



PROVINCIAL TREASURY

Ref : S 4 / 6 / 1

Enq : Conny Kgadima

Date : 11th August 2015

TO ALL HEADS OF DEPARTMENTS AND STAFF

CIRCULAR NO. 04 OF 2015 (HRM)

ADVERTISEMENT OF VACANT POSTS IN THE ESTABLISHMENT OF THE LIMPOPO PROVINCIAL TREASURY

1. Limpopo Provincial Treasury is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.
2. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
3. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA.
4. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty.
5. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations.
6. All shortlisted candidates for SMS posts will be subjected to a competency – based assessment and technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department.
7. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons.

8. Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid Code EB vehicle driver's licence and educational qualifications and a comprehensive curriculum vitae or resume'. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83.

All Applications should be submitted to:

Senior Manager: Human Resource Management
Private Bag X 9486
POLOKWANE,
0700

OR be hand delivered to:

Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry,
46 Hans van Rensburg Street
POLOKWANE
0700,

9. All General enquiries should be directed to Messrs Letsoalo Martin, Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
10. The closing date for submission of applications is Tuesday the 25th August 2015 @, **16h00**. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
11. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Women and people living with disabilities are encouraged to apply.



Mr GC Pratt
Head of the Department: Limpopo Provincial Treasury

Date: 12/08/2015

Annexure "A".

Branch : Corporate Governance
Post : General Manager (GM): Corporate Services
Reference No. : LPT/ 201
Salary Package :R988 152 per annum (to be structured according to individual's needs)
Salary Level :14
Centre : Head Office (Polokwane)

Minimum requirements:-

Undergraduate qualification (NQF Level 7) as recognised by SAQA • 5 years' relevant working experience within the HR environment at Senior Managerial level • Knowledge of Human Resources policies and legislation governing Human Resources within the Public Service and SMS handbook.

Competencies:-

Sound strategic and visionary capability • Ability to work successfully under pressure and to partner with a dynamic leadership team • Problem-solving skills and innovative capabilities • Knowledge and sound understanding of corporate services • People management skills • Demonstrated resourcefulness in setting priorities and guiding investment in people and systems • Results-driven and service-orientated • Ability to persuade and negotiate at all levels • Ability to liaise with internal and external stakeholders and network widely • Exceptional ability to apply innovative thought, vision, drive and strong leadership • Knowledge of the PFMA will be an added advantage.

Key responsibilities:-

The successful candidate will report to the Chief Operations Officer/Senior General Manager: Corporate Governance and lead Corporate Services internal operations of the Provincial Treasury. The incumbent will be required to:

- Interpret and translate both current and future business needs into effective talent management plans
- Perform business and budget planning
- Implement organisational development models to support positive performance and a learning culture that promotes effective people management solutions
- Conceptualise and implement talent management models that attract and retain productive teams for the Department
- Build a sound talent pipeline pool, with HR capability to contend with the Department
- Drive and facilitate the development of an effective HR information system that enhances decision making and informs the design of strategic interventions
- Manage and oversee the human resource function, including: Recruitment; hiring and compensation; benefits administration and oversight
- Ensure the implementation of the Performance Management System
- Ensure the management and administration of Bursaries, Learnerships and Internships
- Ensure the management of the Resource Centre and provide In-service Training
- Administer Human Resource Development Programme
- Develop and oversee Work Skills Plan in accordance with the Sector Skills Plan
- Oversee and manage training reports as required and prescribed by SETA
- Ensure the provision of Legal Administrative Services
- Ensure the provision of Labour Relations Services
- Ensure coordination of Employment Equity
- Ensure coordination of Employee Wellness programmes and Safety Health Environment Risk and Quality (SHERQ)
- Ensure implementation of

Service Standards • Oversee all administrative functions within Corporate Services to ensure smooth daily operations.

Directorate : Human Resource Management
Post : Senior Manager: Human Resource Management
Reference No. : LPT/22
Salary Package :R819 126 per annum (to be structured according to individual's needs)
Salary Level : 13
Centre : Head Office (Polokwane)

Minimum requirements:-

Undergraduate qualification (NQF level 7) as recognised by SAQA • 5 years' relevant working experience at a middle/senior managerial level • Experience in an HR-related function • Knowledge of Human Resources policies and prescripts.

Competencies:-

Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Honesty and integrity • Ability to manage and oversee project implementation processes and activities • Ability to work successfully under pressure and to partner with a dynamic leadership team
• Problem-solving skills and innovative capabilities • Knowledge and sound understanding of HR practices • People management skills • Results-driven and service-orientated • Ability to liaise with internal and external stakeholders and network widely • Exceptional ability to apply innovative thought, vision, drive and strong leadership • Knowledge of the PFMA will be an added advantage.

