



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref : S 4 / 6 / 1

Enq : Conny Kgadima

Date : 17th October 2014

TO ALL HEADS OF DEPARTMENTS AND STAFF

CIRCULAR NO. 02 OF 2014 (HRM)

ADVERTISEMENT OF VACANT POSTS OF 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 post, 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. Shortlisted candidates for the posts of SMS will be subjected to a competency-based assessment. 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.
7. 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 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.
8. **Please note: All SMS posts are being re-advertised, applicants who applied previously are advised to re-apply if they are still interested.**

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 the 31st October 2014 @, 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. G.C. Pratt
Head of the Department: Limpopo Provincial Treasury

Date: 20/10/2014

Annexure "A"

Applications are invited from interested parties to fill the following vacancies:

Branch: Corporate Governance

Post : Senior General Manager (SGM) Corporate Governance
(Chief Operating Officer) Re- advertisement

Salary package : R1 201 713.00 per annum *(to be structured according to individual needs)*

Salary Level : Level 15

Ref. No. : LPT/18

Centre : Head Office, Polokwane

Minimum requirements:

A postgraduate qualification in Public/Business Management/Financial Management/Law or equivalent • A Master's degree will be an advantage • At least 6 years' experience at Senior Management level • A valid vehicle (EB) driver's licence • Experience in working in a treasury or finance environment will be an added advantage • Demonstrated experience in strategic and financial planning and analysis with previous experience in overseeing organisational development, human resources, information technology and legal services.

Competencies:

Sound strategic and visionary capability • The 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 governance • People management skills • Demonstrated resourcefulness in setting priorities and guiding investment in people and systems • Results-driven and service-orientated • The ability to persuade and negotiate at all levels • The ability to liaise with internal and external stakeholders and network widely • Extensive knowledge of leading, developing and managing the execution of support services strategies • 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 Head of Department and lead all internal operations of the Provincial Treasury. The incumbent will be required to: • Manage and direct departmental operations to meet budget and other financial goals of the Department • Develop, establish and direct the implementation of operating policies to support overall departmental objectives • Work in partnership with the Senior General Management Team and HOD, create the strategic five-year plan and implement new processes and approaches to achieve it • Lead the performance management process that measures and evaluates progress against goals • Oversee all administrative functions, ensuring smooth daily operations • Oversee risk management, labour relations, legal activities, departmental contracts, service level agreements, leases and other legal documents • Manage and oversee the human resource function, including: Recruitment; hiring and compensation; benefits administration and oversight; professional training, mentoring, coaching and development, including new employee orientation; and retention strategies • Manage and oversee all financial and planning activities, including: Directing and administering all financial and non-financial plans; overseeing departmental policies and accounting practices; reviewing and analysing financial reports; and supporting the departmental budgeting processes • Implement and manage the Corporate Governance Framework aligned with relevant legislation and regulations to mitigate risks • Contribute to an effective leadership development culture and capacity building for the Department.

Branch: Financial Governance

Post : Senior General Manager (SGM) Financial Governance
(Provincial Accountant-General) Re- advertisement
Salary package : R1 201 713.00 per annum *(to be structured according to individual needs)*
Salary Level : Level 15
Ref. No. : LPT/473
Centre : Head Office, Polokwane

Minimum requirements:

A postgraduate degree in Accounting/Auditing/Risk Management or Financial Management • A qualification as a Chartered Accountant (CA) or Master's or equivalent will be an added advantage • At least 6 years' experience at Senior Management level • Experience in public sector accounting, reporting, risk management, internal audit and/or auditing will be added advantages • A valid code EB driver's licence.

Competencies:

In-depth knowledge of the legal framework in the public sector, including the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Act and Regulations, Preferential Procurement Policy Framework Act and Regulations • Knowledge of King III on Corporate Governance • Effective risk management techniques • Computer literacy (advanced working knowledge of Microsoft Office software, Excel, Word, PowerPoint) • Problem-solving and innovative capability • Strategic planning, including budget preparation and expenditure monitoring skills • Report-writing, presentation and facilitation skills • The ability to interpret legislation and policies • Working knowledge of the Basic Accounting System (BAS) will be an added advantage.

Key responsibilities:

The successful candidate will report to the Head of Department and lead all activities of the Branch. The incumbent will be required to provide leadership and strategic direction in: • Promoting and enforcing transparency and effective management of revenue, expenditure, assets and liabilities across provincial and local spheres of the Limpopo Government and the related public entities • Providing effective client support in accounting, financial reporting, internal audit, risk management and external audit across all spheres of provincial Government • Contributing to the development of existing and new Government financial information systems • Executing strategies that are responsive to provincial Government policy objectives through driving the Government's financial management improvement programme and financial training • Monitoring the implementation of the Provincial Clean Audit strategy • Liaising with the Office of the Auditor-General, National Treasury and other stakeholders • Consolidating provincial financial governance information and compiling monthly reports to relevant stakeholders.

