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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 : 22nd June 2026

TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS & STAFF MEMBERS

HRM CIRCULAR NO. 23 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.

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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. 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. Shortlisted candidates will be required to present their original qualification certificates and identity document on the day of the interview for verification purposes. The recommended candidate will further be subjected to Personnel Suitability Checks, including financial disclosure requirements, social media screening, and other

relevant verification processes. All successful candidates will be subjected to the applicable security clearance processes.

16. All shortlisted candidates will be subjected to pre-entry assessments prior to the interview process. For SMS posts, the assessments will include a technical exercise and an Integrity (Ethical Conduct) Assessment, followed by psychometric assessments for a maximum of three (3) candidates after the interview process. For posts below SMS level, the assessments will consist of a practical exercise and an Integrity (Ethical Conduct) Assessment. The results of the technical or practical exercise will be considered by the selection panel as an additional criterion during the interview process.
17. 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.
18. 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.
19. 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.
20. *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.* 
21. 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.**

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

23. The closing date for submission of applications is **Friday 24th July 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

24/6/2026
DATE

ANNEXURE "A"

MANAGEMENT ECHELON

Post : Director: Financial Systems Implementation
(Re-advertisement)
Ref. No. : LPT/441
Branch : Financial Governance
Salary Package : R1 317 384 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 Computer Science / Systems Development / Information Technology / Financial Information Systems / Business Informatics / Business Analysis / Information Systems or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Information Communication Technology (ICT) Systems Development field. 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. Planning & Organising. Policy Analysis and Development. Time 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 ICT Operations, Systems Development, ICT Governance & Programme / Project Management & related ICT Regulations. Ability to convert business requirements into ICT technical requirements using relevant technology. Understanding of Promotion of Access of Information Act (PAIA) and Protection of Personal Information Act (POPIA). Systems Development. Business Analyst. Project Management. ICT software solutions. Negotiation skills.

DUTIES: KEY PERFORMANCE AREAS: - Manage the development and implementation of financial systems in Limpopo Provincial Department's. Manage continuous systems improvement and innovation in the financial \ management environment. Manage the data and business analysis requirements documents. Develop business case, scope, and requirements documents. Review new system requests assessments and advice. Conduct research on implementation approaches strategies. Develop assessment reports. System Development Projects Management. Review Develop project implementation plans. Conduct benchmark exercise on financial systems. Render advisory services and ensure effective planning and implementation of financial systems. Identify gaps in the current transversal systems and propose solutions or enhancements to the supervisor. Compile and submit monthly, quarterly, and annual system development reports to the supervisor. Ensure adherence to ICT practices for

systems. Analyze request on the new financial systems and enhancements in the departments. Develop a business case to substantiate the recommendation for acquiring new financial systems. Develop quarterly reports. Ensure provision of secretarial services for the financial systems development projects. Coordinate the implementation of financial systems in the province. Collaborate in the planning, design, development as well as deployment of new applications and enhancements to existing applications. Manage financial systems service delivery to the department and reengineering of existing business processes. Conduct post-implementation analysis and support on newly implemented systems. Draft / review a post-implementation and support reports. Review and improve on current business processes. Analyze the current environment and identify areas for business process improvements. Map current business processes that incorporate financial systems according to the Toolkit on Public Service Business Process Mapping. Prepare quarterly cluster audit reports. Ensure the provision of management information and Business intelligence (Data Analytics). Manage the provision and analysis of financial systems audit reports. Provision of data and information upon request within standards. Ensuring the production and timely distribution of various required business information analyses and reports. Ensure improvement on Business process mapping. Manage external service providers. Develop operational leadership / management of Human Resources. 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 implements performance improvement suggestions scheme. Provide corrective measures in terms of deviation. Operationalize and communicate the vision and mission for the directorate. Final annual reviews of subordinates signed on time at the end of the financial year.

Post : **Director: SCM Governance and Compliance**
Ref. No. : **LPT/339**
Branch : **Asset Liabilities and Supply Chain Management**
Salary Package : **R1 317 384 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 Supply Chain Management / Financial Management / Accounting or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in broader Supply Chain Environment. Certification in Supply Chain Management 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. Planning & Organising. Policy Analysis and Development. Time 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. Extensive knowledge of the PFMA, PPPFA, Treasury Regulations, National and Provincial SCM policies, and relevant case law. Knowledge of public sector fraud and corruption prevention frameworks (e.g., PRECCA, Protected Disclosures Act). Strategic Leadership: Ability to translate legislative requirements into practical, risk-based compliance strategies. Analytical. Thinking: High proficiency in data analysis, identifying red flags, and interpreting complex procurement scenarios. Legal Drafting: Skill in drafting policies, circulars, and legal opinions on Supply Chain Management matters. Governance and Risk Management. Stakeholder Management: Excellent ability to engage and influence senior officials, auditors, and law enforcement. Consequence Management: Ability to apply impartial and firm decision-making regarding transgressions.

