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LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1 / 1
Enq. : Ms Conny Kgadima
Date : 13th January 2026

TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS & STAFF MEMBERS

HRM CIRCULAR NO. 01 OF 2026

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

1. Applications are hereby invited for the filling of vacant post, 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**.
3. The new the Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the Z83 by applicants: **All the fields in Part A, Part C and Part D should be completed.** In Part B, all fields should be completed in full except the following:
 - (i) South African applicants need not provide passport numbers
 - (ii) If an applicant responds "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?*" then the answer to the next question "*In the event that you are employed in the Public Service you immediately relinquish such business interests?*" can be left blank or indicated as not applicable.
 - (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration.
4. Noting there is limited space provided for **Part E, F & G**, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-employment, as their prior employment can be verified through their CV.
5. The declaration should be completed and signed.


Ismini Towers, 46 Hans Van Rensburg Street, POLOKWANE, 0700, Private Bag X9486, POLOKWANE, 0700
Tel: (015) 298 7000, Fax: (015) 295 7010 Website: <http://www.limpopo.gov.za>

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6. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications.
7. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae.
8. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form.
9. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant documents, which must be submitted to HR on or before the interview date.
10. **A specific reference number for the post applied for must be quoted in the space provided on new form Z83.**
11. **Applicants may apply through the following website:**
<https://erecruitment.limpopo.gov.za> or Applications should be submitted to the
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
13. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews.
14. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.
15. 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 candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure of her/his financial interests, social media checks, verification checks and certification of claimed qualifications.

16. All shortlisted candidates including Senior Management Services (SMS) shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
17. Following SMS 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.
18. 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 (Nyukela) 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.
19. 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 SMS candidates will be required to have completed the certificate and submit such upon appointment.
20. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive. If you have not heard from the Department 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.
21. *The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of race, gender and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the department's Employment Equity Plan.* 
22. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. **Candidates who applied before for the re-advertised vacant post are encouraged to re-apply.**
23. All General enquiries should be directed to **Mesdames, Elizba Kotze, Pearl Chaka, Conny Kgadima, Hilda Moremi & Mr. J.S. Nduli @ (015) 298 7000.**

24. The closing date for submission of applications is **Friday 20th February 2026 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

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 Provincial departments social media.



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

21/1/2026
DATE

ANNEXURE "A"

MANAGEMENT ECHELON

Post : Director : Transversal Contract Management
Ref. No. : LPT/352
Branch : Assets, Liabilities & Supply Chain Management
Salary Package : R1, 266, 714 per annum 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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Supply Chain Management / Financial Management as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Supply Chain Management environment. Valid vehicle driver's license (with exception of persons with disabilities).

CORE & PROCESSES COMPETENCIES: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. 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 practices. 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: KEY PERFORMANCE AREAS: Manage arrangement of new Transversal Contract for implementation by Provincial Departments and participating public entities. Facilitate and manage Transversal Contracts on behalf of the provincial departments and participating public entities. Identify commodities for central facilitation. Develop business cases for newly identified commodities after following due process for commodity analysis, need analysis, industrial analysis, supplier analysis, and market research. Negotiate bulk procurement prices depending on the sourcing strategy identified per commodity. Management of the nomination and appointment of the bid committee members by organs of state. Management of the development of Bid Specification. Management of bid advertisement. Management of Bid Evaluation Report. Management of Bid Adjudication Report and awards. Development of Service Level Contracts and Master Contracts for the commodities awarded. Manage the development of instruction notes for the approved commodities. Management and implementation of Strategic Procurement Framework for the province. Identification of commodities and implementation of set asides in line with Chapter 4 of the Public Procurement Act.

Monitoring and provide support on Transversal Term Contracts. Management of existing contracts. Manage assessment of provincial departments and public entities regarding compliance with the transversal contract using the monitoring tools. Manage the analysis of collected data from the monitoring tools. Manage the preparation of the compliance assessment report for provincial departments and public entities. Monitor adherence to the Master Contract by both supplier and organs of state. Monitor adherence to the Service Level Agreements by both Suppliers and organs of state. Manage presentation of the compliance assessment reports and corrective measures to provincial departments and public entities. Identification with stakeholders of projects for funding through Corporate Social Investment (CSI) Projects as influenced by contracts. Monitor the implementation of the CSI and ensure proper reporting in the Annual Financial Statements. Monitor supplier performance for Transversal Term Contracts. Manage the development and review of the supplier performance programme to assess contracted suppliers. Manage the development and review of the supplier performance tool. Manage assessment of contracted suppliers regarding compliance with the transversal contract using the supplier performance tool. Manage analysis of collected data from the supplier performance tool. Manage the compilation of the supplier performance assessment report for contracted suppliers. Manage communication of supplier performance assessment reports to the contracted suppliers. Coordinate Supplier development through enterprise development funding as influenced by the contract. Management of resources within the directorate. Manage compilation and management of performance agreements. Manage compilation and management of performance reviews. Manage submission of the signed performance agreements to the PDMS Unit. Manage the submission of the signed performance reviews to the PDMS Unit. Manage the compilation of procurement plans for the directorate's training needs. Management of risk within the directorate. Identify risks related to every commodity identified for transversal contracting. Manage the Directorate's risk register and develop an action plan. Ensure reporting on Directorate Risk Register / Report.

