



Ref. No. : S 4 / 3 / 1 / 1 PROVINCIAL TREASURY
Enq : Conny Kgadima
Date : 23rd September 2016

TO ALL HEADS OF PROVINCIAL DEPARTMENTS AND STAFF

HRM CIRCULAR NO. 15 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 living 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. 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.
7. 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 not more than three months certified copies of identity documents, Valid Code EB vehicle driver's License, educational qualifications, and a comprehensive curriculum vitae or resume'.
8. **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.**

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 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 the 14th October 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.

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MR. GC PRATT
HEAD OF THE DEPARTMENT

ADVERTISEMENT OF VACANT POSTS

Post : Assistant Director: Norms & Standards
Directorate : Norms & Standards (Internal Control)
Salary Notch : R389 145 per annum (excluding benefits)
Salary Level : Level 10
Ref. No. : LPT/488)
Centre : Head Office (Polokwane)

Requirements: NQF level 6 (3-year tertiary qualification) as recognised by SAQA • Qualification in Internal Audit/Financial Management/Financial Accounting will be an added advantage • Working experience in oversight structures at junior management level (Legislature Committees e.g. SCOPA) will be an added advantage • Valid vehicle (Code EB) driver's license.

Competencies: Practical experience of fundamentals around modified cash standards and general recognized accounting practice (GRAP), sound and in-depth knowledge of the Public Finance Management Act (PFMA) and its Treasury Regulations, and understanding of operational issues around Internal Audit, Auditor General, and Corporate Governance issues . Skills: Communication and Problem-solving analytical skills. People management and empowerment. Planning and organizing. Confidential information management skills. Financial management, client orientation and customer focus. Computer Literacy. Attributes: Time conscious. Deadline-driven. Attention to details. Reliable, honest, dependable and integrity. Ability to research and analyze documents and situations. Self-management and motivation. Ability to interact at both strategic and operational level.

Key responsibilities: The successful candidate will be required to: Support SCOPA on PFMA and other governance matters during and after public hearings. Execute oversight (monitoring) on the implementation of SCOPA and cabinet resolutions. Develop templates for SCOPA and cabinet resolutions reporting. Contribute to drafting SCOPA resolutions based on recommendations of committees. Conduct information sessions to SCOPA and related committees. Support departments and public entities on formulation of responses to parliamentary questions. Undertake the promulgation of the Provincial Finance Act (Unauthorized Expenditure). Execute oversight over unwanted expenditures (unauthorized, irregular, fruitless and wasteful expenditure). Monitor that payments are made within 30 days in line with section 38(1) (f) of the PFMA. Maintain a register and file of all Acts issued in terms of the PFMA by the Legislature.

Post : Assistant Director: Norms & Standards
Directorate : Norms & Standards
Salary Notch : R389 145 per annum (excluding benefits)
Salary Level : 10
Ref. No. : LPT/487
Centre : Head Office (Polokwane)

Requirements: NQF level 6 (3-year tertiary qualification) as recognised by SAQA • Qualification in Internal Audit/Financial Management/Chartered Secretariat/Public Administration will be an added advantage • Working experience in minute taking and meeting coordination at a higher level of board of directors or sub-committees of boards or audit committees will be an added advantage • Valid vehicle (Code EB) driver's licence.

Competencies: Sound and in-depth knowledge of the Public Finance Management Act (PFMA) and its Treasury Regulations, and understanding of operational issues around Audit Committees, Internal Audit, Auditor General, and Chief Financial Officer's Forums for both departments and Public Entities. Skills: Communication and Problem-solving analytical skills. People management and empowerment. Planning and organizing. Confidential information management skills. Financial management, client orientation and customer focus. In-depth knowledge of MS Word, Excel and PowerPoint. Excellent written and verbal communication skills. Strong organizational, coordinating and time management skills. Attributes: Time conscious. Deadline-driven. Attention to detail. Reliable, honest, dependable and integrity. Ability to research and analyze documents and situations. Self-management and motivation. Ability to interact at both strategic and operational level.