Key responsibilities:-

The successful candidate will report to the General Manager: Corporate Services and will be required to: • Coordinate and manage the Recruitment and Selection component • Ensure the alignment of the organisational structure with the Department's strategic plan • Ensure that Organisational Development and Job Evaluation functions are carried out effectively • Render efficient and effective human resource administration services • Advise and consult with top management as well as relevant stakeholders on formulating and implementing Recruitment and Selection principles and practices relevant to the Department • Manage sourcing and placement of staff within the Department • Ensure that the HR system(s) are functional and up to date • Implement, monitor, align and update HR policies and strategies • Implement and monitor a functional performance management system • Accurate and timely service delivery • Strategic vision communicated and motivated • Optimal attraction, development, motivation and retention of employees • Ensure prioritising and motivation of all new HR projects • Oversee all appointed external professionals • Manage and oversee all HR processes to be implemented • Ensure quality assurance of organisational products and client services • Oversee the maintenance of project management systems for HR • Ensure compliance with project planning processes during implementation.

Directorate : **Human Resource Management**
Post : **Deputy Manager: Service Benefits**
Reference No. : **LPT/26**
Salary Notch : **R289 761.00 p.a. (excluding benefits)**
Salary Level : **9**
Centre : **Head Office (Polokwane)**

Minimum requirements: -

A recognized NQF level 6 (Three year tertiary qualification) in Public Administration / Human Resources Management. A minimum of two to three years in Human Resource Management or related field.

Competencies: -

Computer literate: Applicable Software applications such as MS Word, Excel, Internet, Microsoft outlook. Analytical thinking and problem solving skills. Report writing. General Advice, Support, Info-sharing, Assistance. Basic Accounting Knowledge. Planning & organizing. Time management. Training Management. Presentation skills. Good communication skills. Multi-Tasking. People Management. Co-ordination skills. Leadership skills. Change and knowledge management. Driver's license. Computer literacy.

Key responsibilities:-

Manage and administer all aspects of conditions of service. Manage and administer leave, separation process and termination of service, i.e. resignations, retirement, dismissals, death, etc. Ensure administration of service benefits, i.e. housing, salary, pensions, state guarantees, etc. Manage resources (physical and human). Manage RWOPS. Manage e-disclosure. Manage GEMS administration within the Department.

Component : **HOD Support Services**
Post : **Manager: HOD Support Services**
Reference No. : **LPT/13**
Salary Level : **11**
Salary Package : **R569 538.00 p.a. (to be structured according to individual needs)**
Centre : **Head Office (Polokwane)**

Minimum requirements:-

A recognized NQF level 6 (Three year tertiary qualification) in Office Management/Public Administration with at least three years' junior management experience in office management and secretariat service. Valid vehicle Code (EB) driver's license. Computer Literacy.

Competencies:-

Ability to interpret and apply policies. Analytical and innovative thinking. Report-writing and co-ordination skills. Financial Management skills. Demonstrate interest in internal support services and related fields Teamwork orientated. Receptive to suggestions and ideas. Innovative thinker. Exceptional creativity.

Key Responsibilities:-

Ensure effective and efficient management of Strategic and Administrative Support in the Office of the HOD. Co-ordinate matters pertaining to EXCO and HOD Forum Resolutions. Co-ordinate matters relating to various Clusters. Monitor the implementation of the Departmental Strategic Plan. Render Secretariat Services to the Executive Management Structures of the Department. Ensure recordings and distribution of minutes for such meetings Facilitate the existence of a functional corporate management system. Effective and efficient co-ordination of regular/periodic management meetings. Manage, direct, record and assess the flow of memoranda and correspondences to and from the HOD and the Department. Assist in the consolidation of the office strategic documents such as, strategic plans, operational, quarterly and annual reports. Ensure appropriate support to all departmental employees needing assistance in the HOD's office. Keeping abreast of all current functions of the department for proper advice. Support the department in projecting a positive image. Supervise the activities of subordinates.

Component	: HOD Support Services
Post	: Deputy Manager: HOD Support Services
Reference No.	: LPT/16
Salary Level	: 09
Salary Notch	: R289 761.00 p.a. (excluding benefits)
Centre	: Head Office (Polokwane)

Minimum requirements:-

A recognized NQF level 6 (Three year tertiary qualification) in Office Management/Public Administration with at least three years' working experience in office management. Valid vehicle Code (EB) driver's license. Computer Literacy.