Post	: Director: Financial Systems Implementation
Ref. No.	: LPT/441
Branch	: Financial Governance
Salary Package	: R1, 266, 714 per annum 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

MINIMUM REQUIREMENTS: NQF Level 7 qualification in System Development / Business Analysis / Financial information Systems or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in the Systems Development or related environment. Valid vehicle driver's license (with exception of persons with disabilities).

CORE & PROCESSES COMPETENCIES: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Sound and in-depth knowledge of System Development life cycle, ICT and or Agile project management as well as business analysis. Knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as; Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Negotiation skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management

DUTIES: KEY PERFORMANCE AREAS: Manage continuous systems improvement and innovation in the financial management environment. Develop and update training database. Ensure training database is correct by communicating discrepancies to LOGIK. Keep up to date with new release. Conduct training/workshops to provincial departments. Ensure that attendance list is available and provide feedback to training Manager. Report any unscheduled and absenteeism of attendees to the training administrator and to Department. Ensure that USER IDs and exercise are ready before training due date. Ensure attendance and evaluation forms are completed after every training. Ensure effective planning and implementation of financial systems. Compile statistical report for BAS, FINEST, IFMS and SCOA. Prepare means of verifications for BAS, FINEST, IFMS and SCOA. Identify gaps and propose solutions to supervisor. Compile and submit monthly, quarterly and annual reports to the supervisor. Adhere to ICT practices for systems implementation. Maintain Training Venues, equipment, Hardware and software. Ensure that training centres are fully equipped and conducive for training before each training course. Report network problems to GITO directorate and follow up until the problem is solved. Manage ICT source and outsource service providers. Supervise all financial systems by ensuring that; Nomination request letter has been issued to all provincial departments for BAS, FINEST, IFMS and SCOA on quarterly basis. Provincial nominees have been scheduled for the correct functional areas per system and functional area for BAS, FINEST, IFMS and SCOA. Training schedules have been confirmed their attendance before training start. Users' ID's have been created per systems. All user ids are able to access their schedule functions by testing before training in every system. Scheduled functions are all functional in every system. Assessment is conducted after every system. Answer sheets are marked, and result are sent to system controllers for every system. Progress report is received after every system training to address problems encountered. Result is issued to departments for all systems and filed correctly. Visit training centres and observe trainers and suggest ways of improving training. Manage

financial systems service delivery to department. Ensure the completion of MOU agreement and quarterly progress reviews are submitted on time to supervisors. Quarterly reviews of subordinates are signed and submitted to supervisor at the end of every quarter. Final review of subordinates signed on time at the end of the financial year.

Post : **Director: Risk Based & Information System Audit**
Ref. No. : **LPT/527**
Branch : **Shared Internal Audit Services**
Salary Package : **R1, 266, 714 per annum** 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**

MINIMUM REQUIREMENTS: An NQF Level 7 qualification in Auditing / Accounting or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Information Systems Audits. PIA / CIA / AGA (SA) / Government Auditor / RA / CA (SA) will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities).

CORE & PROCESSES COMPETENCIES: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Knowledge of variety of work ranges and procedures: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research \ analysing. Computer Technical / standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing Workshop presentation and facilitation. Ability to operate computer

DUTIES: KEY PERFORMANCE AREAS: Manage Information Systems and Cluster 4 (ARD, EDET &TCS) directorate of the Shared Internal Audit Function efficiently and effectively, including ensuring that there is effective financial management and risk management. Manage the implementation of Combined Assurance Plans of Governance, Risk, Control and Compliance of processes in the Cluster 4 Provincial Departments. Ensure delivery of efficient and value adding assurance services in the Directorate. Manage Cluster 4 to foster continuous improvement, innovation, and adherence to the Institute of Internal Auditor's International Professional Practice Framework. Manage ethical conduct and anti-fraud practices on the staff allocated to Cluster 4 in Shared Internal Audit.

OTHER POSTS

2 x Posts : Deputy Director: Municipal Finance & Governance
(Financial Planning & Budget)
Ref. No's. : LPT/274 & LPT/295
Chief Directorate : Municipal Finance & Governance
Salary Package : R896, 436 per annum (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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Financial Management / Accounting or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as, Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Ability to interpret and apply policies. Analytical and innovative thinking. Research. Workshop presentation and facilitation. Leadership. Organizing.

DUTIES: KEY PERFORMANCE AREAS: Monitor and provide support on the preparation of tabled budget in line with MFMA and related circular. Provide support and analyze the table budget including MSCOA data strings from municipalities. Assess and monitor implementation of schedule of key deadlines. Provide written feedback on the assessments. Provide support on the implementation of budget related legislative framework. Monitor and provide support on the preparation of adopted budget in line with MFMA and related circular. Provide support and review the adopted budgets including MSCOA data strings from municipalities. Provide feedback on adopted budget to municipalities. Monitor and support municipalities on mid-year assessments and provide feedback. Provide support and analysis Mid-year budget and performance reports from municipalities. Provide feedback to municipalities on Mid-year analysis and participate in the engagements. Perform a high-level assessment of the adopted adjustment budget and MSCOA data string. Monitor implementation of municipal budget (S71 reports). Provide hands on support to municipalities on Section 71 and MSCOA in-year reports as and when required. Analyze and provide feedback the section 71 reports. Perform roll over assessments. Participate in CFO's Forum.

