



## PROVINCIAL TREASURY

Ref : S 4 / 4 / 1

Enq : Conny Kgadima

Date : 08/10/2012

**TO : ALL HEADS OF DEPARTMENTS AND STAFF:  
LIMPOPO PROVINCIAL ADMINISTRATION**

### **CIRCULAR NO. 02 OF 2012 (HRM)**

### **ADVERTISEMENT OF VACANT POSTS FOR LIMPOPO PROVINCIAL TREASURY.**

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached Annexure.
2. 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.
3. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.
4. The successful candidate (s) will also be required to disclose his or her financial interests in accordance with the prescribed regulations.
5. Shortlisted candidates for the SMS posts will be subjected to a competency-based assessment. All shortlisted candidates will be subjected to 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.
6. Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Applications must be completed in full, accompanied by certified copies of identity documents, 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. Faxed or e-mailed applications will not be considered.

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,

7. The contents of this circular must be brought to the attention of all employees.
8. All General enquiries should be directed to Messrs R.M. Letsoalo, M.P. Ramuhovhi and Mr. R.P. Lukheli, Mesdames M.C. Kgadima and K.H. Moremi @ Tel (015) 298 7000.
9. The closing date for submission of applications is the 22<sup>nd</sup> October 2012 @ 16H00.
10. 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.*

  
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Mr. Siphiso Ndlovu  
Acting Senior General Manager  
Programme 1: Administration  
Limpopo Government Section 100 (1) (b) Constitution, Intervention

16/10/2012  
Date

Post : Senior Manager: Public Finance  
Component : Public Finance  
Ref. No. : LPT/ 301  
Centre : Polokwane (Head Office)  
Salary level : 13  
Salary Package : R719 613.00 p.a.

(All inclusive remuneration package to be structured according to individual needs)

**Minimum Requirements:** A recognized Bachelor's degree in Economics / Public Financial Management / Accounting with at least a minimum of five years experience at middle management level in financial management. Valid driver's license.

**Knowledge, skills and attributes:** PFMA, Treasury Regulation, Budget Processes, in-year monitoring and quarterly and reporting, programme performance, government priorities and outcomes, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity. Communication. Goal orientated, deadline driven. Attention to detail. Reliable and dependable. Ability to research and analyse information and situation, self management and motivation and assertive.

**Key responsibilities:** Responsible for the development and application of fiscal discipline, including expenditure, cost and efficiency management, financial rectitude as well as the technical correctness of provincial budgets. Managing the provisioning process in the Directorate and accountable for Financial Management, People Management, strategic input in the component, determination and management of adjustment budget to the annual approved main budget within the delivery policy parameters. Determine IYM process as well as the checking and directing of expenditure to achieve policy goals as part of both the budget and subsequent IYM process. Determination of technical standards for budget management and administration and ensuring integrity of the approved budget. Determine spending pressures, contingent liabilities and rollovers. Recommending adjusted budget allocations to government. Support provincial departments on all aspects of financial management including training and capacity building through workshops on new developments and reforms that National Treasury implements.

Post : Senior Manager: Performance Management  
Component : Public Finance  
Ref. No. : LPT/302  
Centre : Polokwane (Head Office)  
Salary level : 13  
Salary Package : R719 613.00 p.a.

(All inclusive remuneration package to be structured according to individual needs)

**Minimum Requirements:** B. Degree in Social Science/Human Resources Management preferably at Masters or PHD level. At least a minimum of five years

experience at middle management level in facilitating and managing strategic planning and monitoring processes, particularly Performance Management; reporting; data analysis; and information systems management.

**Knowledge, skills and attributes:** PFMA, Treasury Regulation, Budget Processes, in year monitoring and quarterly and reporting, programme performance, government priorities and outcomes, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty, Integrity and Communication. Goal orientated, deadline driven, attention to detail, reliable and dependable, honesty and integrity, ability research and analyse information and situation, self management and motivation and assertive.

