



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1 / 1  
Enq : Conny Kgadima  
Date : 30<sup>th</sup> May 2025

### TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS AND STAFF MEMBERS

#### HRM CIRCULAR NO. 13 OF 2025

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

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1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
2. Applications must be submitted on **new** Z83 forms obtainable from all Government Departments or can be downloaded from **[www.dpsa.gov.za](http://www.dpsa.gov.za)**.
3. The new Z83 form must be fully completed and signed by the applicant. 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. The questions related to conditions that prevent re-appointment under Part F must be answered.
5. The declaration should be completed and signed.

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. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein.
9. 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.
10. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview.
11. **A specific reference number for the post applied for must be quoted in the space provided on new form Z83.**
12. **Applicants should 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 Rensburg 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 candidates for appointments will be subjected to Personnel Suitability Checks.

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 **1<sup>st</sup> 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](http://www.thensg.gov.za/training-course/sms-pre-entry-programme).


Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed SMS candidates will be required to have completed the certificate and submit such on the date of the interview.

19. 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.
20. 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. **Candidates who applied before for the re-advertised vacant post are encouraged to re-apply.**

21. All General enquiries should be directed to **Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. @ (015) 298 7000.**

22. The closing date for submission of applications is **Monday 30<sup>th</sup> June 2025 @ 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](http://www.limtreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) / and [www.dpsa.gov.za](http://www.dpsa.gov.za)

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

  
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**MR. GC PRATT CA (SA)**  
**HEAD OF THE DEPARTMENT**

30/5/2025  
**DATE**

## **ANNEXURE "A"**

### **MANAGEMENT ECHELON**

**Post** : Deputy Director General:  
Sustainable Resource Management  
**Ref. No.** : LPT/221  
**Branch** : Sustainable Resource Management  
**Salary Package** : R1, 741 770.00 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** : 15  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** A postgraduate qualification (NQF level 8) as recognised by SAQA. Qualification in Financial Management / Accounting / Economics or related qualification. Eight (8) years' experience at a senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Knowledge of variety of work ranges and procedures including Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research / analysing. Technical/standards/procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/diversity management. Planning, Staffing needs. Good understating of working knowledge of the relevant legal prescripts including the Public Finance Management Act, Municipal Finance Management Act, Municipal Systems Act, Public Procurement Act, Division of Revenue Act, etc

**COMPETENCIES:** Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Budget management and analysis, Infrastructure and construction management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

**DUTIES: KEY PERFORMANCE AREAS:** Oversee programmes and systems for macro-economic research to align the provincial fiscal policy. Determine and evaluate economic parameters and socio-economic imperatives within a provincial context. Provide provincial socio-economic research and analysis that informs fiscal policy development and annual budget. Provide statistics and economic modelling services. Provide technical assistance in the application of economic analysis. Conduct economic and social research. Determine resources shifts between Votes and main Divisions within a Vote. Oversee the preparation of the provincial medium term budget policy statement. Oversee programmes systems and strategy for provincial own revenue collection and growth. Monitor and coordinate revenue portfolio of the

province. Develop, implement and review revenue enhancement strategy. Develop Provincial Revenue policies and procedure in consultation with stakeholders. Develop Provincial Revenue practice notes and guidelines based on the need. Develop and maintain effective efficient controls and systems regarding overall cash management of revenue collection. Develop the provincial revision of tariffs guidelines and revenue forecasting capacity. Develop and maintain Provincial Revenue information management systems. Evaluate, monitor, analyse and give advice on Provincial taxes, levies, duties and surcharges. Promote and enforce transparent and effective revenue management. Monitor and give advice to boards responsible for revenue collection e.g. (Liquor and Gambling Board). Oversee and monitor infrastructure performance of provincial departments, provincial public entities and municipalities. Enhance and monitor performance of infrastructure delivery by Provincial Departments and Provincial Public Entities. Provide advice and guidance on implementation and management of PPP projects. Promote and contribute to infrastructure funding framework and long-term infrastructure planning in the Province. Assess relevant provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance. Provide infrastructure inputs at relevant forums pertaining to Provincial Departments and Provincial Public Entities. Promote, monitor and enforce the transparent, economic, effective and efficient management in respect of infrastructure expenditure of Provincial Departments and Provincial Public Entities. Institutionalize the monitoring system for financial and performance indicators related to infrastructure. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Provincial Custodians and Users. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Municipalities through mutual agreement. Promote the use of alternative services delivery funding options for infrastructure for Provincial Departments. Assist with effective implementation of PPP projects. Provide technical assistance, advice and support on PPP projects. Provide PPP training and capacity building. Assist with the appraisal of PPP infrastructure projects. Provide advice and guidance on implementation and management of PPP project. Oversee programmes systems and strategy for the provincial budget planning and implementation. Promote effective and optimal financial resource allocation and enable Government to finance its service delivery obligations. Determine an overall financial envelope for the MTEF. Drive the Medium-Term Expenditure Frameworks (MTEF) and the annual budget processes. Develop and roll out budget systems to enhance budget processing. Provide advice and guidance in Provincial budget compilation process. Determine annual budget allocation per vote. Promote and implement budget reforms. Provide controls to contain costs relating of Provincial COE. Ensure the implementation of public financial and data management. Monitor and report on financial and non-financial performance in provincial departments and entities. Ensure improved expenditure management practices. Oversee the analysis and monitoring implementation of provincial strategic and annual performance plans, implementation of the quarterly performance reporting systems and analysis of quarterly performance data. Monitor budget implementation data and update and maintain data base. Monitoring, evaluating and reporting on economy, efficiency, effectiveness and equity in the use of resources to deliver services. Development of provincial expenditure management prescripts and

