



Ref : S 4 / 3 / 1 / 1  
Enq : Conny Kgadima  
Date : 3<sup>rd</sup> June 2016

TO ALL HEADS OF PROVINCIAL DEPARTMENTS AND STAFF

## HRM CIRCULAR NO. 01 OF 2016

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

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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 incumbents 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 their financial interests in accordance with the prescribed regulations.
6. Shortlisted candidates for the posts of SMS 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 and competency-based assessment.
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](http://www.dpsa.gov.za). Applications must be completed in full, accompanied by certified copies of identity documents, Valid Code EB vehicle driver's License, educational qualifications, and a comprehensive curriculum vitae or resume'.
9. 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.

**Please note:** In case of re-advertised posts, applicants are advised to re-apply if they are still interested.

**All Applications should be submitted to:**  
**Director: Human Resource Management**  
**Private Bag X 9486**  
**POLOKWANE,**  
**0700**

OR

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

10. All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
11. The closing date for submission of applications is the **1<sup>st</sup> July 2016 @, 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.
12. 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. G. PRATT**  
**HEAD OF THE DEPARTMENT**

DATE: \_\_\_\_\_

3/6/2016



## ANNEXURE "A"

Branch : Corporate Governance  
Post : Deputy Director-General (DDG)  
Ref. No. : LPT/18  
Centre : Polokwane, Head Office  
Salary Level : 15  
Salary package : R1 267 806 per annum  
(to be structured according to individual needs)

### Minimum requirements:

An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Public/Business Management/Financial Management/Law as recognised by SAQA • A Master's degree will be an added advantage • 8-10 years' experience at Senior Managerial level • A valid vehicle (Code EB) driver's licence • Experience in working in a treasury or finance environment will be an added advantage.

### 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 top management team and HOD, create the strategic 5-year plan, 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.

Post	:	Chief Director: Information Management
Ref. No.	:	LPT/83
Centre	:	Polokwane, Head Office
Salary Level	:	14
Salary package	:	R1 042 500 per annum (to be structured according to individual needs)

#### **Minimum requirements:**

An undergraduate qualification (NQF Level 7) in Information Communication Technology (ICT) / Library Information Studies / Information Technology / Archive and Records Management Studies as recognised by SAQA • 5 years' relevant experience at Senior Managerial level • A valid vehicle (Code EB) driver's licence.

#### **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 services • 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 Deputy Director-General (DDG): Corporate Governance (Chief Operating Officer). The incumbent will be required to:

- Oversee the implementation and maintenance of sound records management practices and auxiliary services
- Manage and oversee communication services including event management (internally and externally), communication strategies and plans, promotion of departmental programmes and management of media interactions
- Oversee Information and Communications Technology services in the Department, including implementation in line with Corporate Governance of Infrastructure Communication Technology (ICT) Policy Framework (CGICTPF)
- Oversee technology architecture, infrastructure capacity planning and service level agreements
- Participate in the development and communication of the vision and mission of the Chief Directorate
- Participate in the development and coordination of a performance improvement suggestion scheme
- Advise the Deputy Director-General on policies and strategies relevant to the Chief Directorate
- Participate in the development of a coherent risk management strategy for the Chief Directorate
- Participate as a key player in the Chief Directorate's strategic plan
- Develop and implement strategic plan for the Chief Directorate
- Ensure the development and implementation of a financial strategy and budget, in alignment with the Chief Directorate Strategy
- Ensure that planning takes place in line with the MTEF standards and that necessary compliance controls are implemented
- Manage the performance of individual employees within the Chief Directorate as required by regulations
- Supervise subordinates through informal and formal discussions in line with PMDS policy
- Identify training requirements for staff by ensuring that relevant training is provided and attended.



**Directorate** : Strategic Operations and Policy Coordination  
**Post** : Deputy Director: Strategic Operations & Policy Coordination  
**Ref. No.** : LPT/271  
**Centre** : Head Office, Polokwane  
**Salary Level** : 11  
**Salary package** : R612 822 per annum *(to be structured according to individual needs)*

**Minimum requirements:**

An NQF Level 6 (a 3-year tertiary qualification) in Public Administration/Strategic Management and/or Human Resource Management as recognised by SAQA • 3 years' experience at junior management level in strategic management • A valid vehicle (Code EB) driver's licence.