**Key responsibilities:** To facilitate the implementation of a Performance based management and monitoring system in the Inter Governmental Relations Directorate for the monitoring of provincial service delivery outputs and outcomes which could inform budget planning and benchmarking. Develop and implement initiatives to build the capacity of provincial departments to facilitate the implementation of data gathering processes which flow from a performance based approach in the provincial sphere. Develop tools and guidelines for provincial line management and staff to enhance the quality of data and data gathering processes. Continuously facilitate the enhancement of a performance based management and monitoring system at Provincial Treasury level as well as provincial level to ensure creditable data for the IGFR. Facilitate development and integration of department's strategic plans, quarterly performance reports and annual reports within a performance based management and monitoring system, linked to key performance objectives and indicators for each sector. Administer and manage a database which could provide performance output related data, linked to the budget and programme structures in the financial database. Ensure the integration of Performance related data to other human resources processes and other provincial stakeholders to ensure the buy in at all levels of the approach. Investigate and implement systems and interventions for the creation of a high performance based culture. Regularly evaluate the effectiveness of the performance management and monitoring system. Manage a strong performance management team to support a dynamic Provincial Treasury. To provide leadership in the performance management process; and to ensure that Provincial Treasury can monitor service delivery outputs and assure value for money. Analyze the data gathered and integrate the data with the data in current financial systems and provide informative reports for the purposes of planning, benchmarking and early warning.

**Post** : Senior Manager: Fiscal Development  
**Component** : Fiscal Development  
**Ref. No.** : LPT/ 283  
**Centre** : Polokwane (Head Office)  
**Salary level** : 13  
**Salary Package** : R719 613.00 p.a.  
(All inclusive remuneration package to be structured according to individual needs)

**Minimum Requirements:** B. Degree in Financial Management /Accounting/Economics or Equivalent Qualification. At least a minimum of five years experience at middle management level in financial management and revenue research. A valid driver's licence. Computer Literacy.

**Knowledge, skills and attributes:** PFMA, Treasury Regulation, Budget Processes, in year monitoring and quarterly reporting, programme performance, government priorities and outcomes. Strategic Capability, Leadership Programme, Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity. Communication. Goal orientated, deadline driven, attention to detail, reliable and dependable, honesty and integrity, ability research, analyse information and situation, self management, motivation and assertive.

**Key responsibilities:** The development and implementation of provincial revenue strategies. Manage and determine medium term fiscal framework. Provision of technical assistance and training to provincial departments and public entities. Optimize and expand provincial own revenue. Conduct research on Provincial Revenue policies and best practices. Develop Provincial Revenue debt management framework and procedures in consultation with stakeholders. Develop Provincial Revenue practice notes and guidelines based on the need. Develop revenue forecasting capacity. Development and maintenance of Provincial Revenue information system. Monitor, evaluate, analyze and give advice on Provincial taxes, levies, duties and surcharges. Monitor, evaluate and implement changes in Provincial Revenue Plans and the overall revision of tariffs. Monitor and give advice to boards responsible for revenue collection. Monitor process and advice in the amendment of all legislation governing revenue collection. Identify risk areas in revenue collection and enforce departments and Public Entities to institute corrective measures. Drive revenue budget processes of departments and public entities. Monitor credibility of revenue budgets for Departments and Public Entities. Participate in the Provincial achievability, MTEC and benchmark hearings. Liaise with other Branches within Treasury that impacts on revenue budget planning. Monitor provincial revenue collection performance and provide support. Monitor adherence to instructions, guidelines and directives relating to the collection and recovery of all revenue collected. Undertake a detailed study with Departments and Public Entities to clearly identify all revenue sources within Departments and Public Entities, their basis and their potential. Ensure that tariff registers are updated regularly and that the implementation of new tariff structures are fully analyzed before approval takes place. Introduce mechanisms that would ensure that funds collected are

deposited. Benchmark revenue practices with other revenue collecting. Facilitate development of own revenue strategies by collecting agents in line with the Provincial Revenue Strategies entities. Identify shortcomings within the system and provide training and support where necessary.

**Post** : **Manager: Public Finance**  
**Component** : **Public Finance**  
**Ref. No.** : **LPT/ 311**  
**Centre** : **Polokwane (Head Office)**  
**Salary level** : **11**  
**Salary Package** : **R464 919.00 p.a.**

(All inclusive remuneration package to be structured according to individual needs)

**Minimum Requirements:** B. Degree in Financial Management /Accounting/Economics or Equivalent Qualification. At least a minimum of two years experience at supervisory level in financial management. A valid driver's licence. Computer Literacy.