monitoring compliance. Oversee programmes systems and strategy to ensure effective and efficient financial management as well as governance in municipalities and municipal entities. Enhance financial management and effective governance in municipalities and municipal entities. Develop a framework to ensure optimal and sustainable municipal budget planning, implementation and management. Oversee municipalities budget performance and reporting. Enforce compliance with financial management and annual reporting framework. Oversee the accounting and reporting support function for municipal compliance with the MFMA, norms and standards governing accounting reporting. Implement a framework for effective and efficient supply chain, asset and liability management in municipalities. Oversee processes of monitoring spending of conditional grants in municipalities. Provide internal audit and risk management support in municipalities. Coordinate institutional development and capacity building programs in municipalities. Provide support to improve financial sustainability of municipalities. Oversee the monitoring and support processes for revenue management value chain implementation in municipalities. Enhance financial management transparency through publication of municipal financial performance. Oversee the monitoring and support on risk management function and Risk Management committee to ensure risk management integration within the municipal activities and alignment to the Risk Management Framework, norms and standards. Oversee the process of monitoring general compliance with MFMA and directives from National Treasury. Ensure effective and efficient management of corporate service functions within the branch. Ensure effective and efficient Human Resource Management. Ensure office management. Ensures that the Branch complies with relevant legislation, policies, procedures and regulations. Ensures effective financial management and procurement for the Branch. Ensures timely and accurate financial reporting to the HOD. Manages and oversee budget and expenditure control within the Branch. Manages and oversee facilities management within Branch.

#### **OTHER POSTS**

<b>Post</b>	<b>: Deputy Director: Municipal Finance &amp; Governance: Capricorn District (Revenue and Debt Management)</b>
<b>Ref. No.</b>	<b>: LPT/277</b>
<b>Chief Directorate</b>	<b>: Municipal Finance &amp; Governance</b>
<b>Salary Package</b>	<b>: R896, 436. 00 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)</b>
<b>Salary Level</b>	<b>: 11</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

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

**KNOWLEDGE & SKILLS:** Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource management. Planning and organizing. Report writing. Research \

analyzing. Computer software programs (word, excel and power point). Financial Legislations and policies (MFMA, PFMA, DoRA, 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. 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:** Assess the tabled and adopted MTREF revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation, and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. 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. Monitor and support municipalities in the implementation of indigent support policy. Support municipalities and municipal entities in the implementation of revenue related MSCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.

<b>Post</b>	<b>: Deputy Director: Municipal Finance &amp; Governance:</b>
	<b>Waterberg District: (Financial Planning &amp; Budget)</b>
<b>Ref. No.</b>	<b>: LPT/305</b>
<b>Chief Directorate</b>	<b>: Municipal Finance &amp; Governance</b>
<b>Salary Package</b>	<b>: R896, 436.00 per annum</b> (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)
<b>Salary Level</b>	<b>: 11</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting or related field. 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 analyse 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. Provide support on implementation of budget related legislative framework. 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.

<b>Post</b>	<b>: Deputy Director: Public Finance &amp; Data Management (All Votes)</b>
<b>Ref. No.</b>	<b>: LPT/252</b>
<b>Directorate</b>	<b>: Public Finance &amp; Data Management</b>
<b>Salary Package</b>	<b>: R896, 436.00 per annum</b> (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)
<b>Salary Level</b>	<b>: 11</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting / Economics or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial \ Assistant Director level 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. Computer software programs (word, excel and power point). 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.