Post : Deputy Director: Municipal Finance & Governance:
 (Accounting and Reporting)
Ref. No. : LPT/302
Chief Directorate : Municipal Finance & Governance
Salary Package : R896, 436 per annum (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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Financial Management / Accounting or related field as recognised by SAQA. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level in Financial Management / Accounting / Economics. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & 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. Risk Management Policies and practices. 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 Municipal Finance Management ACT (MFMA), the Public Finance Management Act (PFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and Prescripts. PFMA, Treasury Regulations and DORA frameworks. **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

DUTIES: KEY PERFORMANCE AREAS: Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Support municipalities and municipal entities in the implementation of mSCOA project. Manage municipal accounting, reporting assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the AFS. Monitoring and review of the In-year accounting related reports. Participate in the audit steering committee meetings and Audit committee meetings for review of AFS. Analyse in year reports, give feedback and support to municipalities and entities. Support municipalities and municipal entities in the implementation of mSCOA project. Monitor and support on the submission of the consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.

Post : Deputy Director: Transversal Contract Management
Ref. No. : LPT/354
Directorate : Transversal Contract Management
Salary Package : R896, 436 per annum (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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Supply Chain Management / Financial Management or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Transversal Contract Management or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges; procedures and legislative frameworks such as: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B-BBEE Act, Administrative Justice Act, Promotion of Access of Information Act. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management.

DUTIES: KEY PERFORMANCE AREAS: Administration of commodity analysis. Coordination of spend analysis. Coordination of need analysis. Coordination of benchmarking exercise and market research. Management of arrangement of new Transversal Contract (s). Coordination of nomination and appointment of bid committee members. Coordination of development of Bid Specification. Coordination of Bid advertisement. Coordination of bid evaluation report. Coordination of Bid Adjudication report and awards. Coordination of contracting and rollouts. Management of existing transversal contracts. Coordination of stakeholder reports. Administration of existing contracts. Coordination of provincial SCM assessments in provincial departments and participating public entities. Coordination of supplier's performance report. Management of resources within the directorate. Compilation and signing of performance agreements. Compilation and signing of performance review. Submission of the signed performance agreements to the PMDS unit. Submission of the signed performance reviews to the PMDS unit. Compilation of activity-based costing. Complication of cash flow projections. Compilation of procurement plans. Analysis of monthly expenditure reports.

Post : Deputy Director: Budget Management
Ref. No. : LPT/243
Directorate : Budget Management
Salary Package : R896, 436 per annum (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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Financial Management / Financial Accounting / Management Accounting as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as: Managerial functions. Strategic capabilities and leadership. Programme and basic project management. Financial management. Basic Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (PFMA, Treasury Regulations, etc). Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals.

DUTIES: KEY PERFORMANCE AREAS: Co-ordinate the provincial strategic budget planning process. Provincialized National budget guidelines and issues to provincial departments. Provide training and capacity building to provincial departments. Provide guidelines on Division of Revenue Acts, PFMA and Treasury Regulations. Co-ordinate the implementation of Provincial Budget. Draft budget process. Issue budget format guide to departments. Receive budget inputs from departments. Give inputs on benchmark exercise and medium term expenditure meeting. Check compliances on submission of rollover. Check compliances on budget submissions. Develop budget formats template. Compile budget inputs/ submissions from departments. Provide inputs in developing alternative fiscal modalities and approaches to benchmark compensation expenditure and trends of the province against national acceptable norms taking into consideration affordability and economic realities of the South African Economy. Undertake performance management reviews for departments to determine the trend analysis in terms of spending on compensation and the relationship between the spending on COE, improved efficiencies, and achievement of service delivery targets. (outputs and outcomes). Check alignment between approved organisational structures, post establishments and funding provided for posts and the number of posts on PERSAL and facilities in addressing any discrepancies. Prepare revised COE budgets for the next

MTEF based on the outcomes of the performance management reviews for budget analysis. Analyse and provide support in the alignment of provincial strategic plan, annual performance plans and budget expenditure plans. Manage the implementation of provincial priority programmes and projects. Manage the alignment of conditional grants funding to provincial priorities and mandates. Consolidate annual performance indicators in the budget documents. Provide reports on budget performance against annual performance plans. Evaluate the inter-governmental systems for improved performance. Manage new policy proposals are costed and budgeted for. Ensure that national and provincial priorities are incorporated and fully funded in the budget. Give inputs to MTEC hearing. Coordinate MTEC hearing. Provide MTEC reports.

Post : **Deputy Director: Macro Economic Analysis**
Ref. No. : **LPT/226**
Directorate : **Macro Economic Analysis**
Salary Package : **R896, 436 per annum** (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**

MINIMUM REQUIREMENTS: An NQF level 8 qualification in Economics or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Macro Economics or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as: Leadership. Visioning. Change management. Planning and organizing. Human Resources Management (People Management). Policy development. Project Management. Limpopo Provincial Government (LPG) policies and procedures. Financial Management. Relevant legislation and Public Service Regulations (PFMA). Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of LPG political and executive structures. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Ability to operate computer. Conflict Management. Financial Management. Strategic Management. Policy formulation. Business acumen. Strategic thinking. Customer management. Results/ quality management. Innovation/ continuous improvement. Problem solving. Analytical. Negotiation. Decision making. Communication. Initiative. Verbal and writing skills. Project management methodologies. Business performance management. Stakeholder relationship management.