Competencies:-

Ability to interpret and apply policies. Analytical and innovative thinking. Report-writing and co-ordination skills. Financial Management skills. Demonstrate interest in internal support services and related fields Teamwork orientated. Receptive to suggestions and ideas. Innovative thinker. Exceptional creativity.

Key responsibilities:-

Render a professional and efficient Administrative Support in the Office of the HOD. Assist in managing and co-ordination of documentation within the office by: Attending to all correspondences timeously and draft correspondences, i.e memos, letters, minutes, etc. Provide advice on and oversee the scheduling and planning of the HoD's programme and ensure implementation of alternative arrangements when necessary. Perform quality assurance on the submitted reports and correspondences. Assist in the preparation of draft replies and comments on behalf of the HoD. Ensure the security profile and classification of documentation and information related to the office. Developing and administering an effective electronic document management system; Act as secretariat during Executive Management and other important departmental meetings

Directorate : **Government Information Technology Office**
Post : **Manager: IT Infrastructure, Security Solutions & Operations**
Reference No. : **LTP/103**
Salary Package : **R569 538 per annum** (to be structured according to individual's needs)
Salary Level : **11**
Centre : **Head Office (Polokwane)**

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in ICT or related field of study • In-depth knowledge of computer networks, MS Exchange, SharePoint technology and ICT security • 3 years' previous experience in managing the Microsoft Enterprise-based network environment • The following professional qualifications will be an added advantage: MCSE, CCP, CSIP, ITIL, COBIT etc • Valid Code EB vehicle driver's licence.

Competencies:-

Understanding of Public Service ICT and e-Government legislation • Innovation • Ability to work without supervision • Report-writing skills • Communication skills • Interpersonal skills • Project management • Problem-solving and management skills.

Key responsibilities:-

Reporting to the Government Information Technology Officer (GITO), the incumbent will: • Provide, manage and maintain the whole ICT infrastructure of the Department, including WAN, LAN, routers, switches and desktop environment • Identify departmental ICT requirements and provide innovative ICT solutions • Manage ICT projects • Manage the development and implementation of new ICT infrastructure and business solutions • Oversee all server and network administration functions and ensure that they are executed in line with the ICT policy framework and other industry standards • Manage the performance and availability of network servers and all application systems • Ensure that the ICT infrastructure adheres and complies with departmental ICT policy and SITA standards • Ensure the implementation of the Disaster Recovery Plan.

Directorate : **Records Management and Auxiliary Services**
Post : **Manager: Auxiliary Services**
Reference No. : **LPT/ 137**
Centre : **Polokwane**
Salary Package : **R569 538.00 p.a.** (to be structured according to individual needs)
Salary Level : **11**
Centre : **Head Office (Polokwane)**

Minimum requirements:-

A recognized NQF level 6 (Three year tertiary qualification) in Logistics Management or Public Management or Public Administration • Four years working experience in the field of Auxiliary Services • A valid driver's license • Certificate in Facility Management will be an added advantage.

Competencies:-

The ability to develop and implement Government Immovable Asset Management Plan (GIAMA) as prescribed by Government Immovable Asset Management Act 19 of 2007• People and Financial management• Planning & organizing• Time management• Good communication skills• Group dynamics• Diversity management• Facilitation and Co-ordination skills• Leadership skills• Change and knowledge management• Ability to interpret and apply policy• Analytical and innovative thinking• Report writing• Ability to operate a computer• Professionalism, Accuracy, Flexibility, Independent and Co-operative• Team player• An understanding of government policies and priorities• Knowledge of Logistics/Auxiliary Services policies and legislations• Willingness to work under pressure• Ability to apply project management skills• Problem solving, people management and empowerment• Understanding of Occupational Health and Safety Act, No. 85 of 1993, Public Service Regulations 2001 and the Public Service Act, 1994 as amended.

Key responsibilities: -

Manage the implementation of User Asset Management Plan. • Develop departmental policies and procedure manuals on Auxiliary Services• Manage the implementation of Labour Saving devices contracts (photocopier, faxes, telephony system, office furniture etc)• Manage the implementation of Lease Agreements for departmental facilities and other Auxiliary Services Projects • Manage the receiving and processing of invoices and payments thereof• Ensure adherence to the implementation of OHS and PFMA Legislations• Manage the provision of office accommodation, housekeeping and maintenance of departmental facilities• Provide in-service training to staff within the unit.