DUTIES: KEY PERFORMANCE AREAS: - Manage the Strategic SCM Governance and Capacity building. Manage the development, implementation, and review, of the provincial SCM governance framework, policies, standard operating procedures (SOP's). Provide input into the development of SCM related governance policy, norms, standards, frameworks, and guidelines. Roll out all SCM related policies and procedures to provincial departments and public entities. Facilitate the design and delivery of a provincial training and capacity - building program for SCM practitioners and bid committee members on governance, and compliance requirements for the provincial department and public Entities. Provide advisory services to provincial department and public entities. Responding to request for advice / complaints on SCM matters. Manage SCM Compliance Monitoring, Analysis & Assurance. Establish and manage a provincial SCM Compliance monitoring plan; conduct proactive and reactive compliance reviews, SCM Audits action plans, and investigations into SCM processes (bid Committees & contract). Ensure SCM Monitoring and Reporting. Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework. Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework through quarterly SCM compliance assessments of provincial departments and public entities. Prepare comprehensive SCM governance and compliance reports for the Head of Department, Provincial Technical Committee on Finance (PTCF), Provincial HOD's Forum, Audit Committees and their clusters, and Provincial Legislature Committees. SCM Compliance Risk Assessment and Monitoring (SCM CRAM). Risk Management & Mitigation. Identify systemic SCM risk, fraud vulnerabilities, and non-compliance trends in collaboration with provincial departments and public entities. Provide expert advice and develop intervention strategies in consultation with relevant organs of state to strengthen internal controls and prevent irregular, fruitless, wasteful, and unauthorized expenditure. Identify areas for improvement and assist organs of state to develop improvement plans. Monitoring the implementation of improvement plans. Manage Human, Physical and Financial Resources in accordance with relevant directives and legislation. Formulate and manage the directorate's budget in line with its strategic objectives. Monitor and report on the utilization of equipment. Evaluate and monitor performance of employees. Ensure capacity and development of the directorate's personnel.

OTHER POSTS

Post : Deputy Director: Provincial Infrastructure Performance & Public Private Partnership (PPP)
Ref. No. : LPT/261
Directorate : Provincial Infrastructure Performance & Public Private Partnership (PPP)
Salary Package : R932 292 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: - NQF Level 7 qualification in the Built Environment (Engineering, Quantity Surveying, Architecture etc), or related field as recognized by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Infrastructure Management. Experience in existing guidelines such as IDMS, FIDPM, CIDB Regulations, etc. Experience in Budget processes for infrastructure will be an added advantage. Valid vehicle driver's license (with the exception of persons with disabilities).

KNOWLEDGE & SKILLS: - Extensive knowledge and understanding of the legislative framework governing the public service policies and procedures such as, Public Finance Management Act (PFMA). Division of Revenue Act and Treasury Regulations. Public Service Act. Knowledge of Financial Management and Project Management. Working knowledge of the functioning of National / Provincial as well as Local Government. Basic knowledge of Microsoft Office Applications. Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Technical/standards/procedures. Communicate at all levels. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Strategic Capability and Leadership. Organizing. Programme and Project Management. Conflict Management. People Management. Financial Management. Change Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.

DUTIES: KEY PERFORMANCE AREAS: -

Coordinate the implementation of infrastructure funding frameworks such as the Budget Facility for Infrastructure (BFI) and Public-Private Partnerships (PPPs) across Provincial Departments (PDs) and Provincial Public Entities. Prepare and manage infrastructure budgets in line with work in progress, contractual commitments, cost norms, and Medium-Term Expenditure Framework (MTEF) guidelines. Support Provincial Departments in preparing, submitting, and verifying infrastructure reports by issuing reminders, providing technical guidance, and ensuring adherence to reporting requirements. Facilitate the rollout and implementation of the Infrastructure Delivery Management System (IDMS) and provide ongoing technical support to PDs and IAs. Assist PDs in capturing infrastructure

budgets, expenditure, and performance information on the Infrastructure Reporting Model (IRM), ensuring alignment with In-Year Monitoring (IYM) and Basic Accounting System (BAS) data. Analyse infrastructure projects, budgets, and expenditure trends, and compile reports with recommendations to improve performance and address implementation challenges. Provide technical support and inputs to Departmental Infrastructure Coordinating Committees (DICC), Infrastructure, Technical Management Committee (ITMC), and Infrastructure Technical Committees (ITC) meetings, including preparation of reports and follow-up on action items. Support PDs in the compilation and review of infrastructure plans (UAMPs, IPMPs, IPSs), ensuring compliance with guidelines and alignment to budget allocations. Assist with the preparation and submission of MTEF infrastructure budgets, including completion of budget databases and contributions to MTEC reports. Monitor and analyse infrastructure procurement plans, track progress, identify delays, and recommend corrective measures to support timely delivery of projects. Validate physical and financial project performance through expenditure reviews, site visits, and reporting on progress and variances. Support the assessment of departmental acceleration plans and monitor compliance with the Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assist in promoting effective management, utilization, and maintenance of infrastructure assets, including support in developing maintenance plans and budgets for immovable assets. Provide technical input on funding sources, procurement strategies, and delivery mechanisms, including support on PPP initiatives and alternative funding opportunities. Participate in research, benchmarking, and analysis to improve infrastructure delivery and provide inputs to relevant forums, committees, and reporting platforms. Compile monthly and quarterly infrastructure performance reports for submission to Provincial and National Treasury, highlighting key issues and recommendations.

Post : Deputy Director: Labour Relations
Ref. No. : LPT/44
Directorate : Human Resource Management
Salary Package : R932 292 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: - NQF level 6 qualification in Labour Relations or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Labour Relations Management. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: - Knowledge of the legislative framework governing the Public Service such as, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, Public Finance Management Act, Employment Equity Act, Promotion of Administrative Justice Act, Promotion of Access of Information Act. Knowledge and understanding of collective agreements, CCMA

rules and labour court processes. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate Computer. Negotiation skills. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management. Planning, Staffing needs.

