

patterns/trends • Determine alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators • Ensure provision of provincial economic and social research and analysis that informs fiscal policy development and annual budget process • Assess the impact of previous fiscal policy objectives on selected economic variables • Give input into the provincial budget process by providing a review of the annual budget process • Analyse growth in different economic sectors and advise on which sectors the Province should be prioritised and budget for appropriately • Develop institutional coordination and sector integration • Conduct analysis of social and economic investment issue through research • Produce Medium-term Budget Policy Statement • Build and update Provincial Macro-econometric Model • Participate in District Municipalities' IDP process and ensure that the socio-economic status of the municipalities are taken into consideration when drawing the IDPs • Determine the structure of the quarterly bulletin • Identify stakeholders which use and generate macro-economic data for the purpose of guiding socio-economic development and getting inputs into economic overview • Manage gathering of data • Support policy makers by producing periodic publications of regional economic outlook based on research • Produce quarterly bulletin • Determine the objectives of the provincial macro-econometric modelling • Based on the objectives and the type of the macro-econometric model to be build, determine the economic variables that will be included on the provincial macro-econometric modelling • Analyse and interpret the results generated out of the model • Advise policy makers based on the results generated from the model.

**Directorate** : **Fiscal Development**  
**Post** : **Deputy Director: Revenue Monitoring**  
**Ref. No.** : **LPT/ 288**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **12**  
**Salary package** : **R726 276 per annum** *(to be structured according to individual needs)*

#### **Minimum requirements:**

NQF level 6 (3-year tertiary qualification) in Accounting/Economics/Public Finance as recognised by SAQA • 3 years' experience at junior management level in revenue management • A valid Code EB driver's licence.

#### **Competencies:**

Knowledge of the medium-term expenditure framework as well as legislation governing budgets within the Public Sector such as the PFMA and Treasury Regulations, in-year monitoring and quarterly reporting • Sound knowledge of Provincial Treasury functions and an understanding of Fiscal Framework and Government priorities • Computer literacy • Research and presentation skills • The ability to manage a team and various fiscal policy projects • Deadline-driven • Reliable and dependable • Attention to detail • Creativity and innovation • Problem-solving skills • Analytical and report-writing skills. The candidate will be frequently required to work after working hours as and when needed.

#### **Key responsibilities:**

Optimise and expand provincial own revenue (effectively and efficiently develop and implement own revenue initiatives) • Assess the viability of own revenue budgeting in the Province • Liaise with other institutions with regard to cross-cutting fiscal issues • Manage the medium-term revenue planning process • Provide inputs in an effort to optimise revenue share as well as inputs for overall financing envelope for Medium-term Expenditure Framework • Manage provincial revenue framework and procedures in consultation with stakeholders • Identify risk areas in revenue collection and support departments and public entities to institute and implement corrective matters • Ensure that provincial tariff registers



are updated regularly and that the implementation of new tariff structures are fully analysed before • Monitor adherence to instruction notes, guidelines and directives relating to the collection and recovery of all revenue before approval takes place • Conduct research and technical analysis necessary for own revenue maximisation • Perform delegated tasks on behalf of the supervisor • Provide support function to supervisor to ensure functions are performed to achieve the objectives of the unit.

**Branch: Financial Governance and Systems Development**

**Directorate** : **Business Process and Helpdesk Support**  
**Post** : **Deputy Director: Business Analyst**  
**Ref. No.** : **LPT/548**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **12**  
**Salary package** : **R726 276 per annum** *(to be structured according to individual needs)*

**Minimum requirements:**

An NQF 6 (3-year tertiary qualification) in Business Management or Financial Management  
 • 3 years' experience at junior management level in financial 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 and Treasury Regulations • Computer literacy with excellent command of Microsoft Excel • Analytical and innovative thinking • Report-writing skills.