Directorate : Internal Control (Norms & Standards)
Post : Manager: Internal Control
Reference No. : LPT/559
Salary Package :R674 979 per annum (to be structured according to individual's needs)
Salary Level : 12
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Financial Management/Accounting/Auditing • At least 3 years' working experience at junior management level in a corporate governance/compliance/finance and/or auditing environment • Good understanding of skills in reviewing and monitoring functions performed within the Chief Financial Officers' establishment • Extensive knowledge of Committee of Sponsoring Organisations of the Treadway Commission principles (COSO), Companies Act of 2008, King III, Public Finance Management Act and Treasury Regulations • Experience in managing staff, budget and stakeholder engagement • Valid Code EB vehicle driver's licence.

Competencies:-

In-depth knowledge of MS Word, Excel, PowerPoint and Visio • Excellent written and verbal communication skills • Facilitation skills • Strong organisational, coordinating and time management skills.

Key responsibilities:-

Review the adequacy of internal control systems within departments and public entities and conduct research on development of new and updating existing controls

- Take lead role in the policy and procedure manual formulation for transversal functions, including mapping of controls
- Develop position papers on frequently asked questions (FAQs)
- Provide lead role in the development of delegations in terms of Sections 44 and 56 of the PFMA
- Manage and coordinate activities related to the internal control forum
- Contribute towards the development of best practice guidelines and training material in terms of the PFMA
- Coordinate, monitor and evaluate fraud prevention and losses control systems
- Promote a culture of good ethics and values through development of internal controls and assist departments and public entities with establishing financial misconduct boards.

Directorate : Norms and Standards
Post : Deputy Manager: Public Entities Oversight
Reference No. : LPT/490
Salary Notch : R361 659 per annum (excluding benefits)
Salary Level : 10
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Commerce/ or Governance.

- 3 years' working experience in a corporate governance and compliance environment
- Good knowledge of the Companies Act of 2008, King III, Public Finance Management Act, Treasury Regulations, Protocol on Corporate Governance in the Public Sector will be an advantage
- Valid Code EB vehicle driver's licence.

Competencies:-

In-depth knowledge of MS Word, Excel and PowerPoint

- Excellent written and verbal communication skills
- Strong organisational, coordinating and time management skills
- Financial reporting skills
- Good understanding and skills in reviewing and monitoring governance processes, practices, structures, including compliance with legislation/governance frameworks, and making recommendations.

Key responsibilities:-

Support and ensure effective functioning of Audit Committees, Audit Steering Committees and other oversight structure of Public Entities

- Perform Board Remuneration reviews
- Ensure compliance with the PFMA, Treasury Regulations, Companies Act, King III report on Corporate Governance and/or agency regulations and policies
- Monitor implementation of Action Plan to address Auditor-General Audit Findings by public entities
- Enforce and monitor compliance with Transversal Financial Policies by public entities
- Conduct analysis on Financial Management Capability Maturity Model (FMCMM) on the public entities and ensure that an action plan is developed to address all the gaps identified
- Assist the Manager to review and analyse public entities' governance instruments, including shareholders compact and memorandum of incorporation
- Coordinate the listing and de-listing of public entities in Limpopo Province.

Directorate : Norms and Standards
Post : Deputy Manager: Norms & Standards
(PFMA Oversight – Votes)
Reference No. : LPT/484
Salary notch : R361 659 per annum (excluding benefits)
Salary Level : Level 10
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF 6 qualification in Financial Management/Accounting/Auditing • 3 years' relevant working experience in a Compliance/Finance and/or Auditing environment • Valid Code EB vehicle driver's licence.

Competencies:-

Good understanding and skills in reviewing and monitoring functions performed within the Chief Financial Officers' establishment • Extensive knowledge of the Public Finance Management Act and Treasury Regulations • Experience in stakeholder engagement • In-depth knowledge of MS Word, Excel, PowerPoint and Visio • Excellent written and verbal communication skills • Facilitation skills • Strong organisational skills • Co-coordinating and time management skills • Analytical skills and an understanding of the regulatory framework within which departments operate.

Key responsibilities:-

Provide support to (Public Finance Management Act (PFMA) institutions on interpretation, compliance with, and application of the PFMA and Treasury Regulations • Provide support on the implementation of delegations in terms of Sections 44 of the PFMA • Monitor financial misconduct (Chapter 10 of PFMA) • Maintain, update and implement the Financial Management Capability Maturity Model (FMCMM) • Identify cutting-edge monitoring and evaluation methodologies to ensure effective monitoring of financial management • Coordinate the issuing of provincial instruction notes in terms of the PFMA • Execute oversight over unauthorised, irregular and fruitless expenditure • Analyse audit reports, monitor and support departments with the implementation of remedial action plans • Attend Audit Steering Committee meetings of departments to provide technical assistance • Compile monthly and quarterly consolidated performance reports in line with the Directorate's Annual Performance Plan (APP) targets and operational plan outputs.