DUTIES: KEY PERFORMANCE AREAS: - Coordinate, advise, monitor, support and evaluate implementation of grievance rules, Disciplinary Code and Procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the Department. Conduct a survey on the status of grievance rules, Disciplinary Code and Procedure, Dispute Procedure Councils and Chambers Resolutions in the department. Advise the HOD on grievance rules, misconduct, disputes, and resolutions. Collect statistics on grievances, misconduct and disputes and analyse the trend. Compile a consolidated report on grievances, misconduct, and disputes for submission to Management and other relevant stakeholders. Make recommendations to the HOD on intervention Strategies. Develop intervention strategies to address the challenges. Coordinate the flow of information on grievances, misconduct, disputes, and resolutions to the key stakeholders. Manage and facilitate grievances, misconduct cases, dispute resolution and capacity building in the department. Facilitate allegations of misconduct from supervisors and or managers. Secure attendance of witnesses to be present at the hearings. Advise the HOD on all matters related to labour remedial service / misconduct cases. Recommend the appointments of employer representative and chairperson of the disciplinary hearing. Represent the employer during disciplinary hearings. Draft allegations in terms of clauses 6 and 7 of the disciplinary code and procedure, PSCBS Resolution 1 of 2003, and inform the alleged offender about his / her rights. Communicate the outcome of the disciplinary hearing with the alleged offender. Preside over disciplinary hearings in terms of clause 7.3 of code. Liaise with the offending employee to submit an appeal. Refer the appeal to the Executive Authority. Receive complaints and grievances lodged including referrals of disputes declared. Analyze issues in disputes surrounding grievances and disputes. Advise and seek mandate from HOD for resolution of disputes. Advise management on the validity of the complaints and or grievances. Investigate the grievance and seek a fair resolution thereof. Advise the aggrieved and management on the status of the grievance. Advise the aggrieved employee on the outcome thereof if finalized. Conduct research on the subject for capacity development. Conduct capacity development and compile a report to the HOD thereof. Coordinate, monitor and evaluate the implementation of collective agreements in the department. Facilitate and monitor implementation of collective agreements concluded in bargaining councils. Coordinate, monitor and participate in the activities of task teams established in bargaining councils. Conduct capacity building on collective agreements. Report to the HOD and Management on the implementation of collective agreement. Coordinate, manage and monitor public service industrial action in the department. Manage and monitor strike action in the department. Develop a strike management plan. Establish a departmental task team to manage the strike action. Develop a contingency plan to minimize the harmful effects of strike action

on service delivery. Collect statistics on employees affected by the strike action. Compile a report to OTP and other relevant stakeholders on the management of strikes. Coordinate, monitor, facilitate and evaluate capacity building on grievance rules and disciplinary code and procedure in the department. Coordinate capacity building sessions for the department. Organise capacity building documents or manuals on Grievance Rules, Disciplinary Code and Procedure and other relevant resolutions/collective agreements. Develop capacity building programmes. Advise and recommend to the HOD on Labour Relations capacity building needs.

Post : Deputy Director: Integrated Planning, Research & Policy
Coordination
Ref. No. : LPT/24
Directorate : Strategic Management
Salary Package : R932 292 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: - NQF level 6 qualification in Public Management / Strategic Management or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Integrated Planning and Research. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: - Knowledge of legislative framework governing the public service PSR, PFMA, Treasury regulations. Deep knowledge and understanding of the framework for Strategic Plans and Annual Performance Plans (APP) and Monitoring & Evaluation (M&E) framework. Knowledge and experience of Theory of Change and Situational Analysis. Strategic thinking and capability. Customer and client focus. Service delivery innovation. Good communication skill. Stakeholder engagement. Networking. Interpersonal skill. Analytical skills. Planning, and Organising Skill. Change and Knowledge Management.

DUTIES: KEY PERFORMANCE AREAS: - Coordinate and integrate all Department planning activities. Support the development of planning frameworks within the department. Facilitate the process to develop the medium- and long-term provincial plans and monitor the implementation process. Ensure alignment of sectoral strategies plans, policies and service delivery programs in the Department. Manage an internal engagement process with different stakeholders on the planning process and outputs to ensure alignment and maximise buy in into the provincial plans. Support collaboration with national development and other spheres of government on the development of provincial and local plans. Manage the development of all Departmental strategic planning documents in line with DPME guidelines and relevant prescripts. Manage logistical arrangements for departmental and branch strategic planning sessions. Ensure development, implementation of strategic and operational planning schedule in line with mandated government timeframes. Analyse strategic plans and annual performance

plans from branches for consistency and alignment to government priorities and planning frameworks. Coordinate the compilation and consolidation of strategic plans and annual performance plans from various branches into unified departments plans. Perform secretariat services during strategic planning sessions. Manage the development and review of Departmental policies. Conduct policy research on new policy proposal of the department. Monitor the status of departmental policies and ensure timely review of outdated policies. Ensure alignment of departmental policies with national policies and public service standards and norms. Facilitate policy consultation and engagement with Policy owners to ensure an aligned policy development process. Support all branches regarding policy review processes within the department. Manage the entire administration process related to policy development / review. Manage Human and Physical Resources in the sub-directorate. Manage the performance and development of employees within the sub-directorate. Develop and review operational plans for the sub-directorate. Evaluate, monitor performance and appraisal of employees. Develop and ensure adherence to policies and service delivery standards. Provide inputs to the budget process and ensure expenditure in accordance with applicable prescripts. Ensure proper management of asset within the sub-directorate.

Post : Deputy Director: Records & Knowledge Management
Ref. No. : LPT/99
Directorate : Records Management & Auxiliary Services
Salary Package : R932 292 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: - NQF level 6 qualification in Public Administration / HR Records / Archival Studies or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in paper-based records management / electronic records management field. Valid vehicle driver's license (with exception of persons with disabilities).

KNOWLEDGE & SKILLS: - Sound and in-depth knowledge of relevant prescripts, application of human records resources as well as understanding of the legislative framework governing the Public Service such as Managerial functions. Finance. Human Resource matters. Planning & organising. Compilation of reports. Analysing. Computer. 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. Project Management. Conflict Management. Financial Management. Strategic Management. Policy Formulation. Adapting during changes to meet the goals. Change / diversity Management.