**Competencies:**

The ability to interpret and good understanding of applicable Financial Management prescripts, Public Finance Management Act (PFMA) and Treasury Regulations • Computer literacy with excellent command of Microsoft Excel • Analytical and innovative thinking • Report-writing skills • Workshop presentation and facilitation.

**Key responsibilities:**

Coordinate strategic planning in the Department • Arrange the strategic planning process in the Department • Perform secretariat services during strategic planning sessions • Consolidate branch inputs for development of strategic and business plan • Monitor implementation of plans within each Directorate • Monitor organisational performance • Monitor and implement an organisational performance management system • Monitor and evaluate organisational performance of the Department on an ongoing basis • Ensure alignment of strategic and operational plans with performance objectives • Coordinate the development of departmental policies • Perform secretariat services to policy review sessions in the Department • Render support on development of policies to policy owners • Monitor the implementation of policies • Monitor and support programmes in the implementation of Planning Frameworks • Ensure branches are provided with invitations to strategic planning sessions 2 weeks before the date of the session • Ensure the consolidation of Annual Performance Plan (APP) documents • Coordinate branch inputs towards the finalisation of APP documents • Ensure that the minutes of the strategic planning session are compiled and signed by the facilitator within prescribed period • Monitor and support programmes in the implementation of performance information frameworks • Conduct analysis based on the developed analysis criteria • Provide feedback to branches for corrective steps • Analyse evidence for validation of reported performance • Compile and submit draft quarterly performance reports to the Senior Manager for finalisation • Monitor and support programmes in the development of policies • Coordinate policy review sessions • Provide technical support during the development and review of policies • Provide guidance in the monitoring of implementation of policies.

**Directorate** : Human Resource Management  
**Post** : Deputy Director: Personnel Provisioning & Service Benefits  
**Ref. No.** : LPT/24  
**Centre** : Head Office, Polokwane  
**Salary Level** : 11  
**Salary package** : R612 822 per annum *(to be structured according to individual needs)*

**Minimum requirements:**

An NQF Level 6 (3-year tertiary qualification) in Public Administration or Human Resource Management as recognised by SAQA • 3 years' relevant experience at junior management level in Human Resource Management/ • PERSAL Certificate will be an added advantage • A valid vehicle (Code EB) driver's licence.

**Competencies:**

The ability to interpret and good understanding of Public Service Act, Public Service Regulations, PSBC Resolutions, DPSA Directives, Public Finance Management Act (PFMA), Treasury Regulations • Knowledge of policy formulation • Negotiation skills • Conflict management skills • Computer literacy with excellent command of Microsoft Excel • Analytical and innovative thinking • Report-writing skills • High standard of ethical and moral conduct • Workshop presentation and facilitation.

**Key responsibilities:**

Manage provisioning and utilisation of personnel in the Department by coordinating the recruitment and selection process (advertisement, screening, shortlisting, and interview) in respect of vacant funded positions consistent with applicable directives/policies as will be determined • Provide input in the assessment of the ability of human resource component(s) annually • Facilitate preparation of Human Resource Management Compliance Reports • Manage service benefits (pensions, leave, financial disclosures, working time, housing allowances, medical assistance, Policy of Incapacity and Ill-Health Retirement (PILIR), overtime, service terminations, housing State guarantee) • Facilitate development and implementation of Human Resource Plan of the Department • Manage maintenance of organisational structure • Facilitate development and implementation of Human Resources Plan.

Directorate	:	Human Resource Management
Post	:	Senior Personnel Practitioner: Establishment
Ref. No.	:	LPT/35
Centre	:	Head Office, Polokwane
Salary Level	:	8
Salary notch	:	R262 272 per annum (excluding benefits)

**Minimum requirements:**

NQF Level 6 (3-year tertiary qualification) in Human Resource Management/Public Administration as recognised by SAQA • PERSAL Training Certificate will be an added advantage • 2 years' relevant working experience in Human Resource Management.

**Competencies:**

Sound and in-depth knowledge of relevant prescripts, application of human resource policies • Understanding of legislative framework governing the Public Service, namely Employment Equity Act, Basic Conditions of Employment Act, and Public Service Regulations • Ability to interpret and apply human resource policies • Analytical and innovative thinking • Report-writing skills • Computer literacy • Organising skills • Project management • Change/diversity management • Ability to maintain confidential information.