Directorate : Departmental Supply Chain Management
Post : Manager: Assets Management
Reference No. : LPT/248
Salary Package : R569 538 per annum (to be structured according to individual's needs)
Salary Level : 11
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Commerce, with Accounting and at least 3 years' working experience at junior management level in Financial Management (Supply Chain Management environment) • Valid Code EB vehicle driver's licence.

Competencies: • Good understanding of applicable Supply Chain Management prescripts, Asset Management Framework, Public Finance Management Act and Treasury Regulations • Knowledge and experience of FINEST/LOGIS and BAS • Computer literacy with excellent command in Microsoft Excel • Short-listed candidates will be expected to undergo competency test in Microsoft Excel.

Key responsibilities:-

Implement Asset Management policy and procedures • Manage asset count in the department • Draw and manage a comprehensive asset register • Adhere to asset management reporting requirements • Input into the preparation of annual financial statements • Regularly monitor and control departmental assets • Identify and control all risks relating to departmental assets • Report loss or damage of assets to the Accounting Officer • Schedule assets for disposal and manage the process • Implement the Asset Management Strategy • Implement effective utilisation of State assets and comply with PFMA • Reconcile asset purchases • Prepare and management of budget for the Asset Management unit • Conduct needs analysis for asset purchases.

Directorate : Departmental Supply Chain Management
Post : Manager: Departmental Demand & Acquisition
Reference No. : LPT/231)
Salary Package :R569 538 per annum (to be structured according to individual's needs)
Salary Level : 11
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Economics/Public Finance/Accounting/Logistics, and/or Financial Management • At least 3 years' experience at junior management level in Financial Management (Supply Chain Management environment).

Competencies:-

Good understanding of applicable Supply Chain Management prescripts, Supply Chain Management Framework, Public Finance Management Act and Treasury Regulations • Knowledge and experience of FINEST/LOGIS and BAS • Computer literacy with excellent command in Microsoft Excel • Understanding of the impact of financial and economic models.

Key responsibilities:-

Monitor and ensure compliance with all policies and procedures in demand management • Manage commodity and industry analysis • Manage costing and linking of requirements to the budget • Manage compilation of TORs/specifications for goods and services to develop the departmental sourcing strategy • Develop monitoring process strategies to ensure that the desired objectives are achieved • Promote policy objectives as outlined in the PPPFA and its accompanying regulations • Promote uniformity in SCM practice • Design and implement simplified processes and standards for general purchasing management • Manage and maintain internal and external customer relationship • Submit monthly reports to Senior Manager: Supply Chain Management • Effectively implement and manage the acquisition management functions in line with National Treasury SCM Framework •

Develop and implement sound acquisition policies and procedures • Manage, support and provide technical guidance to the bid committees and advise on bid processes • Monitor the application of PPPFA • Maintain supplier database • Develop procurement plans for goods and services and professional services • Review all contracts to ensure all obligations are met • Apply effective performance management standards and processes • Monitor the use of resources within the Sub-directorate: Demand and Acquisition Management.

Directorate : **Departmental Supply Chain Management**
Post : **Deputy Manager: Assets Management**
Reference No. : **LPT/250**
Salary Notch : **R289 761 per annum (excluding benefits)**
Salary Level : **9**
Centre : **Head Office (Polokwane)**

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Commerce, with Accounting and at least 3 years' experience in Financial Management (Supply Chain Management environment) • Valid Code (EB) vehicle driver's licence.

Competencies:-

Good understanding of applicable Supply Chain Management prescripts, Asset Management Framework, Public Finance Management Act and Treasury Regulations • Knowledge and experience of FINEST/LOGIS and BAS • Computer literacy with excellent command in Microsoft Excel.

Key responsibilities:-

Implement Asset Management policy and procedures • Regularly monitor and control departmental assets • Identify and control all risk relating to departmental assets • Manage the asset verification process • Manage the disposal process • Reconcile asset purchases • Conduct need analysis for asset purchases.

Directorate : **SCM: Policy Development & Implementation**
Post : **Deputy Manager: SCM Policy Development (2 Posts)**
Reference Nos. : **LPT/423/424**
Salary Notch : **R361 659 per annum (excluding benefits)**
Salary Level : **10**
Centre : **Head Office (Polokwane)**

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Supply Chain Management or Financial Management/Commerce • 3 years' working experience in the public sector supply chain management field • Valid Code B driver's licence.