Chief Directorate : Infrastructure Management & Public-Private Partnership
Post : General Manager: Infrastructure Management
& Public –Private Partnership (Re- advertisement)
Salary package : R988 152.00 per annum *(to be structured according to individual needs)*
Salary Level : 14
Ref. No. : LPT/345
Centre : Head Office, Polokwane

Minimum requirements:

A postgraduate qualification in Economics/Accounting/Planning or other relevant built environment professions (a Master's degree will be an added advantage) • At least 5 years' knowledge of and experience in infrastructure planning, budgeting/financial analysis, project

and programme management • Knowledge of and experience in relevant legislative and policy frameworks.

Competencies:

Knowledge of Construction Industry Management, the National Building Standards Act of 1977, and Regulations • Programme and project management skills • Economic analysis, sector analysis and people management skills • A broad understanding of the workings of the Public Service • Knowledge of the Public Finance Management Act (PFMA), the MFMA and all relevant frameworks • Report-writing skills.

Key responsibilities:

Develop and implement the best practice framework for improving infrastructure delivery in local and provincial government • Initiate the roll-out of the implementation of infrastructure delivery improvement programmes within the Province • Develop a framework for improved planning and management of infrastructure in the Province • Support and monitor the implementation of municipal and provincial infrastructure • Develop a standardised format for infrastructure planning • Analyse provincial and municipal infrastructure and built environment plans and budgets to assess compliance with policy priorities • Liaise with the client departments, municipalities and related entities to empower the Province with the necessary technical capacity to plan and implement infrastructure • Facilitate the mobilisation and building of capacity for infrastructure delivery in provincial departments and municipalities • Formulate and communicate the PPP strategy to all stakeholders • Identify opportunities for infrastructure delivery through public-private partnerships • Provide technical assistance to departments and municipalities through project feasibility • Promote an enabling environment for infrastructure delivery through the PPP model • Ensure compliance with the PPP regulatory framework.

Chief Directorate: Inter-governmental Fiscal Relations

Post : **General Manager: Inter –Governmental Fiscal Relations (IGFR)**
(Re- advertisement)
Salary package : R988 152.00 per annum *(to be structured according to individual needs)*
Salary Level : 14
Ref. No. : LPT/316
Centre : Head Office, Polokwane

Minimum requirements:

A postgraduate qualification in Accounting/Financial Management or equivalent • At least 5 years' experience at Senior Management level • A Master's degree or equivalent qualification will be an added advantage • A valid vehicle (EB) driver's licence.

Competencies:

Extensive knowledge of the MFMA is essential • Knowledge of GRAP standards • Effective presentation and reporting skills • Stakeholder management, financial management and strategic leadership skills • Knowledge of applicable policies and prescripts.

Key responsibilities:

The successful candidate will be responsible for leadership and strategic direction in the following functions: • Overseeing the municipal budgeting process, including pre-budget meetings, capacity building, municipal budget facilitation, budget monitoring and allocation • Supporting Municipalities in addressing audit outcomes and improving public financial management • Providing continuous support and guidance on the implementation of the accounting frameworks, standards and guidelines in Municipalities • Overseeing the accounting and reporting function, including monitoring and analysing legislation, and the

coordination and submission of consolidated Municipal financial information • Participating in the development of and communicating the vision and mission of the Chief Directorate • Advising the Head of the Department on policy and strategy implementation for the Chief Directorate • Participating in the development of a coherent risk management strategy for the Chief Directorate • Ensuring that planning takes place in line with the MTEF standards and that necessary compliance controls are implemented • Monitor compliance with MFMA and all applicable prescripts • Compile reports in line with MFMA requirements.

Chief Directorate : **Assets and Liabilities Management**
Post : **General Manager: Assets & Liabilities Management**
Re-advertisement
Salary package : **R988 152.00 per annum** *(to be structured according to individual needs)*
Salary Level : **14**
Ref. No. : **LPT/371**
Centre : **Head Office, Polokwane**

Minimum requirements:

A postgraduate qualification in Accounting/Financial Management or equivalent • At least 5 years' experience at Senior Management level • A Chartered Accountant or Master's qualification will be an added advantage • A valid code EB driver's licence.

