



PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1
Enq : Conny Kgadima
Date : 28th September 2018

TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS AND STAFF

HRM CIRCULAR NO. 18 OF 2018

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 Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applications must be completed in full and page 2 duly signed, accompanied by not more than three months certified copies of educational qualifications, identity documents, valid vehicle driver's license (where required) and a Comprehensive Curriculum Vitae.
3. **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. NB: YOU ARE REQUESTED TO COMPLETE PART A, B AND C OF THE Z83 FORM IN FULL.**

All Applications should be submitted to:

Acting 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,


4. 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.
5. Successful incumbents will be expected to sign a performance agreement **within one month after assumption of duty and also be required to disclose their**

Ismini Towers, 46 Hans van Rensburg Street, POLOKWANE, 0700, Private Bag X9486, POLOKWANE, 0700
Tel: (015) 295 7000, Fax: (015) 295 7010 Website: <http://www.limpopo.gov.za>

financial interests in accordance with the prescribed regulations.

6. All shortlisted candidates will be subjected to 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.
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 candidates for appointments will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons).
8. All General enquiries should be directed to Messrs Mathoma Reuben, Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
9. **The closing date for submission of applications is Wednesday the 31st October 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. 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.
11. 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 / www.dpsa.gov.za and www.vukuzenzele.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. 


PP MR. G.C PRATT
HEAD OF THE DEPARTMENT

28/09/2018
DATE

MANAGEMENT ECHELON

Component : Branch: Financial Governance
Post : Deputy Director General: Financial Governance
Reference Number: LPT/473
Salary Package : R1, 446 378. 00 per annum
(to be structured according to individual needs)
Salary Level : Level 15
Centre : Head Office (Polokwane)

Minimum Requirements: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Accounting / Financial Management / Auditing or related field. 8 -10 years' working experience at a senior managerial level. Experience in the Public Sector financial environment and engagements with oversight structures at Senior Management Level will be an added advantage. Valid vehicle driver's license.

Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Service delivery Innovation. Problem-solving skills and innovative capabilities. Change Management. Computer Literacy (MS Office Package at Advanced level). Honesty and Integrity. 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. Knowledge and sound understanding of HR and financial management practices. 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. Extensive knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Treasury instructions, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA) and other related prescripts and regulations. Extensive knowledge of GRAP and modified cash standards. Sound knowledge of the Public Audit Act, a good understanding of Supply Chain Management, Procurement Strategies and government financial systems including BAS, LOGIS and PERSAL.

Duties: **The successful candidate will report to the Head of the Department and will be required to:** Provide support on the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments and Public Entities. Managing the implementation and provide support on financial information management systems and other relevant transversal systems. Monitoring and provide support on the implementation of Risk Management, including relevant Enterprise Resource Planning systems in all Provincial Departments and Public Entities. Monitor and Provide support on compliance in all Provincial Departments and Public Entities with the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts. Participate in oversight structure

engagements and co-ordinate audit committee meetings. Improving audit outcomes and developing audit strategies and financial management policies. Oversee and co-ordinate the preparation of consolidated annual financial statements for departments and public entities. Oversee financial management capacity building programmes for provincial departments and public entities.

Component : **Branch: Assets, Liabilities & Supply Chain Management**
Post : **Chief Director: Provincial Supply Chain Management**
Reference Number: LPT/410
Salary Package : **R1, 189 338.00. 00 per annum**
(to be structured according to individual needs)
Salary Level : **Level 14**
Centre : **Head Office (Polokwane)**

Minimum Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting / Legal / Supply Chain Management / Financial Management / Strategic Management or related field. 5 years' working experience at a senior managerial level. Experience in the Public Sector Supply Chain Management environment at Senior Management Level will be an added advantage. Valid vehicle driver's license.

Competencies: Strategic Capability. Leadership Programme. Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. 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. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Sound Knowledge of the PFMA, Treasury Instructions, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA) and other related regulations and prescripts. Intensive knowledge of Supply Chain Management (SCM) and Procurement Strategies. Knowledge of Central Supplier database, LOGIS/BAS and related systems.

Duties: The successful candidate will report to the Deputy Director General: **Assets, Liabilities and Supply Chain Management** and will be required to: Develop and implement Transversal Supply Chain Management policies to all Provincial Departments and Public Entities. Provide strategic direction within SCM environment to the Departments, Public Entities and the staff within the Chief Directorate. Strengthening internal controls in provincial departments and public entities in all areas of SCM to prevent irregular, fruitless and wasteful expenditure that emanate from SCM processes. Arrange the Provincial transversal contracts for goods and services. Ensure that Departments comply with contract management by monitoring services and delivery of goods provided by Contractors in all goods and services as per Terms of Reference and Service Level agreements. Manage the Central Supplier Database, provide advises in relation to this database to Departments and members of the Public. Ensure that Departments and Public Entities are functional in areas of Demand and Acquisition Management to strengthen their market analysis

while procuring goods and services so that value for money can be realized. Ensure effective, efficient and economic use of resources within the Chief Directorate.