**Key responsibilities:** Manage the development of business process analysis • Ensure analyses of business processes • Ensure new systems or systems enhancement caters for business process requirements • Ensure alignment of business process, if necessary • Ensure the provision of input on functional specifications • Ensure the development of user's specifications document • Ensure development of system implementation guidelines, procedures and service level agreements • Manage development of helpdesk policies and procedures • Ensure development of services level agreements with systems suppliers • Ensure and monitor adherence to policies and procedures and service level agreement • Manage helpdesk support • Oversee helpdesk support function • Ensure reports are analysed to support function and effective resolution of calls logged • Manage the identified trends and proactively develop actions plans to prevent similar calls logged • Manage the identified reporting requirements and escalated to systems development • Manage log issue • Ensure appropriate distribution of calls logged • Ensure timeous resolution of all calls logged • Ensure operational leadership • Manage operationalization and communication of the vision and mission for the Directorate • Promote transformation within the Directorate • Ensure a culture of innovation and performance • Ensure implementation of performance improvements suggestions scheme.

**Directorate** : **Transversal Risk Management**  
**Post** : **Deputy Director: Transversal Risk Management**  
**Ref. No.** : **LPT/572**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **12**  
**Salary package** : **R726 276 per annum** *(to be structured according to individual needs)*

**Minimum requirements:**

An NQF Level 6 (3-year tertiary qualification) in Enterprise Risk Management/Internal Audit  
• 3 years' working experience at junior management level within the discipline of Enterprise Risk Management or Internal Audit • A valid vehicle (Code EB) driver's licence.

**Competencies:**

Knowledge of and experience in the public sector, financial management, risk management, the Public Finance Management Act (PFMA) and Treasury Regulations • Analytical and assessment skills • Facilitation, presentation and report-writing skills • Project management skills • Knowledge of Information Technology Infrastructure Library (ITIL), Control Objectives for Information and Related Technology (COBIT), as well as King III • Information management skills • Client orientation and customer focus • Deadline-driven • Attention to detail • Proficiency in MS Word, Excel and PowerPoint.

**Key responsibilities:**

Assist with enterprise risk management capacity building in provincial departments and public entities by facilitating risk management training and awareness workshops in line with the National Treasury Risk Management Framework • Coordinate, monitor and assess the implementation of risk management strategies and plans in provincial departments and public entities across the Province • Assist with the development of enterprise management, risk management prescripts and monitor compliance with such prescripts, according to best practice • Coordinate, facilitate and monitor a provincial risk profile • Continuously research and apply best practice models of enterprise risk management • Coordinate activities of the provincial Risk Management Forum • Report to related stakeholders on the status of risk management • Coordinate the financial management aspects of the Directorate • Assist with the Unit's day-to-day personnel and leave management • Assist with the performance management system.

<b>Directorate</b>	:	<b>Systems Administration</b>
<b>Post</b>	:	<b>Systems Support Administrator</b>
<b>Ref. No.</b>	:	<b>LPT/543</b>
<b>Centre</b>	:	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	:	<b>8</b>
<b>Salary notch</b>	:	<b>R262 272 per annum (excluding benefits)</b>

**Minimum requirements:**

NQF Level 6 (3-year tertiary qualification) in Financial Management as recognised by SAQA  
• 2 years' experience in financial management • Valid Code 08 (EB) vehicle driver's licence.

**Competencies:**

Ability to interpret and apply acts and regulations • Analytical and innovative thinking • Report-writing skills • Workshop presentation and facilitation skills • Computer literacy • Knowledge of financial management • Adaptability during changes to meet the goals • Change/diversity management.

**Key responsibilities:**

Provide functional support to System Controllers and PERSAL users • Register system change control for all provincial departments on PERSAL • Coordinate and monitor the implementation of system changes by National Treasury • Manage and monitor calls logged • Reset passwords • Liaise with National Treasury on system issues • Coordinate the printing and distribution of salary reports and pay slips from SITA Bureau BETA • Assist users on















requesting and interpreting management reports and functional support • Coordinate provincial PERSAL forums and provide secretariat • Maintain a user-friendly support environment.

