Develop Guidelines / Practices / Frameworks/ Ensure continuous monitoring & evaluation of the internal audit projects, frameworks and standards.

OTHER POSTS

Post : Administration Support (MEC)

Ref. No. : LPT/3

Component : MEC's Office

Salary Package : R733 257. 00 p.a.

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

Salary Level : 11

Centre : Head Office – Polokwane

Email address : LPT3@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. 3 years' relevant experience at Junior Management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Presentation Skills. Computer Literacy (MS Office Package).

DUTIES: KEY PERFORMANCE AREAS: Manage administrative and coordination activities within the office of the Member of the Executive Council (MEC). Liaise with internal and external role players with regard to matters relating to the portfolio of the Member of the Executive Council (MEC). Render executive council support service to the Member of the Executive Council (MEC) and supervise employee. Provide operational leadership for administrative support services in the office of the Executive Authority. Plan, coordinate, organize and facilitate provision of the registry and all frontline and customer care services. Render logistical support services for meetings and related activities. Assist office of the Executive Authority with role-playing on stakeholder service. Remain abreast with the procedures and processes that apply in the office.

Post : Deputy Director: Human Resource Planning & Administration
Ref. No. : LPT/29
Directorate : Human Resource Management
Salary Package : R733 257. 00 p.a.
(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
Salary Level : 11
Centre : Head Office – Polokwane
Email address : LPT29@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Human Resource Management / Public Administration / Public Management or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Human Resource Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Completed PERSAL Courses (Attach PERSAL Training Certificate / Results).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Thorough understanding of the Public Service Regulatory Framework and specifically HRM-related legislation, policies and practices and related strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good planning and organizing skills. Supervisory and Human Resource Management abilities. Good communication Skills (verbal and written).

DUTIES: KEY PERFORMANCE AREAS: Managing Recruitment, Selection and appointment processes. Facilitate the process of sourcing and selecting human capital. Ensure that all relevant administration during and following the recruitment process is done. Managing administration of service benefits. Manage and administer all aspects of conditions of service. Manage and administer leave, separation process and termination of service, i.e. resignations, retirement, dismissals, death, etc. Ensure administration of service benefits, i.e. housing, salary, pension state guarantees.

Manage Human Resource Information Systems and Establishment Control. Monitor the creation and maintenance of funded vacant posts. Monitor establishment in term of filled and vacant monthly- liaise with Vulindlela. Coordinate the Development and Implementation of Human Resource Plan. Ensure posts are correctly captured and aligned to the structure according to job-evaluation and the correct responsibility and objective linkages in PERSAL. Ensure staff correctly placed in placement report in term of organizational changes. Monitor and report on vacancies. Provide statistical information for HR plan/HR implementation. Monitor the PERSAL user and Assistant PERSAL Controller. Develop and Facilitate the Implementation of Human Resource Management Policies. Advise management and the department on HR practices, guidelines and policies. Conduct research and impact analysis pertaining to HR practices, guidelines and policies. Monitor employment practices, policies and procedures and ensure compliance with legislation, policy and prescripts.

Post : Deputy Director: Security Management
Ref. No. : LPT/70
Directorate : Security Services
Salary Package : R733 257. 00 p.a.

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

Salary Level : 11
Centre : Head Office – Polokwane
Email address : LPT70@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Security Management / Policing or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Security Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Computer Literacy (MS Office Package). Thorough understanding of the Public Service Regulatory Framework and specifically Security-related legislation, policies and practices and related strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good planning and organizing skills. Supervisory and Security Services Management abilities. Good understanding of MISS and related security practices including Minimum Physical Security Standards (MPSS). Good communication Skills (verbal and written).

DUTIES: KEY PERFORMANCE AREAS: Manage the Implementation of Minimum Information Security Standards (MISS) and Departmental security policies. Manage proper administration of security vetting/screening. Monitor record keeping of the security clearance data and ensure the effective safeguarding therefore. Manage and monitor security database. Manage the effective investigation of information security violation/breaches. Manage classification of documents. Ensure officials having access to classified/sensitive information are accordingly security vetted. Manage the encryption of the communication channel / equipment's used to transmit

classified/sensitive information. Develop and manage systems that will be used to control classified received and dispatched documents. Manage security vetting process of the private security companies and other companies rendering services within the department. Ensure that strategic offices and board rooms and swept (TSCM). Conduct security debriefing to officials visiting abroad. Regular consultation with State Security Agency (SSA) to determine any new developments or changes in the security training and awareness fields. Manage the educational and awareness/training programs on information security. Provide Physical Security Services in terms of Minimum Physical Security Standards (MPSS). Manage total physical Security within the department. Assist in the facilitation, advising and enforcement of security risk management policies, procedures and standards with the department. Evaluate and improve the effectiveness of security measures and procedures. Monitor the pre-survey for departmental events. Conduct physical security appraisals, assessments and audits to ensure effective implementation of recommendations in consultation with relevant authorities. Assist in the creation, development and maintenance of security training capacity and conduct security training sessions and educational awareness campaigns within the department. Assist the department with the management, co-ordination and effective implementation of all security contracts and tenders and facilitate screening of outsourced security operations. Advise management about the security implementations of management decisions. Liaise regularly with relevant authorities and stakeholders and report all incidents or suspected incidents of security breaches for investigation. Render Investigation Services. Manage the investigation of misconduct cases. Ensure proper communication and reporting on progress made with regard to investigations. Develop investigation plan, evaluate the consolidated information gathered. Compile or draft evidential reports for presentation at disciplinary hearing and criminal proceedings. Gather and secure legal evidence for internal hearings. Ensure confidentiality on registered investigation cases. Manage and monitor progress on the investigation. Arrange interviews with senior officials who may be involved in the misconduct and officials that may have evidence in cases. Seek management intervention where necessary e.g. SAPS. Attend meetings with various structures (Nationally and Provincially). Develop relationship across divers groups of stakeholders Manage Human Resource. Develop job description for subordinates. Monitor performance.