**DUTIES: KEY PERFORMANCE AREAS:** Collect, evaluate, and consolidate financial and non-financial data. Facilitate training on IYM data file. Consolidate the expenditure

performance against annual performance plans. Determine expenditure parameters. Develop data for departments and public entities for National Treasury. Align provincial cash-flow projections to provincial budget. Compile monthly in-year monitoring reports and facilitate reporting to national treasury and relevant stakeholders. Prepare annual IYM submission dates. Facilitate annual workshop on IYM compilation. Consolidate Provincial IYM reports. Report on compensation of employee's expenditure trends. Facilitate the Budget and Revenue forum. Facilitate quarterly bilateral meetings and report of provincial performance. Develop and maintain data models and common network drive. Develop data model for reporting in the province. Develop data analysis models for compensation of employees monitoring in the province. Facilitate a workshop for stakeholders on data models. Develop MTEF (Medium Term Expenditure Framework) database including the updating and preparation of tools for the budget process. Provide audited information for the database. Provide revised estimates during different stages of the budget. Provide Key Performance Indicators to the EPRE. Align the budget to planning documents. Coordinate and manage conditional grants implementation. Analyse conditional grant business plan. Provide inputs to conditional grants frameworks. Facilitate workshops to department and public entities on grant framework. Coordinate submission of grand evaluation reports. Prepare conditional grant performance report.

**Post** : Deputy Director: Financial Systems Implementation  
**Ref. No.** : LPT/442  
**Directorate** : Financial Systems Implementation  
**Salary Package** : R896, 436.00 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 as recognized by SAQA. Qualification in Financial Information Systems / Business Informatics / Business Analysis / Systems Development / Information Technology / Information Systems or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level as Business Analyst. Valid vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts, ICT operations, Systems development, ICT Governance and Programme/Project Management and relevant ICT regulations and prescripts. Ability to convert business requirements into ICT technical requirements using relevant technology. 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. Computer software programs (word, excel and power point). Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

**DUTIES: KEY PERFORMANCE AREAS:** Improve and reengineer existing business processes. Analyze the current environment and identify areas for business process improvements. Map current business processes that incorporate financial systems according to Toolkit on Public Service Business Process Mapping. Develop business case, scope and requirements documents. Conduct research on implementation approaches strategies. Develop assessment reports. Prepare/ develop implementation plans. Conduct benchmark exercise on financial systems. Implement new financial systems and enhance existing. Assess new system requests and advise. Conduct research and benchmark on financial systems. Develop an assessment report. Develop a business case. Prepare/ develop implementation plan. Conduct post implementation analysis and support on newly implemented systems. Draft a post Implementation and support report. Review and improve on current business processes. Consult with clients (Govt Departments) management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access. Identify opportunities for improving business processes through information systems and/or non-system driver changes. Assist in the preparation of proposals to develop new systems and/or operational changes. Identify and document gaps between current and desired state for systems and process. Develop and maintain project documentation including business requirements, functional specification, and test plans. Participate in project planning and estimation activities. Serve as liaison between business stakeholders and technical teams to ensure that business requirements are accurately translated into technical solutions Conduct user acceptance testing (UAT) and ensure that solutions meet business requirements. Conduct on job training for end-users. Render advisory services on Transversal Financial Systems in Limpopo Provincial Government. Analyse request on the new financial systems and enhancement in the departments. Develop business case to substantiate the recommendation for acquisition new financial systems. Develop quarterly reports. Provide secretariat services for the system development projects. Coordinate the implementation of financial systems in the department. Collaborate in the planning, design, development and deployment of new applications and enhancements to existing applications. Coordinate the procurement of recommended equipment to be utilized with the new systems. Manage allocation of procured equipment to departments. Monitor implementation and utilization of the equipment. Develop operational leadership. Manage Leave as per leave plans. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct bi-annual Reviews. Promotes transformation within the directorate and implement performance improvements suggestions scheme Provide corrective measures in terms of deviation. Operationalize and communicates the vision and mission for the directorate. Consolidates final reviews and respond to committee needs.

<b>Post</b>	<b>: Deputy Director: Governance, Monitoring &amp; Compliance (Re-advertisement)</b>
<b>Ref. No.</b>	<b>: LPT/391</b>
<b>Directorate</b>	<b>: Governance, Monitoring &amp; Compliance</b>
<b>Salary Package</b>	<b>: R896, 436. 00 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)</b>
<b>Salary Level</b>	<b>: 11</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA. Qualification in Accounting / Internal Auditing. 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).

**SKILLS & KNOWLEDGE:** Knowledge of variety of work ranges and procedures such as: - Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department.

**COMPETENCIES:** 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:** 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: Governance, Monitoring & Compliance  
**Ref. No.** : LPT/392  
**Directorate** : Governance, Monitoring & Compliance  
**Salary Package** : R896, 436.00 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 as recognized by SAQA. Qualification in Commerce / Audit or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities).