**Directorate** : **Norms and Standards**  
**Post** : **Accounting Clerk**  
**Ref. No.** : **LPT/492**  
**Centre** : **Head Office (Polokwane)**  
**Salary Level** : **5**  
**Salary notch** : **R142 461 per annum (excluding benefits)**

**Minimum requirements:**

Grade 12/Standard 10 Certificate • 1 year working experience in meeting coordination and administrative/office administration environment • Valid vehicle (Code EB) driver's licence.

**Competencies:**

Excellent written and verbal communication • Good telephone etiquette • Computer literacy in MS Word and Excel • Time management skills (punctuality) • Ability to work overtime and during weekends making deliveries across provinces.

**Responsibilities:**

Receive information for Audit Committee packs for departments • Assist in reproduction of Audit Committee packs for use during Audit Committee meetings • Deliver Audit Committee packs to all the stakeholders within and across provinces • Arrange logistics for Audit Committee events/meetings such as flight, accommodation, catering, parking and conference/venue bookings for Audit Committee events • Secure boardrooms/venue for Audit Committee meetings • Ensure Audit Committee members' claims are processed for payment and maintain a register/file • Ensure availability of stationery to print Audit Committee packs and for use by Audit Committee members and the Audit Committee Sub-component • Liaise with Audit Committee stakeholders such as Auditor-General, Provincial Internal Audit, National Treasury, Provincial Departments and Audit Committee members for any matter pertaining to Audit Committees • Ensure and maintain good filing system of the Directorate • Perform all the administrative work pertaining to the Directorate and Audit Committees.

**Branch** : **Assets, Liabilities and Supply Chain Management**  
**Directorate** : **Provincial Assets Management**  
**Post** : **Deputy Director: Provincial Assets Management**  
**Ref. No.** : **LPT/378**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **12**  
**Salary package** : **R726 276 per annum (to be structured according to individual needs)**

**Minimum requirements:**

An NQF Level 6 (3-year tertiary qualification) in Financial Management/Economics/Accounting/Public Finance as recognised by SAQA • 3 years' relevant experience at junior management level in assets and inventory management • A valid vehicle (Code EB) driver's licence.

**Competencies:**

Knowledge of Government policies, procurement, expenditure and budget practices and related acts and regulations such as the PFMA and Treasury Regulations • Good

communication skills • Liaison skills • Networking, interpersonal and analytical skills • Diplomacy • Change and knowledge management skills • Planning and organising skills • Computer literacy with excellent command of Microsoft Excel • Analytical and innovative thinking • Honesty and integrity • Client orientation and customer focus • Report-writing skills.

**Key responsibilities:**

Develop and review transversal asset and inventory management policies • Monitor and support the implementation of the audit action plan and develop turnaround strategy for addressing audit findings on assets • Ensure the compilation of annual integrated asset and inventory management plans in departments and public entities • Monitor and support the provincial departments and public entities on asset and inventory management implementation • Monitor and support the provincial departments and public entities on asset disposals and the revenue reconciliations thereof • Ensure the capacitation of asset and inventory management section in the departments and public entities • Conduct assessments on the safeguarding of assets against loss through theft, fire and obsolescence • Provide policy direction to departments and public entities • Plan, organise, control and lead subordinates' work through operational plans, job descriptions, performance management tools, leave management and proper resource utilisation processes.

Branch	:	Provincial Internal Audit
Post	:	Chief Director: Group Manager: (Specialised Audits/Assurance & Consulting Services)
Ref. No.	:	LPT/651
Centre	:	Head Office (Polokwane)
Salary Level	:	14
Salary package	:	R1 042 500 per annum <i>(to be structured according to individual needs)</i>

**Minimum requirements:**

An undergraduate qualification (NQF Level 7) in Financial Accounting/ Financial Management/Business Administration / Internal Auditing / Information Systems as recognised by SAQA • Successful completion of the Certified Internal Auditor (CIA) qualification/Certified Fraud Examiner (CFE)/Certified Information Systems Auditor (CISA)/Chartered Accountant CA(SA)/Master's degree such as a MBA/MBL or MCom. will be an added advantage • 5 years' experience at a Senior Management level in a risk-based auditing or governance assurance environment • A valid vehicle (Code EB) driver's licence.