**Key responsibilities:**

Ensure proper capturing of approved organisational establishment in PERSAL • Update placement record as shall be informed by service terminations, transfers, appointments, approved abolishment/creation of posts • Identify and implement Paymasters and Pay



Points • Assist in the maintenance of HR Plan in accordance with the Public Service Regulations • Compile annual oversight reports • Render general administrative services pertaining to staff establishment.

**Post** : **Senior Practitioner: Organisational Development**  
**Ref. No.** : **LPT/45**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **8**  
**Salary notch** : **R262 272 per annum (excluding benefits)**

**Minimum requirements:**

NQF Level 6 (3-year tertiary qualification) in Management Services (Organisational and Work Study/Operations/Production Management/Industrial Engineering) as recognised by SAQA • 2 years' working experience in Human Resource Management.

**Competencies:**

Ability to interpret and apply policy and conduct research • Analytical and innovative thinking • Report-writing skills • Workshop presentation and facilitation skills • Computer literacy • Organising skills • Project management • Financial management • Change/diversity management • Ability to maintain confidential information.

**Key responsibilities:** Assist with the development and maintenance of the organisational structure • Conduct research on organisational structures • Design organisational staff • Establish structure • Identify the need for changes on the organisational structure • Conduct job evaluation, job evaluation interviews • Analyse jobs on Equate system • Present analysed posts to the job evaluation panel • Provide advice and assistance in the development of job description • Conduct research on the contents of job descriptions • Make continuous consultations on job description-related matters • Assist with the provision of work efficiency services • Provide a secretariat and administrative function to the unit • Assist the Assistant Director: Organisation Development with drafting submissions for approval of job evaluation results, organisational structure and procedure manuals.

**Post** : **Personnel Practitioner: Personnel Provisioning**  
**Ref. No.** : **LPT/34**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **7**  
**Salary notch** : **R211 194 per annum (excluding benefits)**

**Minimum requirements:**

NQF Level 6 (3-year tertiary qualification) in Human Resource Management/Public Administration as recognised by SAQA • PERSAL Training certificate will be an added advantage • 2 years' working experience in Personnel Provisioning/Recruitment and Selection.

**Competencies:**

Ability to work independently and in a team • Analytical and innovative thinking • Good communication skills • Ability to work under pressure • Report-writing skills • Financial management • Negotiation skills • Ability to prioritise matters • People management • Planning and organising skills • Time management • Ability to maintain confidential information.

**Key responsibilities:**

Administer Recruitment and Selection records • Prepare submission for appointments, acting appointments, transfers, shortlisting, invitation for interview, etc • Maintain personnel records • Request security clearance (personnel suitability checks) • Facilitate verification of qualifications • Administer and process personnel records • Update personnel files and data on PERSAL • Administer remuneration policies • Prepare implementation of remunerative policy • Implement acting allowance • Administer and process personnel utilisation • Prepare submission for relocation, resettlement and secondments of employees • Administer probationary reviews.

Directorate	:	Human Resource Development
Post	:	Administration Officer: Skills Development, Planning & Coordination
Ref. No.	:	LPT/54
Centre	:	Head Office, Polokwane
Salary level	:	7
Salary notch	:	R211 194 per annum (excluding benefits)

**Minimum requirements:**

NQF Level 6 (3-year tertiary qualification) in Public Administration/Management (with Industrial Psychology/Organisational Behaviour) as recognised by SAQA • 2 years' working experience in Human Resource Development field.

**Competencies:**

Knowledge of the training and development function and processes • Ability to interpret and apply policies in HRD environment • Presentation and facilitation skills • Computer literacy • Knowledge of basic Financial Management principles • Knowledge of the skills audit process • Knowledge of project management principles and processes • Knowledge of administrative and clerical procedures and systems such as managing files and records, designing forms and other office procedures • People management • Ability to maintain confidential information.

**Key responsibilities:**

Compile and manage Workplace Skills Plans and Reports • Conduct skills audit and need analysis of the Department • Compile quarterly reports and annual training reports to PSETA, DPSA and any other reports • Facilitate Skills Development courses • Facilitate Compulsory Induction Programme • Implement Internship Programme.