DUTIES: KEY PERFORMANCE AREAS: Analyse key economic variables, their interrelation and relevance for the budget. Determine the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Determine alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators. Manage the implementation

of policy for institutional co-ordination and sector integration. Input into the provincial budget process by providing a review of the annual budget process. Consolidate Medium Term Budget Policy Statement. Manage gathering data. Consolidate quarterly bulletin. Determine the objectives of the Provincial Macro econometric modelling. Analyse growth in different economic sectors and advise on which sectors the Province should prioritize and budget for appropriately. Conduct analysis of social sector and economic investment through research. Develop institutional co-ordination and sector integration. conduct analysis of social and economic investment issue through research. Build and update provincial macro-econometric model. Analyse and interpret the results generated out of the model. Advice policy makers based on the results generated from the model. Identify constraints for growth in the Province and advice on alternative policy measures to correct the situation. Provide technical and strategic support in socio economic research, analysis and development. Assess socio economic section of the IDPs and LED strategies. Provide data/information to municipalities/ departments.

Post : Deputy Director: Fiscal Policy Analysis (Revenue)
Ref. No. : LPT/230
Directorate : Fiscal Policy Analysis (Revenue)
Salary Package : R896, 436 per annum (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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Financial Management / Accounting / Economics or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Revenue Management or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as: Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Financial Legislations and policies (PFMA, Treasury Regulations, etc). Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.

DUTIES: KEY PERFORMANCE AREAS: Coordinate the implementation of revenue enhancement strategy. Benchmark on revenue enhancement best practice. Contribute to the development and review of revenue enhancement strategies. Ensure development of revenue enhancement strategies by departments and entities in alignment of the

Provincial Strategy. Contribute to discussion regarding an equitable division of revenue-on-revenue enhancement allocation. Coordinate revenue enhancement bilateral meetings to unearth own revenue collection potential. Facilitate the identification of new sources of revenue and revenue enhancement projects. Provide advice and support on revenue management. Benchmark on provincial revenue management policies and best practice. Ensure the development and implementation of revenue management policies, procedures, and processes (internal control systems) by provincial government in alignment of the provincial policy. Coordinate revenue forum and related forums. Analyse and report on revenue collection performance. Conduct site visits on various revenue collecting institutions. Provide inputs to the development of treasury circulars, guidelines and instruction notes on revenue matters. Provide advice on the acquisition of efficient and effective revenue information management systems and provide support to ensure implementation thereof. Analyse refunds out of provincial revenue in line with the relevant prescripts and facilitate approval. Contribute to the development of revenue debts collection strategies and produce reports. Coordinate and consolidation of provincial reporting. Coordinate training on revenue budget planning and implementation to ensure realistic target setting and collection of set target. Provide support and a to ensure compliance to revenue policies, guidelines and related legislations. Provide advice on the identified risks relating to revenue collection/ generation and ensure corrective measures are implemented. Coordinate the determination of own revenue estimates for the MTEF. Analyse budget proposal from departments and public entities for credibility and provide advises accordingly (1st draft adjustment budget, 2nd draft, and final estimates). Provide feedback to departments and public entities on revenue budget analysis and monitor improvements. Consolidate own revenue budget analysis on proposal and provide recommendations. Analyse submission of break-down per month projections for credibility and provide a report. Ensure consolidation of MTEF revenue budget estimate. Monthly revenue collection assessment to inform budget adjustment and MTEF estimates. Coordination of revenue budget adjustment meetings to inform budget adjustment figures. Provide support to departments to ensure significant of revenue estimates narratives. Interacts with other Directorates that impact on revenue generation and budgeting. Provide revenue budget analysis reports for MTEC hearing, for achievability benchmark exercises. Ensure that revision of tariffs and revenue enhancement projects are considered when finalizing MTEF estimates. Provide revenue inputs into MTBPS, OPRE, EPRE and budget adjustment / Budget Processes. Coordinate and consolidation of provincial budget planning. Provide advice on exploitation of all revenue sources and revenue tariffs. Conduct research and analysis on all revenue sources. Coordinate inputs to the determination of tariff guidelines and revenue forecasting capacity. Assess and recommend on revenue tariffs proposals from departments. Development of departmental tariff database/ register and ensure implementation of tariffs. Participate in the development of directorate's financial and administration framework. Provide inputs on the development and implementation of directorate operational plans activities. Implement and manage the performance management system / manage human resource.

Post : Deputy Director: Governance Monitoring and Compliance
Ref. No. : LPT/393
Directorate : Governance Monitoring and Compliance
Salary Package : R896, 436 per annum (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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Accounting / Internal Auditing as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Planning, Coordinating, and organizing. Managerial functions. Secretarial functions. Projects Coordination. Finance. Compilation of reports. Research / analysing. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. **COMPETENCIES:** Ability to interpret and apply Treasury detectives PFMA and Treasury Regulations. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.