**SKILLS & KNOWLEDGE:** Knowledge of variety of work ranges and procedures such as: - Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department.  
**COMPETENCIES:** 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:** Monitor implementation of action plan on auditor general audit findings by public entities. Coordinate and monitor consistent application of the Action Plan template by public Entities. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding

of the Action Plan template on implementing Auditor General Audit Findings. Coordinate and monitor implementation of AG Audit findings through Action Plan by Public Entities. Analyse progress report for oversight structures on the implementation of AG Action Plan by Public Entities. Analyse the Action Plan populated template with AG Audit findings from Public Entities and recommend corrective measures where necessary. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes. Attend Audit Committees and Audit Steering Committee meetings to discuss audit issues and other transversal matters. Identify innovative monitoring and evaluation methodologies to ensure effective monitoring of financial management. Manage compliance with the applicable legislation. Analyse and monitor the application of the PFMA and Treasury Regulations Compliance checklists / Template. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding of the PFMA Compliance template, Companies Act, King III and other relevant policies. Coordinate and monitor PFMA Compliance by Public entities through sending Compliance template and receive feedback from departments on a Quarterly basis. Analyse PFMA populated template with information from Public Entities and recommend corrective measures where necessary. Meet with Entities PFMA Compliance Coordinators on a quarterly basis to discuss compliance outcomes. Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statements. 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). Develop template for reporting on implementation of corrective action emanating from exceptions reported by office of the auditor general. Provide support to governance and oversight structure. Coordinate and monitor the functioning of oversight structures such as Audit Committees and Audit Steering Committees within Public Entities. Ensure the existence of the Central Inter-Departmental Remunerative Committee for Public Entities. Coordinate and monitor the development of annual schedule for Central Inter-Departmental Remunerative Committee and make sure it is aligned with the Provincial Corporate Calendar. Obtain annual schedules for audit committees and audit steering committee meetings for Public Entities. Attend and provide support to Public Entities Audit Committee meetings as well as Audit Steering Committee meetings. Provide secretariat services to the Central Inter-Departmental Remunerative Committee. Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 of Treasury Regulations. Conduct analysis on delegation of authority. Coordinate and monitor the delegation of authority template by Public Entities. Coordinate and monitor implementation delegation of authority by Public Entities. Analyse progress report for oversight structures on the implementation of delegation of authority by Public Entities. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes.

**Post** : Deputy Director: Banking Services  
**Ref. No.** : LPT/ 330  
**Directorate** : Banking, Cash & Liabilities Management  
**Salary Package** : R896, 436.00 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 as recognized by SAQA. Qualification in Financial Management / Financial Accounting. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in management of government finances as well as Government Financial System particularly BAS. Valid vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE, SKILLS & COMPETENCIES:** Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & Power point) coupled with good presentation skills and interpersonal relations.

**DUTIES: KEY PERFORMANCE AREAS:** Monitoring performance of Commercial Banking Contract in line with Service Levels. Maintenance of Provincial Government bank accounts. Provisioning and monitoring usage of face value documents for provincial departments. Handling banking queries and provide technical banking support to provincial departments and public entities. Conducting quarterly compliance assessments of provincial departments and public entities on banking management prescripts. Manage performance, budget / expenditure, and risks of the sub-directorate.

**Post** : Deputy Director: Marketing & Events Management  
**Ref. No.** : LPT/85  
**Directorate** : Communications Services  
**Salary Package** : R896, 436.00 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 6 (National Diploma) qualification as recognized by SAQA. Qualification in Communications / Marketing or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in Communications or related field. Valid vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Managerial Functions. Finance. Human Resources Matters. Planning and organizing. Compilation of reports. Research/ Analyzing.

Computer software programs (word, excel and power point). Technical/ Standards/ Procedures. Needs and priorities of the Department. Negotiation skills. People Management. Financial Management. Problem 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. Planning and organization skills.

**DUTIES: KEY PERFORMANCE AREAS:** Manage marketing services. Provide brand champion role within Limpopo Provincial Treasury directly responsible for activities such as architecture conformance and the implementation rollout of the corporate identity manual guidelines. Promote of the efficiency for all policies, legislation and regulation, incentives and other products through appropriate packaging and branding of its products and services. Manage media relations and execute media releases. Attend media briefing. Send invitation to media. Constant update media releases and alerts on website. Provide branding during departmental events. Monitor the response through electronic and print media. Develop and market the department via different mediums. Develop communication plan for marketing events. Monitor coverage of the departmental events through; Newspaper cuttings and Interview of principals. Marketing of departmental events (advertisement). Monitor Corporate Identity (CI) manual and communication policy compliance. Approval and implementations of Limpopo Provincial Treasury brand applications in line with the CI manual. Organize departmental workshops on CI manual and communication policy. Write reports on CI manual and communication policy. Monitor compliance with CI manual. Advise where designing is not in line with CI manual. Manage intranet and website content development services. Make coverage of events, exhibitions and publishing of internal and external newsletters. Development and maintenance of website services. Analyze the website content. Update the departmental website content.