Competencies:-

Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and SCM Practice Notes • Knowledge of Delegations of Authority • Knowledge of variety of work ranges and procedures such as: Public sector SCM policies and procedures - technical/standards/procedures • Ability to interpret and apply policy • Analytical and communication skills • Computer literacy • Adaptability during changes to meet

the goals • Demonstrate interest in internal support services and related fields • Teamwork-orientated • Receptive to suggestions and ideas • Competent in Supply Chain Management and related fields.

Key responsibilities:-

Implement Supply Chain Management policies, procedures and guidelines • Ensure assessment of bid documents, ensure publication of tender bulletin • Monitor and support departments and public entities in the implementation of SCM processes and contract management • Ensure compliance to procurement plans, SCM capacity building and SCM reporting.

Directorate : Financial Training
Post : Deputy Manager: Systems Training
Reference No. : LPT/498
Salary Notch : R289 761 per annum (excluding benefits)
Salary Level : 9
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in IT environment and any Finance-related discipline with 3 years' experience in conducting PERSAL training in advanced courses (TAX-1, TAX-2 etc) • 3 years' working experience in Database Administration (RDBMS) • Valid Code EB vehicle driver's licence and willingness to travel.

Competencies:-

Strong leadership skills • Communication and presentation skills • Computer literacy • Coordination and administration skills • Time management skills • People management skills • Report-writing skills • Ability to work under pressure • Knowledge of TMS will be an added advantage • Knowledge of Public Service Act, Treasury Regulations, PFMA • Working knowledge of MS Access • Training administration and coordination skills.

Key responsibilities:-

Conduct PERSAL initial training courses: Introduction, Personnel Administration, and Conditions of Service & Salary Administration • Conduct advanced PERSAL training courses: TAX-1, TAX-2, Establishment Administration, Leave Administration • Administer and co-ordinate System Training • Maintain and administer Training Management System (TMS) and update with all Financial System Training Data • Compile and update system manuals as required • Compile and submit monthly and quarterly reports • Generate training statistics report from TMS for all Financial Systems as required • Check for correctness on the statement and invoices for goods & services rendered and for training USER-IDs • Ensure that training centres are fully equipped and conducive for training • Coordinate the maintenance of training venues, equipment, hardware and software and ensure that the readiness for training before the start of each course • Manage the issuing of Systems Training Certificates • Database administration.

Directorate : Financial Training
Post : Deputy Manager: Financial Management Training (2 Posts)
Reference Nos. : LPT/499/500)
Salary Notch : R289 761 per annum (excluding benefits)
Salary Level : 9
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Financial Management/Accounting/Cost and Management Accounting or any other relevant finance-related discipline • At least 3 years' relevant practical experience in a training environment • Post-matric certificate/qualification in a training-related discipline will be an added advantage • Computer literacy • Valid Code EB vehicle driver's licence and willingness to travel.

Competencies:-

Ability to interpret and apply policies, acts and prescripts relevant to training • Analytical and innovative thinking • Research skills • Report-writing skills • Workshop presentation and facilitation skills • Project management • Financial management • Adaptability during changes to meet the goals • Change/diversity management • Strong leadership skills • Communication skills • Ability to work under pressure • Knowledge of TMS will be an added advantage.

Key responsibilities:-

Coordinate financial management training and programmes in provincial departments and public entities • Conduct financial management training and facilitation of financial management workshops to finance officers in provincial departments and public entities • Coordinate financial management training needs analysis/skills audit as required • Administer financial management training and qualification programmes • Capture financial management training information in the training database/training management system • Secure training venues and facilities • Coordinate training resources • Conduct training feedback analysis • Compile financial management training monthly and quarterly statistics and means of verification and reports.

Directorate : Financial Training
Post : Senior Training Officer: Financial Training (2 posts)
Reference Nos. : LPT/504/505
Salary Level : 08
Salary Notch : R243 747.00 p.a.
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Accounting and 1 year's working experience in the BAS/LOGIS environment or as a systems trainer or Matric plus 3 years' experience working with BAS/LOGIS system or as a BAS/LOGIS trainer • Computer literacy • Valid Code EB vehicle driver's licence and willingness to travel.

Competencies:-

Ability to conduct and administrate training courses on BAS/LOGIS SYSTEMS and SCoA to all Financial System users in the Province • Basic accounting knowledge • Planning and organising skills • Time management skills • Training management • Presentation skills • Good communication skills • Report-writing skills • Ability to multi-task • People management • Coordination skills • Leadership skills • Change and knowledge management • Professionalism • Flexibility • Independent, co-operative and a team player • Positive attitude and passion for training will be an added advantage • Sound and in-depth knowledge of PFMA, Treasury Regulations and Transversal Policies.