DUTIES: KEY PERFORMANCE AREAS: Manage the implementation of compliance to norms, standards, policies, and guideline. Facilitate the research and quality assure the drafted policies and guidelines for the province. Facilitate the process of drafting new policies and guidelines in terms of Section 18 of the PFMA. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Draft toolkits and report related to PFMA compliance. Manage compliance with the applicable legislation. Coordinate the process of issuing directives on the management of unwanted expenditure (irregular, fruitless and wasteful and unauthorized expenditures). Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statement. Review audited AFS to confirm the unwanted expenditure identified by Audit General. Review irregular expenditure applications for condonement by IECC. Do follow ups on unwanted expenditures on quarterly. Draft IECC minutes and resolutions. Draft feedback letters to departments as per IECC recommendations. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by [provincial public entities (including subsidiaries)]. Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Assess 30 days payments in line with NT Instruction Note number 34. Provide support to governance and oversight structure. **Audit Committees:** Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 and 27.1 of Treasury Regulations. Facilitate logistical

arrangements for Audit Committee and Provincial Technical Committee. Manage the availability of secretariat functions for governance forums. Receive reports from Provincial Legislature. Analyse the reports. **SCOPA:** Conduct monthly follow up with departments and public entities on the implementation of Scopa resolutions. Set up the meetings with the various stakeholders. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide assistance / technical advice on how to resolve some of the resolutions. Prepare the register for all the resolutions taken to be signed by both the departments and public entities and treasury. Attend all SCOPA public hearings. Take minutes during the public hearings for support of draft resolutions. Review audited AFS of departments for correct disclosure of unauthorised expenditure. Motivate to Legislature whether identified unauthorised expenditure should be approved with funding or not. Upon the receipt of SCOPA resolutions inform the Legal Services (OTP) to draft Finance Bill. Manage provincial internal control framework. Develop and amend Provincial Internal Control Framework. Develop monitoring tool to monitor implementation of the Framework by Institutions. Facilitate review and amendment of the Provincial Internal Control Framework. Produce Provincial Report to inform Oversight structures about the status of Internal Control in the Institutions. Coordinate provincial forensic investigations in the Province. Develop and amend Provincial Investigation Steering Framework for approval by the Committee. Serve as a Secretariat for the Provincial Investigation Steering Committee. Develop Terms of References as requested by the Investigation Steering Committee for Investigations. Liaise and provide support to Forensic Investigation Firms appointed. Follow-up with Institutions on implementation of Forensic Investigations Recommendations. Develop MOUS for assistant directors and monitor their quarterly performance. Develop MOU for five Assistant Directors and monitor and ensure its implementation throughout the year. Informal Quarterly Review of all Subordinates Performance. Formal Reviews of all Subordinates and submit to Human Resources Management. Support subordinates' performance to achieve organisational goals in terms of training and capacity development. Quality assures the work of the subordinates.

Post	: Deputy Director: Systems Administrator
Ref. No.	: LPT/446
Directorate	: Director Systems Administration
Salary Package	: R896, 436 per annum (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

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Accounting / Financial Management / Financial Systems or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Accounting / Financial Management / Financial Systems or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of a variety of work ranges and procedures such as, Finance. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals.

DUTIES: KEY PERFORMANCE AREAS: Evaluate incidents and provide support on financial management information systems. Manage the provision of financial systems support to all provincial departments in order to improve financial and HR data management. Conduct financial systems performance in all provincial departments to ensure system availability and reactions time. Manage calls logged for LOGIS/BAS/BARNOWL. Manage investigations & resolution of calls. Escalate calls logged when a need arise to National Treasury. Evaluate statistics on calls logged. Consolidates reports for the Sub-directorate. Manage the administration, utilisation and functionality of financial management information systems. Conduct month and year end processes to improve financial reporting in the province. Manage user account management for all departments to improve access control. Support and manage Departments on the utilization of transversal financial systems. Co-ordinate system support for LOGIS/BAS BARNOWL. Management of exception reports per departments on LOGIS/BARNOWL. Governance, audit and risk management on financial information systems. Data analysis and provision of reports (standards and ad hoc). Management of provincial payments (Creditors). Facilitate Provincial Systems Controllers Forum& workshops (LOGIS/BAS BARNOWL). Manage Commitment & Payment reports on LOGIS. Manage BAS Disbursement and payment runs. Manage Service level Agreements with suppliers and facilitate payments for systems suppliers. Coordinate & Manage implementation of System changes by National Treasury. Manage the implementation of circular 07/2022 on sundry payments. Analyse alld Manage User Accounts Processes. Manage Disaster recovery process with SITA. Management of Human Resources. Manage stakeholder relationships. Oversee the administrative support functions. Ensure the development of job description and performance agreement for subordinate. Manage leave. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct biannual Reviews. Provide corrective measures in terms of deviations. Consolidates final reviews and respond to committee needs.

2 X Posts	: Assistant Director: Financial Accounting & Reporting
Ref. No's	: LPT/415 & LPT/416
Directorate	: Financial Accounting & Reporting
Salary Notch	: R468, 459 per annum
Salary Level	: 09
Centre	: Head Office – Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Accounting / Financial Management or related field as recognized by SAQA. 3 years' functional experience in Accounting / Financial Management or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of a variety of work ranges and procedures such as Finance. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management.