**Post** : Deputy Director: Performance Management  
(Re-advertisement)  
**Ref. No.** : LPT/55  
**Directorate** : Employee Utilization & Capacity Building  
**Salary Package** : R896, 436.00 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 6 (National Diploma) qualification as recognized by SAQA. Qualification in Human Resource Management / Human Resource Development or equivalent qualification. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level in Performance Management Development Systems (PMDS). Valid vehicle driver's license (with exception of persons with disabilities). PERSAL Certificate / Results MUST be attached.

**KNOWLEDGE & SKILLS:** Knowledge of variety of work ranges and procedures such as managerial functions. Human Resource Management / Performance Management



Development Systems. Planning and organizing. Compilation of reports. Research \ analyzing. Computer software programs (word, excel and power point). 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. Leadership. Organizing. Project Management. Conflict Management. Basic Financial Management. Strategic Management. Policy formulation. Project Management.

**DUTIES: KEY PERFORMANCE AREAS:** Develop, manage, and monitor the implementation of performance management systems. Advise line managers and staff on the implementation of departmental recognition and reward framework. Coordinate moderation process and provide technical support. Monitor quality assurance. Ensure service delivery by measuring performance. Manage probationary appointments. Facilitate the HOD's PMDS / Contracting review. Facilitate a joint departmental moderation committee and the branch moderation committee. Ensure synergy and co-ordination of the PMDS with other HR programs. Develop systems and processes for the attainment of a performance management culture in the Department. Design, develop and facilitate capacity building program on performance management within the Department. Manage and monitor the Senior Management Services performance agreements. Continuously ensures service delivery by measuring performance. Manage and ensure the implementation of the Rewards Strategy for the Department. Manage and ensure compilation of seniority list and long-term service awards. Ensure linkages of the PMDS with the strategic objectives of the department. Manage payment of performance bonuses and pay progression. Coordinate and administer performance management systems. Coordinate moderation process and provide technical support. Conduct research and impact analysis pertaining to performance management practices, procedures, processes and policies in the Department. Monitor PMDS practices, policies and procedures and ensure compliance with legislation. Make recommendations and on areas affecting service delivery with an aim of improvement. Monitor compliance to PMDS policy. Advise management and the staff on policy matters with specific reference to PMDS noncompliance. Advise both line managers and staff on the developments of performance agreements and performance instruments to ensure that these are in line with the departmental strategic goals and the unit operational plans. Organize awareness and facilitate capacity building program on performance management. Submit PMS improvement plan to ensure effectiveness and efficiency of the system. Facilitate grievances related to PMDS. Monitor and evaluate the effectiveness of the system and provide regular reports. Submit proposals where changes are necessary and to ensure the effectiveness and efficiency of the system. Conduct research, audits and analysis of the system. Develop performance improvement programs. Advise management and the department on performance management practices, procedures, guidelines and policies. Manage resources (physical and human). Development of operational and business plan. Compile Job Description for the subordinates. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Assess subordinate on quarterly basis. Control leave register. Maintain and update the inventory list. Ensure proper utilization of equipment's.

**Post** : Assistant Director: Governance, Monitoring & Compliance  
**Ref. No.** : LPT/396  
**Directorate** : Governance, Monitoring & Compliance  
**Salary Notch** : R468, 459.00 per annum  
**Salary Level** : 09  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing. 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.

**2 X Posts** : Assistant Director: Governance, Monitoring & Compliance  
**Ref. No.** : LPT/399 & LPT/406  
**Directorate** : Governance, Monitoring & Compliance  
**Salary Notch** : R468, 459.00 per annum  
**Salary Level** : 09  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing. 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 public entities including subsidiaries. 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 provincial public entities including subsidiaries and ensure that an action plan is developed to address all the gaps identified. Facilitate and support provincial public entities including subsidiaries and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Support and monitor governance compliance by provincial public entities (including subsidiaries). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support provincial public entities including subsidiaries 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 and Risk Committees, SCOPA, etc.). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in public entities including subsidiaries. Monitor the implementation of delegation of authority by Public Entities. Prepare and submit monthly and quarterly reports.

<b>Post</b>	<b>: Assistant Director: Facilities &amp; Auxiliary Management</b>
<b>Ref. No.</b>	<b>: LPT/118</b>
<b>Directorate</b>	<b>: Records Management &amp; Auxiliary Services</b>
<b>Salary Notch</b>	<b>: R468, 459.00 per annum</b>
<b>Salary Level</b>	<b>: 09</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Public Management or related field. 3 years' functional experience in Facilities / Auxiliary Services. Valid vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. 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. Organizing. Conflict of Management. Strategic Management. Policy formulation. Adaptability during changes to meet goals. Change / diversity Management.