DUTIES: KEY PERFORMANCE AREAS: - Ensure the development, implementation, and maintenance of records management systems. Develop, implement, and maintain records management procedure manual. Develop, implement, and maintain records

management policy. Develop, implement, maintain and manage General File plan. Manage, facilitate record inspection and audit to determine if records are filed correctly and has been classified to provide quick and efficient retrieval. Manage the implementation of authorized disposal and retention of records. Manage and facilitate the purchasing of necessary resources to enable records management to fulfil its functions. Ensure that the movement and location of the records standards is being adhered to so that records can be easily retrieved. Manage access controls in the records storage areas. Develop, implement, maintain, and manage disaster recovery plan for the protection of vital records and monitor the implementation thereof. Ensure that the development, implementation of records management capacity building programmes are in place and safekeeping of general files. Establish competency framework to identify the skills and knowledge required by all records management staff. Conduct audit of all records management practices against the legal requirements and the records management policy. Manage records management responsibilities of all records management staff are set out in performance agreements. Develop and manage the implementation of training Programme for records management staff. Manage all induction training in the allocation of file reference numbers according to the file both paper-based and electronic records. Ensure that a registry procedure manual is updated regularly. Manage the provision of registry procedure manual and file plans are available for information purpose to all staff members. Ensure that all worn out files covers has been redressed. Manage the provision of folio numbers to all records. Manage the development and implementation of General Records movement file register. Ensure that information security on general records is promoted. Develop training manuals and presentations. Conduct training sessions on records management. Conduct records management awareness sessions. Training Registry Staff on records management systems i.e., File Plans, Procedure Manual and Records Management Policy. Ensure that information can be identified and retrieved when required by providing well-structured record classification and record keeping systems. Manage the retrieval of information required for all requested in accordance with Promotional of Access to Information Act. Ensure that PAIA committee meetings are arranged, and minutes taken. Develop compliance reports and submit them to the Director records Management for finalization that need to be submitted to the Office of the Premier (Transversal Unit), Minister of Justice and Constitutional Development and Human Rights Commission. Develop compliance reports and submit them to the Director Records Management for finalization that need to be submitted to the Minister of Justice and Constitutional Development for publicizing on the Government Gazette. Manage the implementation of general file plan and registry procure manual to all districts is being adhered to Conduct regular inspections of all records storage area to ensure that proper access control are in place. Design staff file plan in accordance with National Archive and Provincial Archivist requirements. Ensure that implementation of files opened are stored according to the file plan, procedure manual and classification system. Ensure that the general file plan and record are storage system is maintained regularly. Develop and implement schedule for records other than the correspondence system. Provide inputs to the system

administrator on how the file plan should be implemented electronically. Ensure that schedules of all applicants for the advertised by the department are in place. Identification of records management system's needs. Collection and soliciting of inputs from record practitioners on the development of records management system. Submit inputs for the ratification of records management systems to the Director Records Management. Ensure that users comply with the requirement of the record management system. Manage the receiving, transfer of general files and facilitate the programme of systematic disposal. Ensure that records are only disposed of in terms of a written disposal authority issued by the Head of Department and Provincial Archivist. Apply the general disposal authority on all records not common to all offices. Apply for disposal authority on all records not covered by the general disposal authority in the custody of the Office by submitting the file plan to the provincial Archivist and Schedule for records other than correspondence system. Review the retention periods of all records before destruction. Ensure the retention periods for the non-archival records are in line with legislative framework. Review the retention periods of all records before destruction. Ensure that non-archival records due for destruction are destroyed at least one year. Ensure that records are only destroyed in terms of the applicable disposal authorities. Ensure that no archival records are destroyed. Ensure that no transfer of records made without the prior consent of the Head of the Department. Liaison with the office of CFO with regard to records keeping of financial records and tender documents. Ensure that all files of all newly appointed tender contracts are opened. Attending to all files ready to be transferred. Develop and maintain transfer-in and transfer-out general records registry. Making follow-ups of all files to be transferred into our department. Apply the general disposal authorities on records common to all offices. Ensure that a register of all disposal authorities issued on the records of the office is kept and updated. Ensure that disposal authority on all records not covered by general disposal authority are listed and considered for disposal. Ensure that destruction certificate is maintained. Facilitate transfer of records to the Archival Repository. Ensure that national minimum information requirements are complied with and monitor the safekeeping of records thereof. Conduct regular inspections to ensure that the storage of all records in all formats and media conforms to the legal requirements and to the storage standards for that specific media type. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place. Submit copies all inspection reports to the Head of Department and Provincial Archivist. Ensure that correct procedures according to security classification policy are applied. Supervise Registry Staff on proper filing of records according to classification policy are applied. Listing of records ready for disposal and retention. Implement and supervise the movement and location of the records so that records can be easily retrieved. Implement access controls in the records storage areas. Ensure that correct procedures according to security classification policy are applied. Develop, maintain and updating of control registry. Provide knowledge management and library management services. Manage the current knowledge management practices as well as design new knowledge distribution policies and encourage use of the new practices. Analysing the effectiveness of the new knowledge management programs by

observing its usage and evaluate its impact in terms of the organisational benefits. Interact with staff members, unit managers and the clients. Act as a mediator to answer the queries of the clients and staff about the knowledge management products and practices. Utilize the knowledge base resources and design a training module for the staff and clients to help them access the knowledge management tools. Being responsible for the analysis of social networks and formation of communities of practice within the organization. Encourage the staff and workers to share knowledge effectively and efficiently. Develop compliance reports and submit them to the Director Records Management for finalization that need to be submitted to Office of the Premier (Transversal Unit). Mainstreaming Knowledge Management Process. Answer routine inquiries and refer customers in need of professional assistance to librarian / Director Records Management & Auxiliary Services. Maintain records of items received, stored, issued, returned and file catalogue cards according to system used. Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material and mail sorting.