Directorate	:	Records Management and Auxiliary Services
Post	:	Messenger Driver: General Records Management (2 Posts) (Re-Advertisement)
Ref. No.	:	LPT/133 & 136)
Centre	:	Head Office, Polokwane
Salary Level	:	4
Salary notch	:	R119 154 per annum (excluding benefits)

**Minimum requirements:**

Grade 12/Standard 10 Certificate • Valid Code (EB) vehicle driver's licence • 2 years' drivers experience • Understanding of driving around Provincial and National offices.



**Competencies:**

Understanding of the Public Service environment • Good communication skills (verbal and written) • Ability to prioritise urgent matters (planning and organising) • Ability to function independently • Ability to maintain confidential information • Time management • Ability to read, write and understand contents of official documents • Teamwork • Punctuality • Honesty and integrity.

**Key responsibilities:**

Provide messenger and driver services for the Directorate • Collect and send mail to and from the post office • Deliver and collect mail within the Department • Deliver and collect mail from and to other provincial and national departments' offices • Deliver files to other departments and public institutions • Distribute official messages and circulars • Distribute newspapers.

<b>Post</b>	:	<b>Registry Clerk: General Records Management</b>
<b>Ref. No.</b>	:	<b>LPT/131</b>
<b>Centre</b>	:	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	:	<b>5</b>
<b>Salary notch</b>	:	<b>R142 461 per annum (excluding benefits)</b>

**Minimum requirements:**

Grade 12 / Standard 10 Certificate • 1 year relevant experience in registry.

**Competencies:**

Understanding of the Public Service environment • Good communication skills (verbal and written) • Computer literacy • Ability to identify, classify and record a variety of official documents • Ability to prioritise urgent matters • Ability to function independently • Ability to maintain confidential information.

**Key responsibilities:**

Open and close files • Receive, open, record and distribute incoming mail • Sort, record, frank and dispatch outgoing correspondences/mail • File documents • Ensure safekeeping of records • Render archive services • Implement the filing/records classification systems • Trace documents • Store and retrieve documents and files.

<b>Posts</b>	:	<b>Cleaners (7 Posts)</b>
<b>Ref. Nos.</b>	:	<b>(Polokwane Head Office, 6 Posts): Ref. LPT/148/6 (Waterberg District, 1 Post): Ref. LPT/ 412</b>
<b>Salary Level</b>	:	<b>2</b>
<b>Salary notch</b>	:	<b>R84 096 per annum (excluding benefits)</b>

**Minimum requirements:**

Grade 10 or ABET Certificate • Cleaning experience and Certificate in cleaning will be an added advantage • Certificate in cleaning will be an added advantage.

**Competencies:**

Ability to operate cleaning machines such as vacuum cleaner • Ability to work under pressure • Good communication and interpersonal skills • Ability to read and write • Ability to maintain confidential information.

**Key responsibilities:**

Perform cleaning services of routine nature • Perform cleaning tasks such as sweeping, scrubbing and mopping of floors • Clean offices, passage/corridors and windows • Clean, dust and polish furniture in the offices • Clean carpets in offices, passages/corridors and boardrooms • Clean the building's exterior/surroundings (such as cleaning parking bays and related external areas) • Check and empty filled dustbins in offices, corridors and other related arrears within the departmental complexes • Refill water bottles (aqua-coolers) placed in various areas within departmental complexes • Clean equipment such as microwaves in kitchens, refrigerators and offices in the Department.

**Chief Directorate :** Financial Management  
**Directorate :** Financial Accounting  
**Post :** Deputy Director: Credit Management  
**Ref. No. :** LPT/201  
**Centre :** Head Office, Polokwane  
**Salary Level :** 11  
**Salary package :** R612 822 per annum *(to be structured according to individual needs)*

**Minimum requirements:**

An NQF Level 6 (a 3-year tertiary qualification) in Financial Accounting as recognised by SAQA • 3 years' experience at junior management level in Financial Accounting • A valid vehicle (Code EB) driver's licence.

**Competencies:**

The ability to interpret and good understanding of applicable Financial Management prescripts, Public Finance Management Act and Treasury Regulations • Computer literacy with excellent command of Microsoft Excel • Knowledge of BAS • Analytical and innovative thinking • Report-writing skills.