**DUTIES: KEY PERFORMANCE AREAS:** Maintain infrastructure and allocation of office accommodation. Develop Office Occupation database. Update office occupation database. Maintain Offices and buildings. Liaise with the HR in regarding with the new appointees. Liaise with the department of public works in relation with maintenance of the building. Facilitate the process of acquiring Office space. Make follow-ups to all reported maintenance faults and accommodation. Liaising with internal and external stakeholders. Monitor Office accommodation lease Agreements. Compile report for Office Accommodation to the Manager of quarterly basis. Ensure the provision and maintenance of telephone services. Ensure the telephone policy and procedure manual is being implemented. Ensure provision of telecommunication facilities. Facilitate the payment of monthly telephone bills. Monitor proper usage of telecommunication. Develop landline telephone database. Update landline telephone database. Monitor usage of landline telephone. Provide and facilitate application and payments of landline telephone for employees. Develop and update cell phone and 3G data cards database. Daily monitoring of cellphones and 3G data card on the Spend Manager Cellular Phone System. Facilitate the installation of new telephone PABX. Ensure the provision of housekeeping/auxiliary services. Develop cleaning checklist. Monitor the cleaning of office building. Cleaning of office building and surroundings. Identify suitable cleaning material. Ensure the provision of cleaning material. Consult with OHS on the safety of cleaning product provided. Identify services that need to be outsourced. Capacitate cleaners on housekeeping services. Ensure provision of adequate cleaning materials. Ensure provision of adequate protective clothing. Ensure provision of adequate cleaning equipment's. To ensure the provision of labour-saving devices and office equipment. Ensure that the correct labour-saving devices are being delivered in time in the department i.e. photocopy machine, faxes, etc. Monitor the implementation of labour-saving devices lease agreements. Monthly monitoring the usage of all labour-saving devices. Analyse the usage and advise accordingly on the findings. Ensure that registers of all labour-saving devices are developed, kept and updated regularly. Monthly monitoring of all labour-saving devices registers. Ensure that the expiry date of labour-saving devices are covers in the delivery note by the service provider. Compile labour saving devices monthly report. Prepare monthly payment of labour-saving devices invoice. Facilitate the provisioning of office furniture and equipment's. Ensure that all officials are having adequate office furniture, shelves, microwave, fridge, urn, and all other kitchen appliance/equipment. Implement office furniture contract. Conduct need analysis on the furniture, shelves, microwave, fridge, urn and all other kitchen appliance requirements by the officials. Liaison with HRM with regards to recruitment plan. Ensure that correct office furniture, shelves, microwave, fridge, urn and all other kitchen appliance/equipment is being delivered in time in the department. Manage human resource. Develop job descriptions and performance contract of subordinate.

Monitor performance. Liaison with HRM with regards to recruitment plan. Monitoring of Lease Agreements.

**Post** : Assistant Director: Revenue, Debt & Bank Reconciliation  
(System Controller)  
**Ref. No.** : LPT/179  
**Directorate** : Financial Accounting  
**Salary Notch** : R468, 459.00 per annum  
**Salary Level** : 09  
**Centre** : Head Office – Polokwane

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

**KNOWLEDGE & SKILLS:** Knowledge of variety of work ranges and procedure such as; Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports computer. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Ability to Operate computer. Leadership. Organizing. Conflict Management. BAS & LOGIS.

**DUTIES: KEY PERFORMANCE AREAS:** Manage users' registration on the system. Facilitate and ensure that users are trained before registration. Ensure that there is documented request for the system. Ensure that indemnity form is completed before granting access to the system. Ensure that only access to the relevant user area is granted. Creation of new user's profile. The system controller ensures that there is correct allocation of functions. Issue a statement to users explaining their access rights. Safeguarding of all users' documentations for audit purposes. Review of user's access rights. To ensure that there is effective control over access of data and information services. Ensure that system users commit themselves for every financial year by completing indemnity form. Ensure that access to the system is terminated upon termination of employment or resignation. Ensure that new form for change of functions is completed upon appointment to a new post. Monitor actions of system users. Perform random checks to ensure that no compromise of segregation of duties by users. Follow up with users on repeated failed log in attempts. All inactive users should be removed from the systems. Make follow up on any blocked or suspended users ID to ensure that the is authorized owner.

**Post** : Assistant Director: Risk Based Auditing  
**Ref. No.** : LPT/503  
**Branch** : Shared Internal Audit Services (SIAS)  
**Salary Notch** : R468, 459.00 per annum  
**Salary Level** : 09  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit or related field. 3 years' functional experience in Internal

Audit 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. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analyzing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.