Post : Deputy Director: Transversal Contract Management
Ref. No. : LPT/353
Directorate : Transversal Contract Management
Salary Package : R932 292 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: NQF level 7 qualification in Supply Chain Management / Financial Management or related field as recognized by SAQA. 5 years' experience within the field of which 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.

3 X Posts : **Assistant Director: Transversal Risk Management**
Ref. No. : **LPT/385, LPT/388 & LPT/389**
Directorate : **Transversal Risk Management**
Salary Notch : **R487 197 per annum**
Salary Level : **09**
Centre : **Head Office – Polokwane**

MINIMUM REQUIREMENTS: 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.

Post : Assistant Director: HR Planning & Establishment
Ref. No. : LPT/32
Directorate : Human Resource Management
Salary Notch : R487 197 per annum
Salary Level : 9
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: NQF level 6 qualification in Human Resource Management or related field as recognised by SAQA. 3 years functional working experience in Human Resource Management or related field. PERSAL Training Results or Certificate.

KNOWLEDGE & SKILLS: Sound and in-depth Knowledge of HR prescripts. Public Service Regulations. Public Service Act. PFMA. Treasury regulations as well as the legislative framework governing the public service. Knowledge of Change Control system (SCC). Knowledge of variety of work ranges and procedures such as: Managerial functions, Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research \ analysing. Knowledge of PERSAL System. Ability to interpret and apply policy. Analytical and innovative thinking. Basic Research. Report writing. Workshop presentation and Facilitation. Ability to operate Computer such as (Excel, PowerPoint & MS Word). Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goal.

DUTIES: KEY PERFORMANCE AREAS: - Coordinate establishment and post control. Monitor the capturing and maintenance of approved posts on PERSAL Coordinate accurate placement into approved posts both on PERSAL and in the staff establishment (placement). Monitor the creation of approved vacancies on PERSAL. Ensure maintainance establishment into. posts/ responsibility linkages/ objective linkages. Coordinate engagement with Management Accounting on SCOA-related matters. Compile, analyse, and submit establishment control reports for management. Cordinate placement of staff in line with organisational changes. Monitor the correct placement of employees in line with approved organisational structures and changes. Monitor terminations, transfers, and movements through registers and verification on PERSAL. .Ensure that an updated placement report is readily available. Provide statistical information on current staff availability, staff turnover, equality, from PERSAL and Vulindlela to Excel and other report to the unit and management within department. Monitoring and reporting on vacancies. Facilitate PERSAL cleanup strategy and maintain posts on PERSAL Verify and validate funded vacant posts. Identify funded vacant posts for filling after approval by management. Monthly, quarterly, annual reporting of staff turnover. Prepare statistics as and when requested. Analysis on post establishment as and when needed on restructuring. Coordinate hr planning and statistical reporting. Coordinate the collection, analysis, and reporting of HR statistics for HR Plans, HR Implementation Reports, and Annual Adjusted HR Plans. Consolidate HR Plans and HR Plan Implementation reports for submission to the Office of the Premier (OTP) and DPSA. Design, analyse, and present HR oversight, compliance, and management reports. Provide secretariat and technical support to the departmental HR Planning committees. Liaise with internal and external stakeholders and represent the department at provincial forums. Assist with statistical information to consolidate comprehensive reports such Quarterly Review, Compliance Report, Monthly HR Implementation repot. Render persal user services. Approve and authorise PERSAL transactions. Ensure loading and maintenance of establishment data. Create and maintain objective tables, responsibility tables, and component tables. Maintain pay point allocations in terms of Payroll instructions. Link objectives and responsibilities in terms of SCOA. Implement linkage change.

2 X Posts : System Support Administrators
Ref. No's : LPT/453 & LPT457
Directorate : Systems Administration
Salary Notch : R413 001 per annum
Salary Level : 8
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: NQF level 6 qualification in Financial Management or related field as recognised by SAQA. 2 years functional working experience in Financial Management or related field.

KNOWLEDGE & SKILLS: Knowledge of 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. Financial Management. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy Formulation. Adaptability during changes to meet the goals. Change / diversity management.

DUTIES: KEY PERFORMANCE AREAS: Provide support on Transversal financial systems. Provide functional support to Transversal Financial Systems users. Register System Change requests from departments with National Treasury. Making follow ups with National Treasury on systems issues. Support departments to process opening journals, reconciliation of under / overspending and revenue accrual. Support with clearance of controls / suspense accounts and effective closure of books. Facilitate user account management. Provide support on effective utilization of financial systems. Provide assistance to users in the interpretation of reports. Implement disbursement of payments to suppliers according to the financial year schedule and requested special disbursements. Request reports pertaining to disbursement. Provide adhoc reports as when requested. Facilitate and monitor implementation of system and enhancement. Monitor user access activities. Assist in the implementation of RACF reports. Implement calls life cycle. Administer logged calls via emails, telephone and walk in on ITSM. Assist with the investigation of the logged calls using other mechanisms to derives to the solutions. Update calls with possible solutions. Forward solutions to clients. Close the calls once the client has confirmed success of the solutions. Provide support to management. Facilitate forum meetings for Systems Controllers. Request specific reports on monthly basis that requires ongoing attention by the Departments. Request Auditors download reports for all Departments. Liaise with National Treasury about systems related matters. Provide on job training for new functionalities.