DUTIES: KEY PERFORMANCE AREAS: Support departments in preparation of annual financial statements to be submitted to the office of Auditor General in line with the prescripts. Provide guidance in the completion of AFS template and accounting treatment. Review AFS for departments before submitting to AG. Submit AFS review reports to Audit Committee. Analyse the Audit Action Plan and provide feedback on the adequacy of addressing the root cause of the finding to mitigate against reoccurrence. Arrange workshops on updates for departments on AFS reporting framework. Assess and report on the quality of interim financial statements. Monitor the implementation of National Treasury instruction notes by Departments. Review, engage and provide feedback on IFS for departments. Follow up on the implementation of recommendations for issues raised. Coordinate quarterly Financial Accounting Forum. Distribute templates for reporting to departments. Monthly support on clearance of suspense accounts for the departments. Make follow up on submission of monthly suspense accounts reports. Analyse the suspense accounts reports. Provide feedback on suspense accounts reports. Provide technical support on accounting treatments. Comment on exposure drafts. Testing of the draft template and provide comments to National Treasury. Co-ordinate the comments on MCS and AMD to National Treasury. Co-ordinate the challenges on the template and accounting treatments to National Treasury. Provide technical support on accounting standards. Assist departments in responding to audit findings.

Post	: Assistant Director: Public Finance & Data Management (All Votes)
Ref. No.	: LPT/254
Directorate	: Public Finance & Data Management
Salary Notch	: R468, 459 per annum
Salary Level	: 09
Centre	: Head Office – Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Financial Management / Accounting or related field as recognized by SAQA. 3 years' functional experience in Financial Management environment. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Working on Excel and PowerPoint presentation and report writing. Standards / procedures. Needs and priorities of the Department. Ability to interpret and

apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management.

DUTIES: KEY PERFORMANCE AREAS: Receive and record reports for IYM submissions (hard copies and soft copies) from departments and public entities. Receive recording the submitted reports according to the dates of submissions. Maintain the accuracy of information in the register. Submit the names for non-complying Departments and Public entities to the Deputy Director. Prepare draft non-compliance letters on IYM submission. Arrange logistics towards the hosting of quarterly expenditure monitoring bilateral, conditional grants bilateral and budget, revenue, and expenditure forum meetings. Assist in the issuing of invitations and other correspondence including the Terms of Reference. Arrangement of a venue for a meeting. Arrangement of catering services with Supply Chain Management. Prepare minutes for Budget, Revenue and Expenditure forum. Assist preparation and development of reports for conditional grants and quarterly expenditure monitoring bilateral. Check correctness and consistence of information presented by departments against the reports as submitted. Source adequate reasons for under and over performance from programme managers and departments. Ensure those inputs are provided promptly for consolidation of IYM. Prepare draft reports for use by other forums within the Province. Prepare draft minutes for Conditional Grants and Quarterly bilateral. Assist in the assessment and analysis of business plans for conditional grants allocated programmes. Assist in drawing schedule for Business plan development in line with the DORA frameworks. Prepare draft implementation plan analysis reports with recommendation. Coordinate the development of Conditional Grant Business plan. Check the alignment of Business Plans and Annual Performance Plans. Assist in coordinating the evaluation of Conditional Grant Programme Performance. Assessment and analysis of business plans for recommendation by the Head of Provincial Treasury.

2 X Posts	: Assistant Director: Provincial Asset Management
Ref. No's	: LPT/320& LPT/327
Directorate	: Provincial Asset Management
Salary Notch	: R468, 459 per annum
Salary Level	: 09
Centre	: Head Office – Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Financial Management / Supply Chain Management or related field as recognized by SAQA. 3 years supervisory level in fixed assets and inventory in Public Sector. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges; procedures and legislative frameworks such as; Knowledge and experience of LOGIS and BAS.

Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Good communication skill. Liaison skill. Networking. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.

DUTIES: KEY PERFORMANCE AREAS: Conduct assessment on maintenance of assets register. Draw the monitoring scheduled of visits. Communicate the schedule. Request reconciliation packs. Analyse reconciliations. Assist in verification of supporting documents. Compile the report. Conduct assessment on asset verification. Monitor the progress of asset verification. Conduct verification of supporting documents. Compile the verification report. Conduct assessments on disposal of assets. Monitor the disposal activities. Analyse reconciliation of the Disposal. Conduct verification of supporting documents. Compile the disposal report. Conduct assessment on the safeguarding of assets. Drawing the monitoring schedule of visit. Communicate the schedule. Conduct site inspection. Compile the safeguarding of asset report. Conduct assessments on inventory management. Drawing the monitoring schedule of visit. Communicate the schedule. Conduct site Inspection. Conduct verification of supporting documents. Compile the inventory management report.

Post	: Assistant Director: SCM Governance & Compliance
Ref. No.	: LPT/345
Directorate	: SCM Governance & Compliance
Salary Notch	: R468 459 per annum
Salary Level	: 09
Centre	: Head Office – Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Supply Chain Management / Financial Management as recognized by SAQA. 3 years' functional experience in Supply Chain Management or related Field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as Knowledge of Public Sector SCM policies and procedures. Technical / standards / procedures. Finance. Planning and organising. Needs and priorities of the department. Legal background. Ability to interpret and apply policy. Analytical and communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. Strategic Management

DUTIES: KEY PERFORMANCE AREAS: Management of tender bulletin. Receive tender advertisement request from departments. Analyses the request submitted by departments. Assess bid documents and liaise with institutions on enquiries. Capture the submitted draft for verification. Distribute bulletin of various stakeholders for publication. Management of procurement plans and reporting. Facilitate and co-ordinate submission of the Procurement Plans reports by institutions. Facilitate and co-ordinate analysis and consolidation of Procurement Plans reports. Facilitate and co-ordinate communication

with departments / entities with regard to non-submission of Procurement Plans report. Facilitate end co -ordinate generation of quarterly Procurement Plan reports. Facilitate and co-ordinate record keeping of the Procurement Plans reports. Arrange SCM forum and capacity building. Arrange SCM capacity building. Invite members. Prepare SCM forum documentations. Prepare the attendance register. Minutes taking. Filling of SCM Forum proceedings. Management of deviation and variations/ extensions expansions. Recording of Deviation/ variations/ extensions /expansions Reporting two days after the reporting to Treasury. Capture deviation / variations / extensions / expansions. Analysis of deviation reporting variations / extensions / expansions. Reporting on quarterly basis.