**DUTIES: KEY PERFORMANCE AREAS:** Facilitate the implementation of internal audit strategy. Facilitate the implementation of the Annual Audit Plans for all assurance and consulting activities. Facilitate implementation of individual projects as per operational plan, ad-hoc management request approved by Chief Audit Executive or ad-hoc Audit Committee request. Prepare / Review the following planning documents: Notification letter. System Description, Audit program, Engagement letter and Certificate of independence. Facilitate that audit follow up projects are implemented according to the approved plans by the Cluster Audit Committees. Ensure the provision of risk-based auditing on all matters relating to Institutional Governance, Risk Management, Internal Control for votes 4, 6 & 8 client portfolio and in accordance with the approved Internal Audit Charter and Branch Plans. Review executed risk based internal audit project within teammate. Review audit steps on teammate during execution stage. Review audit evidence and the working papers. Sign off working papers on teammate during execution stage. Review and evaluate finalize management comments. Review working paper file prior submission of reports for review in line with Project completion checklist. Report on the status and challenges of the audit projects to the Deputy Director on monthly basis for votes 4, 6 & 8. Implementation of Branch strategic and operational plans relevant to votes. Ensure the provision of risk-auditing services on all matters relating to Institutional governance, Risk Management, Internal Control for votes 4, 6 & 8. Report regularly to the relevant Deputy Director on progress of the implementation of branch strategic and operational plans relevant to votes 4, 6 & 8. Ensure that audit projects are reviewed and implemented as approved by the Deputy Director General: Shared Internal Audit Services for votes 4, 6 & 8. Prepare the quarterly progress report to the Deputy Director at the end of each quarter. Ensure the implementation of relevant Cluster Audit Committee resolutions and prepare a Cluster AC Resolution and Briefing Report for Chief Director review. Ensure implementation of the Quality Assurance Improvement Plan (QAIP) for each project for votes 4 6 & 8. Provide the outcomes of the internal audit services. Review exception reports during the reporting stage. Prepare draft final reports and final reports. Facilitate and attend exit meeting. Close off teammate file. Ensure all risk-based audits are conducted in terms of the-SAS's methodology and norms and standards. Ensure quality standards of all work performed in terms of the Quality Assurance and Improvement Program / Policy of LPIA. Ensure the validity of all audit findings and recommendations and draft the Audit report for discussion within Internal Audit, with auditee client concerned and with audit committee. Follow up. Review the following, follow up execution, follow up evidence,

follow up reports, follow up files, close off teammate file, planning, directing and managing audit projects. To appraise the economic acquisition, efficiency and effectiveness of utilization of Limpopo Provincial Departments' resources with a view to identifying opportunities for improvement of policies, procedures and processes and to provide consulting support to management regarding policies, procedures and processes. Update the audit universe for Performance audits and collaborate with at risk-based Audit Directors for inclusion in the respective annual and three-year rolling plans. Prepare preliminary reports, with recommendation as to further and/or corrective action to be taken. Coordinate relevant information to be included in the quarterly reports for Audit Committee purposes. Administration. Conduct administration on the following. Preparation of performance appraisals. Management of personnel staff. Review weekly timesheet. Prepare weekly timesheet. Review subordinates of performance appraisals. Collaborate, persuade, built and maintain strategic alliances and relationships with Auditee Clients and Stakeholders of vote 1, 3 & 12 client portfolio. Ensure coordination to better leverage the services of all internal and external assurance providers through the implementation of the Combined Assurance Model. Ensure broader assurance coverage whilst minimizing duplication of assurance and audit efforts in respect of governance, risk management, internal control, and compliance processes (GRCC). Coordinate the management of auditee client expectations by encouraging mutual understanding between Internal Audit and Clients (Auditees). Ensure the safeguarding of the independence and objectivity of the Internal Audit function through appropriate reporting lines and governance structures (including the Three Lines of Defense Model). Develop and maintain effective working relationships with key internal and external stakeholders such as the relationships with Departmental and Internal Transversal assurance providers within Limpopo Provincial Treasury, external auditors, and Provincial Fora such as the Asset, Liabilities and Supply Chain Management, Revenue Management, Internal Control, Audit Steering Committee and Risk Management Committee.

<b>Post</b>	<b>: Assistant Director: Performance Auditing &amp; Consulting Services</b>
<b>Ref. No.</b>	<b>: LPT/491</b>
<b>Branch</b>	<b>: Shared Internal Audit Services (SIAS)</b>
<b>Salary Notch</b>	<b>: R468, 459.00 per annum</b>
<b>Salary Level</b>	<b>: 09</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit / B.Com or related field. 3 years' functional experience in Internal Auditing 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. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analyzing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic

Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.