Post : Senior Administration Officer: SCM Capricorn Services
Ref. No. : LPT/365
Directorate : SCM Client Services
Salary Notch : R413 001 per annum
Salary Level : 8
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: NQF level 6 qualification in Financial Management / Supply Chain Management or related field as recognised by SAQA. 2 years functional working experience in Supply Chain Management or related field.

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 organizing. Needs and priorities of the Departments. Legal background. Ability to interpret and apply policy. Analytical and Communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial

Management Change / diversity management. Policy Formulation. Leadership. Research. Strategic Management.

DUTIES: KEY PERFORMANCE AREAS: Provide tendering advisory support services to SMME's. Provision of information, advise, training and assistance to all suppliers on CSD during Provincial events. Facilitation of business information access to suppliers with other Government institutions for supplier's empowerment purposes in the districts. Assist walk-ins with completion of tender documents on daily basis. Mobilize stakeholders for community outreach documents on daily basis. Mobilize stakeholders for community outreach tendering workshops and roadshows. Assist with logistics during tendering workshop. Record keeping. Provide support on -line registration of suppliers on the NCSD. Assist walk-in suppliers with new online registration into the National Central Supplier Database (NCSD). Assist walk -in suppliers with the update of their profile on NCSD. Handling of CSD registration queries from suppliers through the District NCSD Call Centre. Keep and maintain internal controls registers. Keep and maintain stores control registers. Keep and maintain equipment's usage control registers. Maintain Registry control filling system. Keep and maintain transport control registry. Implement the Departmental PMDS. Signing of MOU with supervisor. Quarterly and annual performance reviews with supervisor.

Post : **Senior State Accountant: Revenue, Debt & Bank Reconciliation**
Ref. No. : **LPT/180**
Directorate : **Financial Accounting**
Salary Notch : **R413 001 per annum**
Salary Level : **08**
Centre : **Head Office – Polokwane**

MINIMUM REQUIREMENTS: - NQF level 6 qualification in Financial Accounting / Management Accounting / Cost and Management Accounting / Financial Information Systems as recognized by SAQA. 2 years functional experience in Financial Management.

KNOWLEDGE & SKILLS: - Knowledge of variety of work ranges and procedure such as PFMA. SCOA. Government Financial Systems. Economic reporting. Transversal Revenue Policy. Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Technical / standards. Ability to interpret policy. Financial Management. Analytic and innovative thinking. Report writing. Ability to operate Computer. Leadership. Conflict Management

DUTIES: KEY PERFORMANCE AREAS: - Provide support in administration of departmental revenue. Prepare payment vouchers. Transfer Revenue collected to Provincial Revenue Fund. Compile monthly and quarterly reports. Compile proposal revenue tariffs revision. Compile and revise revenue budget estimate as well as MTEF. Capture original and revise revenue budget estimates into BAS. Compile and revise

monthly revenue projections. Ensure that bank exceptions are cleared. Implement applicable policies and procedures. Provide support in clearing suspense account. Compile and capture BAS journals. Analysis of daily bank statements. Reconcile the bank account. Reconcile and clear suspense accounts. Analysis of trial balance on a daily basis. Prepare monthly and quarterly suspense control account reports. Perform monthly and year and closures. Communicate with bankers, other departments, and directorate on provision of information. Prepare monthly compliance certificate. Retrieve and submit information requested by Auditor General. Balance general ledger by preparing a trial balance, reconciling entries. Prepare financial reports by collecting, analysing and summarising account information. Conduct periodic reconciliations of all accounts to ensure their accuracy. Provide support in collection of debts. Monitor the capturing of debts. Maintain debt register. Authorise the process of creating entities. Submit debt age analysis, monthly and quarterly reports. Submit quarterly monitoring tool. Monitor irrecoverable debts. Ensure the allocation of direct deposits, pensions and PERSAL deductions to the respective debts. Monitor the reconciliation of debts on PERSAL and BAS. Compile / complete journal on the prescribed journal form. Ensure filling and safekeeping of reports. Provide support in compilation of interim and annual financial statements. Download the template. Run all the macro updates as they are made available. Request information for notes from different directorate. Calculate other amounts for disclosures. Request current year trial balance to upload on the template. Download the trial balance into excel. Run macro for the previous year trial balance into the financials template. Map all the trial balance items as per SCOA into financials template. Record all the necessary secondary information into the notes. Correct all exceptions. Ensuring that all balances recorded are correct. Provide all relevant narrations to the notes. Prepare audit file.

Post : Senior Personnel Practitioner: Service Benefits
Ref. No. : LPT/33
Directorate : Human Resource Management
Salary Notch : R413 001 per annum
Salary Level : 8
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: - NQF level 6 qualification in Human Resource Management / Public Administration / Public Management or related field as recognised by SAQA. 2 years functional working experience in Human Resource Management or related field. PERSAL Training, Results or Certificate and PILIR Certificate.

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, Employment Equity Act, Skills Development Act, Basic Conditions Act, labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Skills of Negotiation and People Management. Financial

Management, Planning & Organising skills. Time management. Strategic Planning, Policy Analysis and development skill. Good communication skills. Group dynamics. Diversity Management. Facilitation & Co-ordination skills. Leadership, Change and Knowledge Management skills.