Component : Branch: Corporate Governance
Post : Director: Human Resource Management
Reference Number : LPT/22
Salary Package : R1, 005 063.00 per annum *(to be structured according to individual needs)*
Salary Level : Level 13
Centre : Head Office (Polokwane)

Minimum Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management or related field. 5 years' working experience at a middle / senior managerial level. Valid vehicle driver's license.

Competencies: Strategic Capability. Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. 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. 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 Policies and prescripts.

Duties: The successful candidate will report to the Chief Director: Corporate Services and will be required to: Manage and facilitate the provisioning of Human Resource Planning and Management. Co-ordinate and manage the Recruitment, Selection and Appointment processes. Manage the administration of service benefits. Manage Human Resource Information Systems and Establishment Control. Coordinate the development and implementation of Human Resource Plan. Develop and facilitate the implementation of Human Resource Management Policies. Manage the provisioning of Organisational Development Services. Manage the development and maintenance of the Organisational Structure and facilitation of Job Evaluation processes. Coordinate the development and review of business process and standard operating procedures. Manage and facilitate the provisioning of Employee Relations. Facilitate the development of Departmental Labour Relations Policies, Guidelines and Processes. Facilitate Collective Bargaining Processes, Labour Relations, Dispute Resolution processes and implementation of collective agreements. Ensure that all reports are developed and submitted timeously to internal and external stakeholders.

Component : Branch: Corporate Governance
Post : Director: Records & Auxiliary Services
Reference Number: LPT/93
Salary Package : R1, 005 063.00 per annum *(to be structured according to individual needs)*
Salary Level : Level 13
Centre : Head Office (Polokwane)

Minimum Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Records Management or related field. 5 years' working experience at a middle / senior managerial level. Valid vehicle driver's license.

Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. 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. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Municipal Financial Management Act (MFMA), Occupational Health and Safety (OHS), Construction Regulations, National Archives and Records Service of SA Act, Electronic Communications and Transaction Act, Minimum Information Security Standards (MISS), Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act (POPIA) and all other relevant legislation and prescripts.

Duties: The successful candidate will report to the Chief Director: Information Management and will be required to: Determine what the current recordkeeping and records management situation. Ensure that relevant information is available regarding the recordkeeping and records management practices of the department. Ensure development and implementation of the records management policies and procedure manuals. Ensure that records management is an objective in the departmental strategy and strategic plan. Ensure that the records management staff understand their responsibilities and acquire the necessary skills to manage records effectively. Ensure that information can be identified and retrieved when required by providing well-structured records classification systems, recordkeeping systems, well-structured messenger services and that all records are kept in safe custody. Ensure the implementation of vital records management programme and disaster recovery plans. Ensure the management of the Human Resource in terms of the National Minimum Information Requirements and the Best Practice Model for Managing and keeping of HR and General Records. Ensure that there is a systematic disposal programme in place and that all audio-visual records are managed according to the requirements of the Provincial Archivist and following good governance practices. Ensure the provision of Auxiliary Services (i.e. housekeeping services, proper maintenance and allocation of office accommodation, provision of office furniture, kitchen appliances and labour saving devices). Ensure the provision and maintenance of telephony services including the management of landlines and cellphones in the department. Co-ordinate and oversee transition of manual records to the Electronic Records Management System. Ensure effective management of resources within the Directorate. Co-ordinate strategies for the implementation of PAIA, PAJA and POPI Act. Manage the current knowledge management practices as well as designing new knowledge distribution policies, preservation of information and encourage use of the new knowledge management practices. Ensure the management of library services through provision of proper library systems, books, journals, articles, media studies, Braille materials, pictures and facilitate the provision of relevant library equipment.

Post : Independent External Chairperson:
Departmental Risk Committee (3 Year Contract)
Component : Enterprise Risk Management
Reference Number : LPT/C2018/01
Centre : Head Office (Polokwane)
Remuneration : Hourly fee rates for consultant (Currently R2037.00 per hour) as determined by the Department of Public Service and Administration. Rates will be adjusted as and when published.

Minimum Requirements:

An undergraduate qualification (NQF Level 7) and postgraduate qualification (NQF level 8) in Risk Management / Auditing / Accounting / Financial Management or Legal. 5 -10 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 an added advantage. Applicant should not be committed to serving on more than 3 oversight committees.

Competencies:

Excellent knowledge of the Risk Management and Corporate Governance, the Public Finance Management Act (PFMA), Treasury Regulations, COSO Model and Public Sector Risk Management Framework. Integrity. Independence. Dedication. Understanding of Public Sector business and control.

Duties:-The candidate will chair the Department's Risk Management Committee and provide advice in an oversight role regarding: Monitoring effective implementation of enterprise risk management within the Department. Assisting in reviewing risk management action plans to be instituted and ensuring compliance with such plans. Integrating Risk management into planning, monitoring and reporting processes. Assisting in reviewing Risk appetite and tolerance level in the department. Preparing and providing written risk management reports to the Accounting Officer and Audit Committee after each meeting held. Risk maturity model implementation.

The closing date for submission of applications is the 31st October 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.