**DUTIES: KEY PERFORMANCE AREAS:** Prepare / Review planning of the Audit project. Assist in the implementation of the annual audit plan. Prepare / draft notification letter. Set up a contact meeting with client Departments. Prepare / review an audit engagement letter by way of an entry meeting. Obtain / review sufficient knowledge of the business, activity, or program to be audited. Draft / review request for information document to be submitted to Auditee. Identify / review a focus area for the audit if not known. Identify / review symptoms. Develop audit program (step by step of how audit objectives are going to be achieved and criteria. Lead and guide Senior performance Auditors / Trainee on audit projects to see that professional standards of the Institute of Internal Auditors are maintained in the planning phase. Review the planning working papers prepared by Senior Internal Auditors / Trainee to ensure professional standards are maintained in the planning phase. Prepare / review execution of the audit project. Lead and guide performance Auditors / Trainee to ensure that the approved audit objectives are met and that adequate, practical coverage is achieved. Review audit work performed by Performance / Auditors / Trainee and ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Manager for final review. Prepare / review reporting of Audit projects. Prepare / review all findings identified by Performance Auditors during the execution phase. Prepare / assist a preliminary report with suggested corrective measures (Draft Report). Discuss the draft report with Auditee. Prepare / assist draft final audit with management comments for submission to the manager for review. Ensure completeness of the audit project file on teammate. Administration. Compile job descriptions for the subordinates. Ensure capacity and development of staff. Assess subordinates on a quarterly basis. Control leaves and attendance register. Assist in the development of operational plan. Maintain and update inventory list. Ensure proper utilization of equipment.

<b>11 x Posts</b>	<b>: Internal Auditor: Risk Based Auditing</b>
<b>Ref. Nos'.</b>	<b>: LPT/470, LPT/472, LPT/477, LPT/479, LPT/482, LPT/484, LPT/485, LPT/487, LPT/505, LPT/507, LPT/515</b>
<b>Branch</b>	<b>: Shared Internal Audit Services (SIAS)</b>
<b>Salary Notch</b>	<b>: R397, 116. 00 per annum</b>
<b>Salary Level</b>	<b>: 08</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Internal Audit or related field. 2 years functional experience in Internal Audit or related field. Valid vehicle driver's license (with exception of persons with disabilities).

**KNOWLEDGE & SKILLS:** Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report, Public Service Act, BAS. Persal, Teammate, Professional Standards. Computer Literacy. Communication skills. Report Writing skills. Presentation skills. Problem solving skills. Time Management.



Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills.

**DUTIES: KEY PERFORMANCE AREAS:** Planning and implementation of individual projects as per approved Audit Plan, Ad-hoc management requests (Approved by the CAE). Execute the individual approved audit programmes within Teammate. Reporting and prepare the outcome of individual projects in terms of draft reports. Follow-up on the resolution of unsatisfactory finding in respect of Internal Audit reports, Auditor General's action plan, and SCOPA resolutions.

<b>Post</b>	<b>: Senior State Accountant: Payroll Administration</b>
<b>Ref. No.</b>	<b>: LPT/175</b>
<b>Directorate</b>	<b>: Financial Accounting</b>
<b>Salary Notch</b>	<b>: R397, 116.00 per annum</b>
<b>Salary Level</b>	<b>: 08</b>
<b>Centre</b>	<b>: Head Office – Polokwane</b>

**MINIMUM REQUIREMENTS:** An NQF level 6 (National Diploma) as recognized by SAQA. Qualification in Financial Accounting / Financial Management. 2 years functional experience in Payroll Administration or related field. PERSAL & BAS Certificates / Results will be an added advantage.

**KNOWLEDGE & SKILLS:** Knowledge of variety of work ranges and procedure such as managerial functions. Finance. Human Resource matters Planning and organizing. Compilation of reports. Computer Literacy. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Leadership. Organizing. Conflict Management.

**DUTIES: KEY PERFORMANCE AREAS:** Processing of Persal transactions. Submitted vouchers that are captured, processed and filed. Check and verify the authenticity of submitted documents before capturing. Maintain salary related records. Ensure compliance to confidentiality of documents. Capture on PERSAL and BAS and ensure it is supported by authentic source documentation. Implementation of all salary deductions on PERSAL. Reconciliation of IRP5 accumulation. Update information pertaining to IRP5 accumulations. Validate IRP5 by clearing errors during submission. Registering of new employees to obtain tax numbers. Printing of duplicate IRP5 certificates. Creating manual IRP for all BAS payment. Implementation of departmental liabilities / debt. Timeously capturing of departmental debts. Capturing of inter-departmental claims. Ensure correct codes and debt number are used when implementing debt. Tax recalculation during service terminations. Collection of report and filling. Ensure compliance to Treasury Regulations 8.3.4 by collecting, sorting and distribution of salary advice. Ensure that signed payroll certificate are certified and returned within the set time frame. Address any payroll related queries from staff members and external institutions. Advice and assist staff members with salary related queries e.g. issue duplicate IRP5 certificates, recalculation of allowances etc. Ensure that payment schedules are posted, emailed to third parties on monthly basis.

*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. The closing date for submission of applications is Monday 30<sup>th</sup> June 2025 @ 16H00.*