DUTIES: KEY PERFORMANCE AREAS: - Administer leave of absence. Review leaves applications for completeness and compliance to prescripts. Process and approve applications for leave of absence on PERSAL. Ensure accurate leave records on PERSAL and in the physical register. Use the PERSAL System to manage leave transactions and related data. Monitor attendance register. Administer termination of service. Request PERSAL report for possible retirees at the beginning of the year. Process all service-termination related cases in line with the prescripts. Generate submissions to the HOD/MEC/delegate for approval and prepare letters to communicate the outcomes of the applications to applicants. Process service termination transactions on PERSAL. Audit capped leave and conduct leave reconciliation. Administer payment of leave gratuity. Receive applications for early retirement/normal retirement and resignations. Facilitate the implementation of policy and procedure on incapacity leave and ill health retirement. Verify all submitted PILIR applications and secure the necessary conditional approvals from the relevant authorities. Ensure timely submission of applications to the Health Risk Manager for assessment. Receive the outcome for the assessment. Generate submission and letters to the HOD for approval, based on the health risk manager's recommendations. Ensure communication of the outcomes of assessment to the affected employees. Generate headcount report, receive invoice, prepare BAS payment advice and submit to Expenditure for payment. Ensure all PILLIR transactions are captured / approved on PERSAL. Provide pension administration services. Co-ordinate completion of GPAA withdrawal forms. Capture information on (PCM) Pension Case Management. Register documents for filing. Administer government employee housing scheme allowances and long service recognition. government employee housing scheme allowances. Coordinate completion of Homeowner's allowance applications. Coordinate completion of withdrawal of individual links savings facility application. Submit to the Deputy Director for approval. Ensure homeowners allowances are accurately captured / approved on PERSAL. Housing Stop Order. Process requests related to the initiation and termination of housing stop orders. Ensure stop orders are accurately captured / approved on PERSAL. Terminate housing stop orders. Administer Long Service Recognition. Request report for long service qualifiers at the beginning of the year. Generate letters to inform employees. Process Advice for payment of long service recognition awards. Administer overtime. Process requests for overtime in line with the relevant prescriptions. Generate submission for approval of the HOD. Verify overtime claims and payment advice for accuracy and compliance with the prescripts. Ensure creation of authority number.

Post : **Personnel Practitioner: Recruitment, Appointments & Selection**
Ref. No. : **LPT/38**
Directorate : **Human Resource Management**
Salary Notch : **R338 106 per annum**
Salary Level : **7**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: - NQF level 6 qualification in Human Resource Management / Public Administration / Public Management or related field as recognised by SAQA. 2 years functional working experience in Recruitment, Selection & Appointments within Human Resource Management. PERSAL Training / Results or Certificate.

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, Employment Equity Act, Basic Conditions of Employment Act, Public Service Regulations, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, and various Bargaining Council Resolutions. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing Skill. Financial Management. Negotiation skills. Ability to prioritize matters. People management. Planning & organizing. Time management. Good communication skills.

DUTIES: KEY PERFORMANCE AREAS: - Administer recruitment and selection records. Assist with drafting of advertisement of vacant posts. Facilitate the shortlisting and interview processes. Render secretarial services in the shortlisting interviews. Request Personnel Suitability Check. Prepare formal appointment memo to Executing authority for approval. Capturing of appointments on PERSAL. Update the registers (appointments, commitments). Update the appointment register. Administration and processing of personnel records. Create SP files for new employees. Capturing of personnel information on PERSAL such as qualifications. Dependents, Marital status, residential addresses etc. Submitting all documents to HR Records for filling. Administration of remunerative policies. Facilitate the process of acting appointments. Capturing of Acting allowance on PERSAL. Facilitate the requests for Resettlement expenditure. Facilitate and assist the candidates with the completion of S&T claims for candidates who attended the interviews. Issuing of advice payments to Payroll Management. Administration and processing of personnel utilization. Facilitate the issuing of probation reviews and confirmation of probationary period for employees who were appointed on probation. Facilitate the transfers. process (Internal or external), secondments, relocations and movements of staff. Capturing of transfers, relocations, movements, secondments on PERSAL. Update the transfers and secondment registers.

Post : **Personnel Practitioner: Youth Development & Talent Management**
Ref. No. : **LPT/54**
Directorate : **Human Resource Management**
Salary Notch : **R338 106 per annum**
Salary Level : **7**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: - NQF level 6 qualification in Human Resource Management or related field as recognised by SAQA. 2 years functional working experience in Human Resource Development or related field.

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, Employment Equity Act, Skills Development Act, Basic Conditions Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Skills of Negotiation and People Management. Financial Management, Planning & Organising skills. Time management. Strategic Planning, Policy Analysis and development skill. Good communication skills. Group dynamics. Diversity Management. Facilitation & Co-ordination skills. Leadership, Change and Knowledge Management skills.

DUTIES: KEY PERFORMANCE AREAS: - Facilitate Internship Programme. Conduct internship needs analysis. Compile internship advert. Place / enrol interns on internship programme. Facilitate rotation of learners. Facilitate quarterly meetings with interns and mentors. Arrange induction and training of interns (generic and technical training). Arrange training of mentors. Monitor training and learning of interns through monthly reports. Analyse interns monthly reports and compile presentation for quarterly meetings with interns and mentors. Arrange certification/ graduation ceremony. Facilitate Internal Audit Training (IAT) Learning Programme. Conduct IAT needs analysis. Compile IAT advert. Place/ enrol learners on IAT learning programme. Facilitate rotation of learners. Facilitate quarterly meetings with learners and mentors. Arrange induction and training of learners (generic and technical training). Arrange training of mentors. Monitor training and learning of learners monthly through logbooks. Analyse interns monthly reports and compile presentation for quarterly meetings. Facilitate Work Integrated Learning (WIL) programme. Conduct WIL needs analysis. Communicate and liaise OtP and TVET Colleges on WIL Programme. Facilitate placement of learners. Facilitate induction and training of learners. Monitor training and learning of learners monthly through logbooks and timesheets. Facilitate rotation of learners. Arrange learners meetings with the Colleges. Assist learners in compiling testimonial letters. Arrange certification / graduation ceremony. Facilitate CAA programme. Facilitate advertisement of CA Programme. Facilitate enrolment of CA Trainees on CAA. Coordinate induction of CA Trainees. Coordinate learning and training work sessions of Trainees. Facilitate payments for membership, SAICA Board Courses, Board Exams and other training. Identify and train

mentors. Financial Management. Constant monitoring of budget and expenditure for youth development programmes. Prepare Memorandum for Goods and Services in respect of youth development programmes.