Competencies: • Knowledge of the PFMA and MFMA • Knowledge of assets and liabilities framework • Strategic leadership • Knowledge of applicable policies and strategies • Knowledge of financial management • Effective presentation and reporting skills • Skill in management and development of human resources.

Key responsibilities:

Ensure proper control of assets in Provincial Departments and Public Entities • Develop and coordinate the asset management strategy • Ensure physical and financial management of non-current assets • Oversee the asset management strategy • Provide technical assistance and training to public institutions • Ensure effective and efficient management of provincial revenue fund and liabilities • Manage cash flow and investment of surplus funds • Ensure the provision of banking services and provision of face value documents.

Branch: Provincial Internal Audit

Post : **Client Manager: Risk –Based Internal Audit (Cluster A)**
Salary package : **R630 822.00 per annum** *(to be structured according to individual needs)*
Salary Level : **12**
Ref. No. : **LPT/625**
Centre : **Head Office, Polokwane**

Minimum requirements:

An appropriate NQF level 6 with Accounting and Auditing as majors • At least 5 years' experience in internal auditing. At least 2 years' experience at supervisory level • Demonstrable progress of studying professionally towards qualifications such as CTA/CIA will be an added advantage. A valid driver's licence.

Competencies:

Knowledge of International standards for the practice of Internal Auditing (ISPPIA). Knowledge of Legal Frameworks in the Public Service, including Public Finance Management Act (PFMA) and Treasury Regulations, Public Act and Public Service Regulations, etc • Knowledge of and ability to apply the International Standards of

Professional Practice of Internal Auditors (ISPPIA) • Good negotiation and interpersonal skills.

Key responsibilities:

Carry out administration, quality assurance monitoring and project management of the cluster audit activities • Monitor and evaluate policy development and implementation of all departments in the cluster • Assist in the facilitation of risk assessment of the cluster departments • Assist in the development of the annual audit plan for the cluster departments • Develop a comprehensive practical programme of audits • Supervise and monitor all audit assignments • Prepare and review audit files and reports • Prepare quarterly and annual Audit Committee reports.

Post : Deputy Client Manager: Risk-Based Audit (Cluster B)
Salary package : R270 804.00 per annum (excluding benefits)
Salary Level : 9
Ref. No. : LPT/629
Centre : Head Office, Polokwane

Minimum requirements:

An NQF Level 6 with Accounting and Internal Auditing or Auditing as majors • At least 3 years' experience in risk-based auditing of which 2 years must have been at supervisory level • A valid driver's licence.

Competencies:

Comprehensive knowledge of International Standards for the Practice of Internal Auditing (ISPPIA) • Knowledge of Legal Frameworks in the Public Service including Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and Public Service Regulations, etc • Project management skills • Negotiation and people management skills • Computer literacy (Microsoft Office, i.e. Excel, Access, PowerPoint) • Knowledge of TeamMate Audit software and Audit Command Language (ACL) software will be an added advantage • Good problem-solving, project management and analytical skills • Good communication and report-writing skills • Preparedness to travel throughout Limpopo, work irregular hours and work under pressure.

Key responsibilities:

Assist in the preparation and implementation of the strategic business plan and three-year rolling risk-based plan • Plan and manage risk-based audit units in terms of audit methodology including the Institute of Internal Auditors and International Standards for the Professional Practice of Internal Auditing (ISPPIA) • Prepare and/or review audit programmes for identified risk audits • Supervise and assess performance and audit projects of subordinates • Review audit working papers and provide corrective comments • Generate value adding corrective recommendations for the improvement of the client processes and controls • Draft and discuss value-adding audit reports with relevant departmental managers • Manage and improve client relations • Provide risk inputs to the IT, forensic and performance-based audit teams.

2 X Posts : Senior Internal Auditors: Risk-Based Auditing (Cluster)
Salary package : R227 802.00 per annum (excluding benefits)
Salary Level : 8
Ref. Nos. : LPT/594 & 598
Centre : Head Office: Polokwane

Minimum requirements:

An NQF Level 6 in the field of Commerce with Accounting and Auditing/ Internal Auditing as major subjects • One year working experience in an Internal Auditing, Auditing or Accounting Environment. Successful completion of the Internal Audit Technician (IAT) qualification will be an added advantage • A valid vehicle (EB) driver's licence.

Competencies:

The ability to work independently and on a team • Good communication skills, including a good understanding of the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (ISPPIA). Computer literacy and travelling are inherent requirements. Willingness to work under pressure.

Key responsibilities:

Conduct audit assignments 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.