Key responsibilities: The successful candidate will be required to: Coordinate efficient and effective operation and provide secretariat support to Audit Committees in terms of the Audit Committees Charter and applicable legislation (Clusters and Central Audit Committee meetings), ensure smooth operation of the Provincial Technical Committee on Finance (PTCF) / Chief Financial Officer's Forum in terms of its Terms of References, PFMA and its Treasury Regulations. Organize logistics for the forum and Audit Committee meetings and ensure that packs and relevant information for the meetings are packaged and delivered on time to all stakeholders. Ensure prompt minutes taking for all the forums and Audit Committees for distribution to all stakeholders within turnaround time as set out in the Charter and Terms of References. Make follow ups on implementation of Audit Committee resolutions by all affected stakeholders. Perform all Ad Hoc duties as arise and instructed.

Post : Assistant Director: Payroll Administration
Directorate : Financial Accounting
Salary Notch : R311 784 per annum (excluding benefits)
Salary : Level 9
Ref. No. : LPT/209
Centre : Head Office (Polokwane)

Requirements: NQF level 6 (3-year tertiary qualification) as recognized by SAQA • Qualification in Financial Management/Financial Accounting will be an added

advantage • Working experience in Payroll Administration, or related field will be an added advantage • Valid vehicle (Code EB) driver's license.

Competencies: Ability to interpret policy on Financial Management. Report writing. Analytic and innovative thinking. Report writing. Financial Management skills and Computer Literacy (MS Office). Leadership, Organizing. BAS and PERSAL is essential.

Key responsibilities: Assist in reconciling of Payroll. Control and monitor Payroll Certificate returns. Timeous capturing and processing of rejected transactions on BAS and PERSAL information systems. Processing of allowances and benefits. Assist as PERSAL Salary Controller. Provide user support functionality to end users. Manage and access control to end users as a Salary Controller.

Post : **Assistant Director: Auxiliary Services**
Directorate : **Records Management & Auxiliary Services**
Salary Notch : **R311 784 per annum (excluding benefits)**
Salary Level : **9**
Ref. No. : **LPT/139**
Centre : **Head Office (Polokwane)**

Requirements: NQF level 6 (3-year tertiary qualification) as recognised by SAQA • Qualification in Logistics/Facilities Management will be an added advantage • Working experience in Auxiliary Services will be an added advantage • Valid vehicle (Code EB) driver's licence.

Competencies:-Ability to interpret and apply policies. Analytical and innovative thinking. Report writing. Computer Literacy (MS Office). Workshop presentation and facilitation. Leadership, Organizing, Project Management, Conflict Management. Financial Management. Change/ diversity management.

Key responsibilities:-Manage the Provisioning and Maintenance of office accommodation. Liaise with the Department of Public Works in relation with maintenance of the buildings. Compile report for office accommodation to the Deputy Director on quarterly basis. Manage the provisioning and maintenance of office furniture. Conduct needs analysis to all Branches. Facilitate the process for the purchase of office furnisher through departmental supply chain management. Manage the provisioning and maintenance of labour saving devices. Facilitate the process for the purchase of labour saving devices through departmental supply chain management. Monitor Labour Saving Devices Lease Agreements. Manage the provisioning of photocopying and fax services. Ensure that items procured are received in good condition and recorded in the registers. Monitoring of Lease Agreements. Manage the provisioning of housekeeping services. Manage the provisioning of telecommunication services.

Post : Assistant Director: Transport Services
Directorate : Departmental Supply Chain Management
Salary Notch : R311 784 per annum (excluding benefits)
Salary Level : 9
Ref. No. : LPT/240
Centre : Head Office (Polokwane)

Requirements:- NQF level 6 (3-year tertiary qualification) as recognised by SAQA • Qualification in Fleet Management/Public Administration/State Finance will be an added advantage • Working experience in Fleet Management/ Logistics will be an added advantage • Valid vehicle (Code EB) driver's licence.

Competencies:- Good understanding of applicable Logistics, Transport Management, Supply Chain Management prescripts, Asset Management Framework, Public Finance Management Act and Treasury Regulations. Planning and organizing, time management, strategic planning, policy analysis and good communication and people management skills. Computer literacy. Excellent command in Microsoft Excel will be an added advantage

Key responsibilities:- Provide Fleet (Pool Vehicle). Attend applications for MMS and SMS schemes. Monitor and facilitate payment of fuel claims for SMS and MMS schemes. Monitor and facilitate payment of fuel claims for scheme A and B. Monitor and conduct monthly inspection on subsidized vehicles. Handle cases of under and over utilization of fleet. Attend to new application forms for scheme A. Attend to matters related to insurance cover for subsidized vehicles. Attend to the application for use of private owned cars under scheme B. Attend meetings on subsidized vehicles. Attend to the withdrawal of subsidized vehicles. Conduct quarterly inspection on subsidized motor vehicles. Update Asset registers for Scheme A, scheme B, SMS and MMS. Assist officials with documents as requested by SARS.