Key responsibilities:-

Coordinate and process training needs in all Provincial Departments in respect of BAS/LOGIS and SCoA and develop a training schedule • Create training user IDs per system and allocate functions before each training. • Coordinate training venue maintenance to enable a conducive training environment • Secure training resources from relevant units when required • Ensure system readiness (system hardware, software and network) before training begins at venues, by liaising with the relevant units • Prepare manuals and update new releases of the relevant functions per system • Administer, coordinate and conduct training in BAS/LOGIS and SCoA • Mark assessments and capture marks in the database • Compile training-related reports and statistics • File training-related documents.

Directorate	: Provincial Financial Reporting
Post	: Deputy Manager: Accounting & Reporting (2 posts)
Reference No.	: LPT/517/520
Salary Level	: 10
Salary Notch	: R361 659.00 p.a.
Centre	: Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Financial Accounting • 3 years' working experience within the Accounting and Reporting environment • Valid Code EB vehicle driver's licence.

Competencies:-

Practical demonstration of knowledge and skills within Financial Accounting • Knowledge of and experience in the public sector, financial management, the Public Finance Management Act (PFMA) and Treasury Regulations • Knowledge of Treasury directives such as PFMA and GRAP • Planning and organising skills • Ability to compile reports • Understanding of technical standards and procedures • Ability to implement needs and priorities of the Department • Presentation and report-writing skills • Ability to facilitate workshops and presentation • Information management skills • Client orientation and customer focus • Deadline-driven • Attention to detail • Ability to adhere to needs and priorities of Departments and public entities • Proficiency in MS Word, Excel and PowerPoint • Sound understanding of strategic management • Innovative thinker • Computer literacy • Adaptability during changes to meet the goals.

Key responsibilities:-

Follow up with departments and entities for the submission of monthly reports • Assist with the analysis of new legislation, regulations and standards for reporting • Compile and distribute templates to departments and entities to ensure compliance • Coordinate the submission of monthly reports by departments and public entities • Prepare monthly compliance reports by departments and public entities • Follow up on submission of annual financial statements to the Auditor-General • Collect annual financial statements from departments and entities for consolidation • Submit completed consolidation to the Auditor-General • Print the completed consolidated financial reports • Organise tabling of financial statements for consolidation by the MEC • Provide bookkeeping service for tribal levies and trust accounts • Capture monthly cash books on the system • Assist with the reconciliation of accounts • Assist with the preparation of consolidated financial statements.

Directorate : **Systems Administration**
Post : **Deputy Manager: Systems Administration**
Reference No : **LPT/540**
Salary Level : **10**
Salary Notch : **R361 659.00 p.a.**
Centre : **Head Office (Polokwane)**

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Accounting or Information Systems • 3 years' working experience in financial management environment • Worked as BAS/LOGIS user • Working knowledge of MS Access and Microsoft Excel • Systems administration and coordination skills • Valid Code EB vehicle driver's licence.

Competencies:-

Knowledge of financial systems • Knowledge of programming (any language) • Strong leadership skills • Communication and advanced computer training • Coordination and administration skills • Time management skills • People management skills • Analytical thinker • Team player • Problem-solving skills • Ability to work under pressure • Knowledge of Financial Management Acts and other relevant legislation.

Key responsibilities:-

Provide technical support to users and system enhancements • Request and analyse reports from departmental databases and prepare post-analysis report on monthly basis • Coordinate month-end closure statuses and prepare reports for management • Download Vulindlela responsibility reports, convert them into pivot tables and prepare consolidated reports for trend analysis • Capacitate users on requesting and interpreting management reports and functional support • Provide cash position reports.

Directorate : Provincial Internal Audit
Posts : Senior Internal Auditor: Risk-Based Auditing (3 Posts)
Reference No. : LPT/533/634/645
Salary Level : 8
Salary Notch : R243 747.00 p.a. (Excluding Benefits)
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) with Accounting or Auditing as majors • 2 years' working experience of which 1 year should have been in the audit or internal auditing professions • Successful completion of the Internal Audit Technician (IAT) qualification will be an added advantage • Valid Code EB vehicle driver's licence.

Competencies:-

Ability to work independently and in a team • Good communication skills • Good understanding of the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal auditing (ISPPIA) • Computer literacy • Willingness to travel • Ability to work under pressure • Analytical skills.