**Knowledge, skills and attributes:** PFMA, Treasury Regulation, Budget Processes, in year monitoring and quarterly and reporting, programme performance, government priorities and outcomes, Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity and Communication. Goal orientated, deadline driven, attention to detail, reliable and dependable, honesty and integrity. Ability to research and analyse information and situation, self management and motivation and assertive.

**Key responsibilities:** Policy analysis, advice and support. Analyze provincial budget, policies and plans of provincial departments and public entities. Monitor the implementation and performance/ service delivery; promote effective and responsive budget allocation and management. Participate in all relevant budgetary processes and provide inputs into the Provincial Treasury Publications and enhance team performance. Coordinate IYM process as well as check and direct expenditure to achieve policy goals as part of both the budget and subsequent IYM process. Coordinate technical standards for budget management and administration and ensure the integrity of the approved budget. Coordinate and manage a database which could provide performance output related data, linked to the budget and programme structures in the financial database. Ensure the integration of Performance related data to other human resources processes and other National stakeholders to ensure the buy-in at all levels of the approach. Investigate and implement systems and interventions for the creation of a high performance based culture. Regularly evaluate the effectiveness of the performance management and monitoring system. Doing a qualitative assessment of the adjusted budget against National Department budgets, National Treasury formats, PT customization, narrative (spending trends), and spending pressures. Ensuring that the Provincial consolidation of all budget votes adjusted schedules occurs.

**Post** : Deputy Manager: Norms and Standards  
(Governance Structure Support)

**Component** : Norms and Standards

**Ref. No.** : LPT/483

**Centre** : Polokwane (Head Office)

**Level** : 9

**Salary package** : R236 532. 00 p.a.

*AND*

**Post** : Financial Administration Officer  
(Governance Structure Support)

**Component** : Norms and Standards

**Ref. No.** : LPT/ 491

**Centre** : Polokwane (Head Office)

**Level** : 9

**Salary package** : R236 532. 00 p.a.

**Minimum requirements for both posts:** NQF 6 (Diploma or Bachelor Degree requiring a minimum study period of three years) or Grade 12 plus extensive appropriate experience in line with key responsibilities for the position. Three to five years experience in Minutes Taking. A valid Driver's License.

**Knowledge, skills and attributes for both posts:** Sound and in-depth knowledge of the PFMA and its Treasury Regulations, and understanding of operational issues around Audit Committees, Internal Audit, Auditor General, and Chief Financial Officer's Forums for both departments and Public Entities. Communication, Problem-solving, analytical skills, people management and empowerment skills. Planning, Organizing, Confidential information management skills, financial management, client orientation, customer focus and Computer Literacy. Time conscious, deadline-driven and attention to detail. Reliable, honest, dependable and integrity. Ability to research and analyze documents and situations. Self management and motivation. Ability to interact at both strategic and operational level.

**Key responsibilities for both posts:** The successful candidate will be required to: Coordinate efficient and effective operation of Audit Committees in terms of the Audit Committees Charter and applicable legislation. Ensure smooth operation of the Provincial Technical Committee on Finance (PTCF) in terms of its Terms of References, PFMA and its Treasury Regulations. Ensure that Chief Financial Officers' forums for the Public Entities are operating smoothly in terms of the Terms of Reference and applicable legislation. Organize logistics for all the forums and Audit Committee meetings and ensure that packs and relevant information for the meetings are packaged and delivered on time to all stakeholders. Ensure prompt minutes taking for all the forums and Audit Committees for distribution to all stakeholders within turnaround time as set out in the Charter and Terms of References. Perform all Ad Hoc duties as arised and instructed. Provide secretariat support and logistical support to Clusters and Central Audit Committee meetings, Provincial Technical Committee on Finance and Chief Financial officers' forum for Public Entities.

*CLOSING DATE: 22<sup>nd</sup> OCTOBER 2012 @ 15H00.*