2 X Posts : Assistant Director: Provincial Financial Reporting
Directorate : Provincial Financial Reporting
Salary Notch : R389 145 per annum (excluding benefits)
Salary Level : 10
Ref. No. : LPT/515 & 516
Centre : Head Office (Polokwane)

Requirements: NQF level 6 (3-year tertiary qualification) as recognised by SAQA • Qualification in Financial Accounting will be an added advantage • Working experience within Financial Accounting and Reporting environment will be an added advantage • Valid Code EB vehicle driver's licence.

Competencies:- Interpretation of accounts. Financial Accounting skill. Report writing skill. Computer literacy (MS Office), Financial Management, and Change/ diversity management. Knowledge and skills in Financial Accounting. Knowledge of Treasury directives such as PFMA, Treasury Regulations and GRAP. Planning and organising skills. Ability to compile reports.

at a supervisory level will be an added advantage • Valid vehicle (EB) driver's licence.
Competencies: Knowledge of the International Professional Practice Framework of Internal Auditing including the Fraud Examiner Manual of ACFE. Knowledge of the legal framework in the public sector.

Key responsibilities: The successful candidate will be required to: Assist in the preparation and implementation of the strategic business annual and three year rolling Fraud audit plan. Assist Limpopo Provincial departments in conducting Fraud Risk Assessments including ethical climate surveys. Assist in preparing the annual Fraud Audit Plans in terms of mandate. Promote an ethical climate and good governance in provincial departments. Plan and manage fraud audits in terms of the audit methodology and the Association of Certified Fraud Examiners and the International Institute of Auditors Audit Professional Practice Framework. Research, prepare and /or review audit programmes for identified fraud audits. Supervise and assess performance of subordinates. Review audit working papers and provide corrective comments. Assist in drafting and discuss value adding audit reports with relevant departmental managers. Manage and improve client relations. Provide risk inputs to the IT, and performance and risk based audit teams.

3 X Posts : Performance Auditor
Component : Provincial Internal Audit
Salary Notch : R262 272 per annum (excluding benefits)
Salary Level : 8
Ref. No. : LPT/656-658
Centre : Head Office (Polokwane)

Requirements:

NQF level 6 (3-year tertiary qualification) as recognised by SAQA • Qualification in Accounting/Auditing/Public or Business Administration and demonstrable progress towards obtaining the Internal Auditor Technician (IAT) qualification will be an added advantage • Successful completion of the IAT qualification will be an added advantage • Working experience in Internal Auditing, Auditing of Predetermined Objectives or Public Sector Strategic Planning and Policy Compliance will be an added advantage • Valid vehicle (Code EB) driver's licence.

Competencies: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report, Public Service Act, BAS, PERSAL, Teammate, Professional Standards. A strategic and analytical business approach to assurance and consulting engagements. Good communication skills. Prepared to travel and work irregular hours and willing to work under pressure. Computer literate.

Key responsibilities: Assist in planning and implementation of individual audit projects. Set up a contact meeting. Draft notification letters. Obtain sufficient knowledge of the business, activity or programme to be audited. Draft request for information document to be submitted to audit. Assist to identify a focus area for the

audit- if not known. Assist to identify symptoms. Develop audit objectives (audit programme- a step by step of how audit objectives are going to be achieved) and criteria. Draft a work plan. Execute the individual projects within Teammate. Follow up on symptoms identified in the planning phase. Identify new symptoms. Test the criteria. Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Conduct audit assignment as per audit plan. Prepare working papers and audit file. Document information and transaction flow. Execute audit procedures according to approved audit programme and audit approach. Conduct follow-up audits. Prepare the outcome of individual projects in terms of draft reports. Write report items and suggested corrective measures. Clear factual correctness of report items. Provide services to the Audit Committee in terms of collation and preparation of information for Audit Packs.

Post : **Cleaner**
Directorate : **Records Management & Auxiliary Services**
Salary : **Level 2**
Salary : **R84 096 per annum (excluding benefits)**
Ref. No : **LPT/167**
Centre : **Head Office, (Polokwane)**

Requirements: Nil qualification. Cleaning experience and Certificate in cleaning will be an added advantage. **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 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 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.

Closing date: Friday, 14th October 2016 at 16H00.

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.