**Competencies:**

Comprehensive applied knowledge of the International Professional Practice Framework (IPPF) of the IIA • 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 • Negotiation and people management skills • Computer literacy (Microsoft Office, i.e. Excel, Outlook, PowerPoint) • Comprehensive knowledge of governance frameworks, such as the King III and Draft King IV reports governance documents published by COSO and the Information Systems Audit and Control Association (ISACA) and Association of Certified Fraud Examiners (ACFE), INTOSAI and IFAC • Knowledge of Teammate audit software package 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 the Chief Audit Executive in the preparation and implementation of the strategic business and operational plans and 3-year rolling risk-based plan related to fraud and ICT audit and consulting services • Plan and provide leadership in the execution of specialised audits in terms of an audit methodology including adherence to the Institute of Internal Auditors and International Professional Practice Framework (IPPF) • Encourage and participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort • Provide leadership and administrative management of the specialised ICT and fraud audit components • Provide direction to multiple complex operations • Serve as career development leader for the fraud and ICT audit component • Coach subordinate management and staff on applied knowledge behaviours in ethics and governance • Ensure quality assurance of fraud and ICT audits and risk based audits as appropriate • Manage budget of the Sub-component • Keep abreast of and encourage staff to keep up to date with new developments in assurance and consulting services in risk management, internal control and institutional governance.

<b>Post</b>	:	<b>Director (Portfolio Manager): Risk-Based Audit</b>
<b>Ref. No.</b>	:	<b>LPT/583</b>
<b>Centre</b>	:	<b>Head Office (Polokwane)</b>
<b>Salary Level</b>	:	<b>13</b>
<b>Salary package</b>	:	<b>R864 177 per annum</b> <i>(to be structured according to individual needs)</i>

**Minimum requirements:**

An undergraduate qualification (NQF Level 7) in Financial Accounting / Financial Management / Business Administration / Internal Auditing / Information Systems as recognised by SAQA • Successful completion of either a Certified Internal Auditor (CIA) qualification or attainment of the Professional Internal Audit (PIA) designation with demonstrable progress towards attainment of the CIA • An added advantage will be the achievement of the Global Institute of Internal Auditor's (IIA's) specialised certifications such as Government Auditor Professional (CGAP) / Certified Control Self-Assessment (CCSA) / Certified Risk Management and Assurance (CRMA • 5 years' experience at a middle/senior management level in a risk-based auditing or Government assurance environment • A valid vehicle (Code EB) driver's licence.

**Competencies:**

Comprehensive knowledge of International Professional Practice Framework (IPPF) of the IIA • 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 • Negotiation and people management skills • Computer literacy (Microsoft Office, i.e. Excel, Outlook, PowerPoint) • Knowledge of Teammate audit software package 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 the Chief Director with the preparation and implementation of the strategic business plan and 3-year rolling risk-based plan • Plan and supervise the execution of risk-based audits in terms of an audit methodology, including the Institute of Internal Auditors and International Standards for the Professional Practice of Internal Auditing (ISSPIA) • Ensure internal quality assurance of all projects • Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort • Prepare and/or review audit programmes for identified risk audits •



Functional management of the internal audit portfolio (Sub-directorate) • 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 • Administrative management of the portfolio of the Sub-directorate: Internal Audit • Stay abreast of and encourage staff to keep up to date with new developments in the internal audit environment.