Post : Demand & Acquisition Practitioner
Ref. No. : LPT/195
Directorate : Supply Chain Management
Salary Notch : R338 106 per annum
Salary Level : 07
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An NQF level 6 qualification as recognized by SAQA in Supply Chain Management or related field. 1 year functional experience in Supply Chain Management.

KNOWLEDGE & SKILLS: 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; Knowledge of variety of work ranges and procedures such as; SCM matters. Planning and organizing. Needs and priorities of the Department. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management. **COMPETENCIES:** Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES: KEY PERFORMANCE AREAS: Receive request from end users. Process invitation of all price quotations. Capture requests on the Departmental Procurement System. Invite quotations from the suppliers. Receive quotations from suppliers. Prepare dispatch memo for approval by Director SCM or his/her delegated official. Open individual bid files according to filling index. Compile bid documents as per to Preferential Procurement Policy Framework Act and other relevant SCM prescripts. Advertise bids on Provincial tender bulletin, e-portal, departmental website and any other media. Send bid documents to supplier's / service providers. Opening of bid box during bid closing dates. Recording, numbering, and date stamp all received bid documents. Serve as secretariat during bid specification, bid evaluation and bid adjudication sittings. Prepare evaluation spreadsheets and scoring forms. Conduct site inspection on the short-listed suppliers. Process invitation of bids greater than R1 000 000.00. Conduct need analysis. Check the specification from Demand Manager to confirm if it has been approved, check availability of budget before proceeding with procurement of goods or services. Compile the register for the advertised bids. Write down list of all bids advertised with their details such as date of advertisement, closing date of the bid and progress report for the bids on whether they are awarded or still under evaluation or adjudication process. Update the reports on monthly basis. Maintenance of demand and acquisitions supplier database. Prepare bid evaluation and bid adjudication reports. Prepare bid award letters.

10 X Posts: Personal Assistants: Chief Directors: Information Management / Corporate Services / Budget & Public Finance Management / Municipal Finance & Governance / Assets & Liabilities Management / Provincial SCM Management / Financial Management Information Systems / Accounting Services / Risk Based Auditing & Specialized Audit Services / Risk Based Auditing / Performance & Consulting Services. (N.B) Successful candidates may be appointed to any of the advertised Personal Assistant posts.

Ref. No. : LPT/PA/2026/1
Salary Notch : R338 106 per annum
Salary Level : 7
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: NQF level 6 qualification in Office Management / Office Administration / Management Assistant as recognised by SAQA. 1 year working experience in Office Management / Office Administration / Management Assistance / Secretariat.

KNOWLEDGE & SKILLS: Professional presentation and communication skills. 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 to the Chief Director. 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 Chief Director Utilizes discretion to decide whether to accept/decline or refer to other employees request for meetings. Coordinates with and sensitized/advises the Chief Director 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 Chief Director. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the Chief Director. 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 Chief Director 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 Chief Director as required. Coordinates logistical arrangements for meetings when required. Support the Chief Director with the administration of budget. Collects and coordinates all the documents that relate to the budget of Chief Director. Assists Chief Director in determining funding requirements for purpose of MTEF submissions. Keeps records of expenditure commitment, monitors expenditure and alerts Chief Director 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.

3 X Posts : **Registry Clerk: Records & Knowledge Management**
Ref. No's. : **LPT/105, LPT/108 & LPT/109**
Directorate : **Records Management & Auxiliary Services**
Salary Notch : **R237 453 per annum**
Salary Level : **05**
Centre : **Head Office - Polokwane**

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

KNOWLEDGE & SKILLS: Knowledge of Registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Registry.

DUTIES: KEY PERFORMANCE AREAS: Provide clerical support to Human Records Management. Opening and closing of files. Giving folio numbers to all documents / correspondence received in the registry. Listing all Human Resource Records which are ready for disposal. Implementation of minimum information required in all Human resource records. Redressing of all worn out files and replacement of new jackets. Filling of personnel and other related documents. Maintenance of registers. Ensure safekeeping of personal records. Render Archive services. Maintenance of the staff filing / records classification systems. Quarterly audit of all active documents and files. Provide any other administrative support to the office. Provide support on facilitation of compliance of information and security. Ensure compliance to management of information and security and promotion of access to information. Ensure compliance to management of National Minimum Information Requirements are complied. Ensure compliance to records classification requirement. Provide support on coordination of personal files. Safekeeping of personal files. Maintenance of stall file plan. Maintenance of schedule of records management manuals. Process documents for archiving and disposal. Listing of records that are due for disposal. Listing of records that need to be transferred both to the Provincial Archives and mini departmental archives. Compile list of documents to be archived and submit to the supervisor. Listing of all applications for employment that need to be disposed. Provide reproduction services on Human Resource Records. Attend to

clients. Handle telephonic and other enquiries received. Electronic scanning of files. Sort and package files for archived and distribution. Keep records for archived documents. Complete index cards for all files.

Posts : Telecom Operator
Ref. No's. : LPT/125
Directorate : Records Management & Auxiliary Services
Salary Notch : R201 093 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. Provide. 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.

3 X Posts : Cleaners
Ref. No. : LPT/134, LPT/136 & LPT/150
Directorate : Records Management & Auxiliary Services
Salary Notch : R144 024 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 the 24th July 2026**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.