Post : Senior Internal Auditor: Performance Audit
Salary package : R227 802.00 per annum (excluding benefits)
Salary Level : 8
Ref. No. : LPT/659
Centre : Head Office, Polokwane

Minimum requirements:

An NQF level 6 qualification in the field of Commerce with Business Management and Financial Management / Internal Auditing or Accounting as majors subjects • One year working experience preferably in Business, Auditing or Internal Auditing professions. Successful completion of the Internal Audit Technician (IAT) qualification as well as experience in performance auditing will be an added advantage • A valid driver's licence.

Competencies:

The ability to work independently and in a team • Good communication skills • Preparedness to travel and work irregular hours • Willingness to work under pressure • Computer literacy.

Key responsibilities:

Perform audit assignments as per audit plan • Prepare working papers and audit file • Document information and transaction flow • Execute audit procedures according to approved audit programme and audit approach • Conduct follow-up audits • Report to the team leader.

Directorate: Provincial Assets Management
3 X Posts : Deputy Management: Provincial Assets Management
Salary package : R337 998.00 per annum (excluding benefits)
Salary Level : 10
Ref. Nos. : LPT/393, 394 & 395) •
Centre : Head Office, Polokwane

Minimum requirements:

An NQF Level 6 qualification, preferably in Financial Management • 3 years' related experience • A valid vehicle (EB) driver's licence.

Competencies:

Computer literacy, preferably in Microsoft Excel, LOGIS and BAS • Report-writing skills • Sound knowledge of the PFMA, Asset Management Framework and Asset Management Policy • Asset management monitoring and support skills • Interpersonal skills • Professionalism • Accuracy • Flexibility • Time conscious • Team player.

Key responsibilities:

Monitor and support Government institutions in Capital Expenditure Reconciliations • Monitor and support Government institutions in the compilation of Asset/Accession Registers • Monitor and support Government institutions in the maintenance of Asset/Accession Registers • Provide technical support to Government institutions on Asset Management Systems • Conduct assessments and provide support to Government institutions on the economic utilisation of assets • Analyse audit outcomes on assets and support Government institutions in the development of action plans.

3 X Posts : **Personal Assistants:**
Chief Audit Executive: Provincial Internal Audit,
Ref No. LPT/580
Senior General Manager: Assets, Liabilities & Supply
Chain Management, Ref No. LPT/370
General Manager: Financial Management (CFO),
Ref No. LPT/189
Centre : Head Office, Polokwane
Salary Level : 7
Salary notch : R183 438.00 p.a. (excluding benefits)

Minimum requirements:

NQF level 6 in Management Assistant or Office Administration or equivalent qualification • At least one year relevant working experience.

Competencies:

Extensive knowledge of administrative support • Preparedness to work under pressure and overtime as required. Computer literacy. Secretarial skills, report writing skills and Event Management skills.

Key responsibilities:

Provide administrative support to the Head of the Office • Plan, organise and coordinate meetings and workshops as required by the Head of the Office • Manage diary and prioritise matters • Ensure effective liaison and communication with internal and external stakeholders • Prepare minutes timeously and ensure a follow-up on decisions made • Prepare document, briefings, reports and presentations • Manage information and ensure an appropriate filing

system • Provide logistical support such as making travel and accommodation arrangements, and handling all reservations and appointments.

Directorate : Records Management & Auxiliary Services
9 X Posts : Cleaners: Polokwane: Head Office
2 X Posts : Cleaners: Lebowakgomo Training Centre
Reference : LPT/152-162
Salary Level : 2
Salary Notch : R73 044.00 p.a. (excluding benefits)

Minimum Requirements:

ABET or equivalent. Certificate in cleaning will be an added advantage.

Competencies:

Ability to operate cleaning machines e.g. vacuum cleaner. Ability to work under pressure, good communication and inter-personal skills. Ability to read and write.

Key Responsibilities:

Perform cleaning services of routine nature. Perform cleaning tasks e.g. sweeping, scrubbing and mopping of floors. Cleaning of offices, passages/ corridors, and windows; Cleaning, dusting and polishing of furniture in offices. Cleaning of carpets in offices, passages / corridors and boardrooms. Cleaning of the building's exterior / surroundings (i.e. cleaning parking bays and related external areas etc. Checking and emptying of filled dustbins in offices, corridors and other related areas within the departmental complexes. Refilling of water bottles (i.e. Aqua-coolers) placed in various areas within departmental complexes. Taking care of equipment's like microwaves in kitchens and offices in the department.

The closing date for submission of applications is the 31st October 2014 @, 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.