**Post :** Senior Internal Auditor: Risk-Based Auditing  
(9 Posts)  
**Ref. No. :** LPT/593/9  
**Centre :** Head Office (Polokwane)  
**Salary Level :** 8  
**Salary notch :** R262 272 per annum (excluding benefits)

**Minimum requirements:**

An NQF level 6 (3-year tertiary qualification) in Financial Accounting/Financial Management/Business Administration/Internal Auditing/Information Systems as recognised by SAQA • Successful registration or demonstrable progress towards an Internal Audit Technician (IAT) designation • Completion of Professional Internal Auditor (PIA) designation will be an added advantage • 2 years' working experience of which 1 year should have been in the auditing or internal auditing professions • Valid vehicle Code (EB) driver's licence.

**Competencies:**

The ability to work independently and in a team • Good communication skills • An understanding of the International Professional Practice Framework (IPPF) of the Global Institute of Internal Auditors (IIA) including detailed knowledge of the IIA's Mandatory Guidance • Computer literacy • Willingness to travel • The ability to work under pressure • Analytical skills.

**Key responsibilities:**

Plan and conduct audit assignment as per the approved internal 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 • Ensure Continuing Professional Development • Prepare timesheet and progress reports.

*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.*

*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.**



## LIMPOPO PROVINCIAL TREASURY INTERNSHIP PROGRAMME

Limpopo Treasury hereby invites applications for internship opportunities that currently exist in the Department. This programme is aimed at enhancing youth employability and improving service delivery. The duration of the Programme is 12 months. Interested graduates with qualifications in the study fields as listed below are invited to apply.

**Stipend: R4 990 per month**

Field of Exposure	Ref No	No Required	Qualification/s
Fiscal Development	LPT/INT/01	2	BCom Accounting / BCom Economics
Supply Chain Management	LPT/INT/02	2	BCom in Supply Chain Management / National Diploma in Supply Chain Management
Risk Management	LPT/INT/03	1	Degree / Diploma in Financial Information Systems / Risk Management / Internal Auditing
Financial Training	LPT/INT/04	2	National Diploma: Financial Information Systems
Information Technology	LPT/INT/05	2	BSc Computer Science / ND: Information Technology
Communication	LPT/INT/06	2	National Diploma in Graphic Design / Certificate in Graphic Design
Asset Management	LPT/INT/07	2	Degree / National Diploma in Accounting
Human Resources	LPT/INT/08	2	Degree / National Diploma in Human Resource Management / Human Resource Development / Public Management and Administration
Records Management	LPT/INT/09	3	Degree / National Diploma in Library and Information Studies / Archival / Information Studies
Work Study and Job Evaluation	LPT/INT/10	1	Degree / National Diploma in Management Services / Work Study / Organisation Development
Legal and Labour Relations	LPT/INT/11	1	LLB
Financial Planning and Budget	LPT/INT/12	2	BCom in Accounting / BCom Cost / Management Accounting
Accounting and Reporting	LPT/INT/13	2	BCom in Accounting / Auditing / BTech Internal Auditing
Compliance and Capacity Building	LPT/INT/14	2	BCom in Internal Auditing / BTech Internal Auditing / BCom Risk Management / BCom Supply Chain / Operations Management
Supply Chain Management and Tender Advice	LPT/INT/15	3	National Diploma in Finance / Accounting (please note that the interns will be placed in Waterberg, Sekhukhune and Mopani SCM Tender Advice Centres)
<b>Total Posts = 29</b>			

**For enquiries, contact the following officials: Mr Packson Lukheli, Mesdames Conny Kgadima and Hilda Moremi.**

**Conditions:** • Applicants should be South African citizens, aged 18-35 • Applicants should be residents of Limpopo Province • Applicants should be unemployed and should not have participated in an internship programme before • Applicants who have not yet received their

qualifications must provide academic transcripts or letters confirming that they have completed their studies • Successful candidates will be subjected to security vetting.

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

Limpopo Treasury is an equal opportunity employer and will consider applications from graduates of all race groups. Women and people with disabilities are encouraged to apply.

Closing date: Friday, 1<sup>st</sup> July 2016 @ 16h00

*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.*