**Key responsibilities:**

Manage authorisation of payment to suppliers and staff members • Manage receipt of invoices due for payment • Authorise payment vouchers • Coordinate communication with suppliers • Manage monthly requisition to obtain funds • Obtain the annual cash projection of the budget broken down into months and weeks • Manage funds requisition for the month indicating the cash requirements per week • Prepare and submit requisitions to CFO for approval • Submit approved requisitions to provincial banking and cash flow • Receive and file schedule of amounts transferred monthly into the paymaster General Bank Account • Manage and authorise journals • Identify and correct misallocations • Request detail reports for affected items to ensure correct postings • Manage monthly Expenditure Report in line with PFMA • Prepare payment disbursement report to the CFO for ratification and submission to HOD • Manage weekly/monthly reports of received and unpaid invoices • Monitor follow-up of outstanding invoices • Ensure payment of supplies in line with prescripts.

**Directorate :** Financial Accounting  
**Post :** Accounting Clerk: Revenue, Debt And Bank Reconciliation  
**Ref. No. :** LPT/219  
**Centre :** Head Office, Polokwane  
**Salary Level :** 5  
**Salary notch :** R142 461 per annum (excluding benefits)



**Minimum requirements:**

Grade 12/Standard 10 Certificate • 1 year relevant experience in financial management.

**Competencies:**

Understanding of the Public Service environment • Good communication skills (verbal and written) • Computer literacy • Ability to prioritise urgent matters • Ability to function independently • Ability to maintain confidential information.

**Key responsibilities:**

Capture receipts on BAS • File revenue returns • Clear bank deposit exceptions • Prepare payment vouchers • Prepare monthly revenue reports • Capture debts on BAS • Maintain debt register • Open and maintain manual debt files • Monitor irrecoverable debts • Communicate and make follow-ups on recovery of debt timeously • Compile and capture BAS journals • Ensure proper record-keeping of journals and bank statements • Check and clear bank exceptions.

<b>Directorate</b>	:	<b>Departmental Supply Chain Management</b>
<b>Post</b>	:	<b>Administration Clerk: Assets Management</b>
<b>Ref. No.</b>	:	<b>LPT/255</b>
<b>Centre</b>	:	<b>Head Office, Polokwane</b>
<b>Salary</b>	:	<b>Level 5</b>
<b>Salary notch</b>	:	<b>R142 461 per annum (excluding benefits)</b>

**Minimum requirements:**

Grade 12 / Standard 10 Certificate • 1 year experience in a Supply Chain Management environment • Certificate in Microsoft Excel will be an added advantage.

**Competencies:**

Understanding of the Public Service environment • Good communication skills (verbal and written) • Computer literacy • Ability to prioritise urgent matters • Ability to function independently • Ability to maintain confidential information.

**Key responsibilities:**

Record and bar-code new asset acquisitions in the departmental fixed asset register (BAUD / Excel / Logis systems) • Monitor and record movement of assets in the Department • Conduct asset verification • Perform spot-checks • Assist immediate supervisor with all asset management processes • Identify and record unserviceable/redundant assets in the Department.

<b>Branch</b>	:	<b>Sustainable Resource Management</b>
<b>Post</b>	:	<b>Director: Budget Management</b>
<b>Ref. No.</b>	:	<b>LPT/293</b>
<b>Centre</b>	:	<b>Polokwane, Head Office</b>
<b>Salary Level</b>	:	<b>13</b>
<b>Salary package</b>	:	<b>R864 177 per annum (to be structured according to individual needs)</b>

**Minimum requirements:**

An undergraduate qualification (NQF level 7) in Financial Management/Accounting as recognised by SAQA • 5 years' experience at a middle/senior managerial level in financial management/accounting • A valid vehicle (EB) driver's licence.

**Competencies:**

Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Honesty and integrity • The ability to manage and oversee project implementation processes and activities • 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 HR practices • People management skills • Knowledge of computer technical skills • Results-driven and service-orientated • The 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 and Treasury Regulations • Budget management • Financial management • Project management • Written and verbal communication skills • Knowledge of Treasury Regulations and Division of Revenue Act (DORA).