Post : **Assistant Director: Transversal Risk Management**
Ref. No. : **LPT/386**
Directorate : **Transversal Risk Management**
Salary Notch : **R468 459 per annum**
Salary Level : **09**
Centre : **Head Office – Polokwane**

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Risk Management or related field as recognized by SAQA. 3 years' functional experience in Risk Management or related Field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Planning, Coordinating & Organizing. Managerial functions. Secretarial Functions. Projects Coordination. Finance. Compilation of reports. Research \ analyzing. Computer. Ability to interpret Treasury directives/PFMA and Treasury Regulations. Decision Taking skills. Conflict Management. Analytical and Innovative. Report writing skills. MS Word. Leadership skills. Project Management. Financial Management. Strategic Management. Policy formulation and Implementation. Adaptability to Changes. Diversity management. Minutes taking. Meeting Coordination. Communication Skills.

DUTIES: KEY PERFORMANCE AREAS: Assess compliance with public sector risk management framework within votes and public entities. Send reminders to CROs for updating progress in the Risk Management software. Draw the quarterly reports from the system and analyse. Compile the draft analysis reports and provide the recommendations with respect to gaps identified. Prepare the analysis report for editing by immediate supervisor. Monitor and assess risk profiles from votes and public entities. Send reminders to CROS for updating progress in the Risk Management software. Draw the report from the system and analyse progress with respect to implementation of the action plans by institutions. Compile the risk profile progress report and provide recommendations with respect to gaps identified and prepare the analysis report for editing by immediate supervisor. Assist with the monitoring of a provincial risk profile. Send reminders to CROs for updating progress in the system. Draw the progress report from the system and analyse. Compile the progress analysis report and provide recommendations with respect to gap identified. Compile and prepare the analysis report for editing by immediate supervisor. Provide support on the utilization of risk management

software. Assist in organizing system trainings in line with the identified training needs. Assist in arranging risk management software (Barn Owl) meetings to provide support to all system end-users especially Barn Owl champions and RMC members. Assist in conducting quarterly Barn Owl utilization analysis reports. Assist in providing administrative support to centralized independent RMC chairpersons within the province. Assist in organizing RMC chairperson's induction course. Assist in facilitating RMC meetings scheduled of the province. Assist in requesting BAS from financial accounting and prepare payments for independent Chairpersons. Assist in facilitating the submissions of chairperson's quarterly reports to LPT and AC. Assist in providing secretariat functions for the centralized RMC chairperson structure. Assist with the coordination of the activities of provincial risk management forum and Barn OWL Meetings. Send invites to the votes and public entities (institutions) as well as external members of the forum e.g., National Treasury, Professional bodies etc. Prepare and circulate forum packages (presentations, agendas, and attendance registers). Secure venues and catering for Forum meetings. Send reminders to the external / internal stakeholders' presenters. Take and compile the Forum minutes and circulate the draft minutes to Forum members for further inputs after the meetings.

2 X Posts : Assistant Director: Governance, Monitoring and Compliance
Ref. No's : LPT/402 & LPT/404
Directorate : Governance, Monitoring and Compliance
Salary Notch : R468, 459 per annum
Salary Level : 09
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as:
 - Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.

DUTIES: KEY PERFORMANCE AREAS: Coordinate implementation of compliance to norms, standards, policies, and guidelines in provincial departments. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in the departments and ensure that an action plan is developed to address all the gaps identified. Facilitate and support departments and the IECC to

address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support departments in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit Committees, SCOPA, (etc). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in departments. Coordinate the process of registration and de-registration of public entities and subsidiaries. Analyse and draft reports on section 54 applications. Prepare and submit consolidated monthly and quarterly reports. Provide support to Departments on implementation of house (SCOPA) Resolutions. Prepare and submit monthly and quarterly reports on progress of resolving resolutions by relevant Departments. Assist in coordination of PAGs' Bilateral sessions with Departments in terms of all logistics i.e., issuing meeting invites, agenda minutes and Resolutions drafting and attending for engagements.

Post : **Personal Assistant to the Deputy Director General: SRM**
Ref. No. : **LPT/222**
Branch : **Sustainable Resource Management**
Salary Notch : **R325 101 per annum**
Salary Level : **7**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An NQF level 6 (National Diploma) qualification in Office Management / Office Administration / Management Assistant as recognised by SAQA. One (1) to two (2) years working experience in Office Management / Office Administration / Management Assistance / Secretariat.

KNOWLEDGE & SKILLS: Good grooming and presentation. Basic knowledge on financial administration. Good telephone etiquette. Good interpersonal relations. Excellent communication. Report writing skills. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). Time Management; Ability to work under pressure; Ability to maintain confidentiality. PFMA and Treasury Regulations. Batho Pele principles.

COMPETENCIES: Planning and organising. Networking and Customer service orientation. Organizational communication effectiveness. Self-management.