Post : Deputy Director: Assets Management

Ref. No. : LPT/212

Directorate : Supply Chain Management

Salary Package : R733 257. 00 p.a.

(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

Salary Level : 11

Centre : Head Office – Polokwane

Email address : LPT212@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Financial Management / Economics or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Assets Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management, Presentation Skills. Computer Literacy Good working knowledge of the National Treasury asset management framework and the related financial disclosure requirements

DUTIES: KEY PERFORMANCE AREAS: Manage the safe guarding of Assets against misappropriation, fire, theft and obsolescence. Managing the implementation of internal control in the department on asset management. Manage the updating and maintenance of Movable and Immovable Assets Register. Communicate the asset verification project plan with all the directorates. Manage assets verification process twice per financial year. Manage performance of asset spot checks. Manage the movement of assets within the department. Manage the transfers of assets as per S42 of PFMA. Ensure that the asset registers are updated after the acquisition, disposal, write off or transfer of assets. Take corrective actions on all the verification discrepancies discovered. Manage the disposal of assets. Facilitate disposal committee meetings. Advise disposal committee on the assets which are unserviceable and need to be disposed. Manage the disposal process i.e. finding a suitable venue, advertising the auction, monitoring the auction process and lots the assets. Reconcile the asset disposed with the revenue collected. Produce a comprehensive asset disposal report. Ensure the reconciliation of assets in the general ledger with the assets register. Prepare asset disclosure notes on the Financial Statements. Manage the reconciliation of capital expenditure incurred in BAS and LOGIS to the asset register. Ensure the exceptions from the reconciliation are resolved.

Post : Deputy Director: Banking, Cash & Liabilities Management
Ref. No. : LPT/332
Directorate : Banking, Cash and Liabilities Management
Salary Package : R733 257.00 p.a.
(All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
Salary Level : 11
Centre : Head Office – Polokwane
Email address : LPT332@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Banking / Financial Accounting or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Financial Management / Banking / Cash Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:**

Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management. Skills: Presentation Skills. Good understanding of the Treasury functions as it relates to cash and banking in the public sector.

DUTIES: KEY PERFORMANCE AREAS: Monitoring and supporting departments and Public Entities in cash flow planning, through coordination and consolidation of annual cash flow projections, cash allocation bi-laterals with departments and issuing of cash allocation letters outlining payments processes. Monitor and support departments in payment processing, by disbursing payments through Cash Blocking Functionality in BAS and through appropriate funding of Pay Mater General (PMG) bank accounts. Perform regular bookkeeping and reconciliation of the Provincial Revenue Fund and its Corporation for Public Deposits (CPD) bank account, including accounting and reporting thereof. Conduct quarterly assessments through desktop or monitoring and support visits to departments and public entities to monitor compliance with cash management prescripts. Prepare cash management reports and presentations to serve in various Fora and consolidation into the monthly Provincial Expenditure Reports. Convene and facilitates quarterly Provincial Cash Management Forum meetings and ensure that resolutions are implemented within set timeframes.

Post : Assistant Director: Banking, Cash& Liabilities Management

Ref. No. : LPT/334

Directorate : Banking, Cash and Liabilities Management

Salary Notch: R376 596. 00 p.a.

Salary Level : 9

Centre : Head Office – Polokwane

Email address: LPT334@treasury.limpopo.gov.za

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Banking / Financial Accounting or related field will be an added advantage. 3 years' relevant experience at lower Management level in Banking / Financial Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability 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. **Skills:** Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management. Skills: Presentation Skills. Computer Literacy (MS Office Package) and working knowledge of the Treasury functions as it relates to cash and banking in the public sector.

DUTIES: KEY PERFORMANCE AREAS: Maintenance of all provincial bank accounts, including signing profiles, banking online system user profiles, and ACB limits for both PERSAL and BAS payments. Reconcile provincial bank charges against contracted fees in line with transactions in all provincial government accounts, as well as banking facilities used by departments. Reconcile interests received against the contracted rates on daily bank accounts balances. Intervene in resolving any banking queries raised by departments with the bank and provide technical support to departments on the banks business processes including training of departments. Provide face value documents (receipts and deposit books) used by all provincial departments, including inventory management, ordering, issuing, storage and arrangements of disposal of redundant and obsolete used/unused face value documents.

The closing date for submission of applications is Friday the 5th November 2021 @ 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.