**Key responsibilities:**

Develop appropriate policy documents on provincial allocation process • Prepare the provincial budget aligned to key provincial priorities • Evaluate new proposed policies before implementation against set criteria ie cost-effectiveness or possible liabilities that might be created as a result of the policy changes • Ensure that policies developed are in line with the appropriate legislation - PFMA and DORA and the strategy of the Limpopo province • Properly communicate policies to stakeholders ie CFOs • Ensure that the appropriate implementation of the legislation, regulations and policies • Implement a monitoring framework in order to evaluate the adherence to policies • Consolidate all the monitoring reports received into a summarised reporting pack highlighting issues, problems that are being experienced, budget utilisation and where technical assistance is required • Prepare budget recommendations speech and money bills annually, taking all relevant information into account • Provide recommendations on budget allocation process • Conduct Medium-term Expenditure Committee (MTEC) hearing to determine preliminary budget allocation • Monitor implementation of provincial budgets • Implement budget forms • Report on Government Financial Statistics (GST) and adjustment estimates of expenditure to National Treasury annually • Ensure that a technical assistant is provided where a requirement was identified • Operationalise and communicate the vision and mission for the Directorate • Promote team building within the Directorate • Implement procedure and policies required for the Directorate • Advise on and operationalise Directorate's strategic plan • Collate information for budget planning purposes • Develop operational plans in line with the budget • Participate in the recruitment and selection of staff • Manage the performance of individual employees, as required by regulations • Coordinate the development of individuals in direct subordinate's positions.

<b>Directorate</b>	:	<b>Budget Management</b>
<b>Post</b>	:	<b>Deputy Director: Budget Management</b>
<b>Ref. No.</b>	:	<b>LPT/297</b>
<b>Centre</b>	:	<b>Polokwane, Head Office</b>
<b>Salary Level</b>	:	<b>12</b>
<b>Salary package</b>	:	<b>R726 276 per annum</b> <i>(to be structured according to individual needs)</i>

**Minimum requirements:**

An NQF level 6 qualification (3-year tertiary qualification) in Financial Management/Financial Accounting as recognised by SAQA • 3 years' junior management level relevant working experience in financial planning, reporting and budget management • A valid Code EB driver's licence.



**Competencies:**

Sound knowledge of budgeting and financial management • Proven expertise in Government budget process and financial analysis • Sound knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and other Treasury-related Acts • Good interpersonal skills • The ability to analyse complex information • High level of computer literacy with knowledge of MS Word, PowerPoint, Outlook, Excel and Internet-based research. Candidate must be prepared to work extended hours, especially during budget submissions period.

**Key responsibilities:**

Develop and implement the provincial budget policies • Provide training, capacity building to Provincial Departments and provide guidance on Division of Revenue Acts, PFMA and Treasury Regulations • Develop the MTEF and the annual budget processes • Analyse Department's MTEF budget submissions • Provide inputs on benchmark exercises and Medium-term Expenditure Committee (MTEF) meetings • Check the compliance on submissions of rollover requests • Analyse provincial department's and public entities' budgets and policy plans • Monitor budget implementation and performance/service delivery • Promote effective and responsive budget allocation and management • Participate in all relevant budgetary processes and provide sound inputs into Provincial Treasury publications and enhance team performance • Assist in the developing of operational plan, Annual Performance Plan and Strategic Plan of the branch • Analyse the Department's In-year Monitoring reports and provide recommendations on equitable share and conditional grant budget implementation.

Directorate	:	Macro-economic Analysis
Post	:	Director: Macro-Economic Analysis
Ref. No.	:	LPT/364
Centre	:	Polokwane, Head Office
Salary Level	:	13
Salary package	:	R864 177 per annum <i>(to be structured according to individual needs)</i>

**Minimum requirements:**

An undergraduate qualification (NQF level 7) in Economics as recognised by SAQA • 5 years' experience at a middle/senior managerial level • A valid vehicle (Code EB) driver's licence.

**Competencies:**

Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Change management • Honesty and integrity • The ability to manage and oversee project implementation processes and activities • 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 HR practices • People management skills • Knowledge of computer technical skills • Results-driven and service-orientated • The 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.

**Key responsibilities:**

Determine and evaluate economic parameters and socio-economic imperatives within the Provincial and National context • Determine and analyse key economic variables, their interrelation and relevance for the budget • Determine the potential and constraints for growth and development and their interaction with Governmental spending and revenue