DUTIES: KEY PERFORMANCE AREAS: Provide a secretarial support service to DDG. Receives telephone calls. Operates and ensures that the Office equipment, e.g., fax machine and photocopier are in good order. Records the engagement of the DDG. Utilizes discretion to decide whether to accept/decline or refer to other employees request for meetings. Coordinates with and sensitized/advises the Deputy Director General regarding engagements. Compile realistic schedules of appointments. Renders administration support services. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g. progress, Monthly reports, Management

reports. Scrutinizes routine submission/ reports and make notes and/or recommendations. Responds to enquire received from internal and external stakeholders. Drafts documents as required. Filing of documents. Collects, analyses, and collates information requested. Clarifies instructions and notes on notes behalf of the DDG. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the DDG. Manages the leave register and telephone accounts for the units. Handles the procurement of standards items like stationary, refreshment etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advises and monthly salary reports. Provides support to DDG regarding meetings. Scrutinizes documents to determine actions/ information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communications to relevant role players, follow-up on progress made. Prepare briefing notes for the DDG as required. Coordinates logistical arrangements for meetings when required. Support the DDG with the administration of budget. Collects and coordinates all the documents that relate to the budget of DDG MEC's office. Assists DDG in determining funding requirements for purpose of MTEF submissions. Keeps records of expenditure commitment, monitors expenditure and alerts DDG of possible over-and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the manager and compiles draft memos for this purpose.

Post : Logistic Practitioner
Ref. No. : LPT/200
Directorate : Supply Chain Management
Salary Notch : R325 101 per annum
Salary Level : 7
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An NQF level 6 (National Diploma) qualification in Supply Chain Management / Financial Management / Logistics Management or related field as recognised by SAQA. One (1) to Two (2) years working experience in Logistics / Supply Chain Management or related field.

KNOWLEDGE & SKILLS: Knowledge of variety of work ranges and procedures such as, Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Research \ analysing. Technical / standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Ability to operate computer. Conflict Management. Financial Management. Adaptability during changes to meet the goals. Change / diversity management.

DUTIES: KEY PERFORMANCE AREAS: Capture information on the memorandum of goods and services. Check three quotation or letter of award attached to the memorandum of goods and services. Check supporting documents attached to the

memorandum before capturing. Check budget allocation. Check specimen signatures. Capturing and committing orders on the LOGIS and BAS systems. Capturing of orders. Capture information from the requisition on the LOGIS system. Verify captured information and modify quotation. Link quotation on the LOGIS system. Capture procurements advise. Approve procurements advise. Administrative duties, Fax entity forms to suppliers, Fax orders to service providers and ensure that they been received. Confirm services with the service providers. Enter accounts copies in the prescribed register and submit to accounts division. File copies of orders in the relevant files. Clearing of outstanding commitments. Cancel orders. Modify orders. Make enquires on outstanding orders.

2 X Posts : Telecom Operator
Ref. No's. : LPT/124 & (LPT/123 - Re-advertisement)
Directorate : Records Management & Auxiliary Services
Salary Notch : R193 359 per annum
Salary Level : 04
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Grade 12 / Matric / An NQF level 4 as recognised by SAQA.

KNOWLEDGE & SKILLS: Sound and in-depth knowledge of providing switchboard operation. Ability to operate switchboard machines. Teamwork. Good interpersonal relations. Able to work under pressure.

DUTIES: KEY PERFORMANCE AREAS: Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take message and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department.

Post : Driver
Ref. No. : LPT/211
Directorate : Supply Chain Management
Salary Notch : R193 359 per annum
Salary Level : 04
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: ABET / AET or Grade 10 as recognised by SAQA. Driving experience. Valid vehicle driver's license plus Professional Driving Permit (PDP).

KNOWLEDGE & SKILLS: Knowledge of procedures to operate a motor vehicle e.g., procedures to obtain trip authorities, complete the logbooks of motor vehicle, obtain consumables (e.g., petrol) and obtain basic services (e.g., fixing a flat tire). knowledge of the prescripts for the correct utilization of the motor vehicle e.g. How and for what purposes can the motor vehicle be utilised and the requirements for the storage of the vehicle. Knowledge of procedures to ensure that the motor and retrieval procedures. Understanding of the work in registry. Computer operating skills. Language. Planning and organisation. Good verbal and written communication skills.

DUTIES: KEY PERFORMANCE AREAS: Render core driver functions; Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and goods handled. Render a clerical support / messenger service in the office. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

Post : Cleaner
Ref. No. : LPT/132
Directorate : Records Management & Auxiliary Services
Salary Notch : R138 486 per annum
Salary Level : 02
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: ABET / AET/ Grade 10 as recognised by SAQA.

KNOWLEDGE & SKILLS: Sound and in-depth knowledge of providing housekeeping. Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.

DUTIES: KEY PERFORMANCE AREAS: Cleaning of offices daily. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bin. Cleaning of restrooms daily. Cleaning toilets. Replacing toilet paper. Emptying and washing waste

bins. cleaning of corridors, elevators, and passages. Cleaning elevators. Clean corridors. Clean the passages. Keep and maintain cleaning materials and equipment's. Report broken cleaning materials and equipment's. Cleaning of machines (Microwaves, vacuum cleaners) and equipment's after use.

The closing date for submission of applications is **Friday 20th February 2026**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.