Key responsibilities:-

Conduct audit assignment as per audit plan • Assist in the identification of risks during the planning phase • Prepare working papers and audit file • Document information and transaction flow • Execute audit procedures according to approved audit programme and audit approach • Assist in the preparation of draft management points for the area being audited • Be part of the team reporting back to management on the audit findings • Conduct follow-up audits • Report to the team leader • Ensure that review notes are addressed • Prepare timesheet and progress reports.

Directorate : Communication Services
Post : Graphic Designer (3-year contract)
Reference No. : LPT/026
Salary Level : 8
Salary Notch : R243 747.00 p.a. (plus 37% in lieu of benefits)
Centre : Head Office (Polokwane)

Minimum requirements:-

Recognised NQF level 6 (3-year tertiary qualification) in Graphic Designing, Arts or related fields • 1 working years' experience in graphic design, layout design and digital photography.

Competencies:-•

Sound and in-depth knowledge of communications prescripts and application governing the Public Service • Experience on CorelDraw and proven track record of design • Ability to interact, communicate and present ideas • Professionalism regarding time, costs and deadlines • Innovative and creative • Team player with coordination and computer skills.

Key responsibilities:-

Develop ideas and concepts into visual solutions • Design, craft and execute HTML newsletters and other communications (advertisements, magazines, brochures, posters, etc) rapidly • Build and manage the Departmental Social Media profile and presence • Provide photographic services to the Department (handling photographic equipment, taking pictures and editing them, etc) • Provide videography services to the Department (handling video equipment, producing and editing videos, etc) • Provide excellent client service at all times.

Directorate : Enterprise Risk Management
Post : Deputy Manager: Enterprise Risk Management (Provincial)
Reference No. : LPT/ 278
Salary Notch : R289 761.00 p.a. (excluding benefits)
Salary Level : 9
Centre : Head Office (Polokwane)

Minimum requirements:-

A recognized NQF level 6 (3-year tertiary qualification) in Risk Management / Internal Audit / Accounting / Economics. Three years' experience in Enterprise Risk Management or related field. Good understanding of the Legislative Mandates applicable to Risk Management, Valid EB driver's license.

Competencies:-

Computer literate: Applicable Software applications such as MS Word, Excel, Internet, Microsoft outlook. Analytical thinking and problem solving skills. Report writing. Time management. Presentation skills. Good communication skills. People Management. Co-ordination skills. Leadership skills. Ability to function Independently, Co-operative and a team player.

Key responsibilities:-

Coordinate and monitor the implementation of risk strategies and plans. Ensure that risks are effectively identified and assessed and that appropriate controls and responses are in place. Monitoring of operational risk profile of the department. Implement strategies to deal with identified risks. Ensure that risk management process is ongoing and embedded within the department. Ensure that risk management strategy is communicated to all officials. Maintain departmental risk database. Ensure that departmental risk registers are maintained to provide information about the effectiveness of certain risk management action. Assist in facilitating meetings of the Departmental Risk Management Committee. Compiling of minutes of Risk Committee meetings. Ensure submission of risk management reports. Establish risk management awareness campaigns, information sessions and workshops to communicate and promote the risk management mission and vision, in line with the Strategic Plan, to customers, stakeholders and employees. Communicate all the relevant information as identified and captured to enable staff to carry out their responsibilities in terms of risk management.

Applications must be submitted on form Z83, obtainable from any Public Service department or can be downloaded from www.dpsa.gov.za Applications must be completed in full, accompanied by certified copies of Identity Documents, educational qualifications, valid Code EB vehicle driver's licence and a

comprehensive Curriculum Vitae or résumé. Applications without attachments will not be considered. The specific reference number for the post applied for must be quoted in the space provided on form Z83.

Please address your applications to: Senior Manager: Human Resource Management, Limpopo Provincial Treasury, Private Bag X9486, Polokwane 0700 or hand deliver at Office No G002 (Ground Floor) – Registry, Ismini Towers Building, 46 Hans van Rensburg Street, Polokwane. No faxed and e-mailed applications will be accepted.

All general enquiries should be directed to Messrs RM Letsoalo, MP Ramuhovhi and RP Lukheli, Mesdames Conny Kgadima and Hilda Moremi at (015) 298-7000.

All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic management 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 tool. Short-listed candidates for the post will be subjected to a security clearance and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA. Successful candidates will be expected to sign a performance agreement within one month after assumption of duty. The candidates will also be required to disclose his or her financial interests in accordance with the prescribed regulations.

Closing date: Tuesday, 25 August 2015

Communication will be limited to short-listed candidates only. If you do not receive any response from us within 3 months of the closing date, please acknowledge that your application was unsuccessful.