



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref : S 4 / 4 / 1
Enq : Conny Kgadima
Date : 25th February 2013
TO : ALL HEADS OF DEPARTMENTS AND STAFF:
LIMPOPO PROVINCIAL ADMINISTRATION

CIRCULAR NO. 04 OF 2013 (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 (Limpopo Provincial Treasury), 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. All short-listed applicants will be subjected to the competency-based assessment, security clearance, verification of qualifications and must provide their original certificate (s) of the qualification and Identity Document on the day of the interviews for verification purposes.
4. Applicant(s) recommended for appointment will be subjected to personnel suitability Check for security reasons.
5. Successful applicants will be expected to sign a performance agreement within one month after assumption of duty.
6. Successful applicants will be expected to disclose their financial interests in accordance with the prescribed regulations.
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**

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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, 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.

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.

The closing date for submission of applications is the **8th March 2013 @ 16h00.**

If you do not receive any response from us within three (3) months after the closing date (i.e. 18th March 2013), regard your application as unsuccessful.

MR. SIPHIWE NDLOVU

ACTING SENIOR GENERAL MANAGER

PROGRAMME 1: ADMINISTRATION

Administration as per Constitution Section 100 (1) b

Date:  27/02/2013

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

ADVERTISEMENT OF POSTS FOR LIMPOPO PROVINCIAL TREASURY

Post : Senior General Manager: Corporate Governance
Component : Corporate Governance
Ref. No. : LPT/18
Centre : Polokwane (Head Office)
Salary Level : 15
Salary package : R1 076 619.00 p.a. (to be structured according to individual needs)

Minimum requirements:

An Honours degree in Public/Business Management/Financial Management or equivalent • A Master's degree or equivalent qualification at NQF Level 9 will be an added advantage • At least six years' experience at Senior Management level • A valid vehicle (EB) driver's licence.

Competencies:

Sound strategic and visionary capability • The ability to work successfully under pressure in a dynamic environment • Problem-solving skills and innovative capabilities • Knowledge and sound understanding of financial management, human resources and corporate governance • People management skills • 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 Corporate/Support Services strategies • Extensive management experience • 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 be responsible for leadership and strategic direction in the following functions: • Developing and managing the execution of Corporate/Support Services strategies • Overseeing the functions of the Human Resources Information Management, Strategic Management and Security and Investigation Services • Implementing and managing the Corporate Governance Framework aligned with relevant legislation and regulations to mitigate risks • Contributing to an effective leadership development culture and capacity building for the Department.

Post : **Senior General Manager: Assets, Liabilities & Supply Chain Management**
Component : **Corporate Governance**
Ref. No. : **LPT/369**
Centre : **Polokwane (Head Office)**
Salary Level : **15**
Salary package : **R1 076 619.00 p.a.** (to be structured according to individual needs)

Minimum requirements: An Honours degree in Accounting, Legal and Financial Management or equivalent • Qualification as a Chartered Accountant (CA), a Master's degree or equivalent qualification at NQF Level 9 will be an added advantage • At least six years' experience at Senior Management level • A valid vehicle (EB) driver's licence.

Competencies:

Knowledge of the PFMA, MFMA and Treasury Regulations • Effective presentation and reporting skills • Knowledge of assets and liabilities • Strategic leadership skills • Knowledge of policies and strategies • Knowledge of operational functions • Financial management skills • Strategic business planning skills.

Key responsibilities: The successful candidate will be responsible for leadership and strategic direction in the following functions: • Ensuring the effective and efficient management of physical and current assets in provincial departments and public entities • Developing provincial asset management policies and strategies • Ensuring the effective and efficient management of liabilities on behalf of provincial departments and public entities • Effectively controlling bank overdrafts, interest receivable and loans • Developing and managing Service Level Agreements with financial institutions in respect of interest payable • Ensuring reconciliation between interest payable and interest receivable • Ensuring the effective and efficient management of the provincial revenue fund and supply chain in provincial departments and public entities • Monitor compliance with the SCM framework and all applicable prescripts in provincial institutions • Ensuring administration of provincial bids and contracts • Managing transversal bids and contracts in public institutions • Providing regular reports to the HOD regarding progress within the Branch • Managing and developing human resources.

Post : **General Manager: Municipal Finance (Three-year contract)**
Component : **Municipal Finance**
Ref. No. : **LPT/001/13**
Centre : **Polokwane (Head Office)**
Salary Level : **14**
Salary package : **R872 214.00 p.a.** (to be structured according to individual needs)

Minimum requirements:

A Bachelor's degree in Accounting, Financial Management or an equivalent qualification • Three years' experience at Senior Management level • A Master's degree or

equivalent qualification at NQF Level 9 will be an added advantage • A valid vehicle (EB) driver's licence. MFMA is essential.

Competencies:

Knowledge of the PFMA. Extensive knowledge of MFMA • Knowledge of GRAP. Effective presentation and reporting skills • Knowledge of assets and liabilities • Strategic leadership skills • Knowledge of policies and strategies • Financial management skills • Knowledge of strategic business planning.

Key responsibilities:

The successful candidate will be responsible for leadership and strategic direction in the following functions: • Oversees municipal budgeting process including pre-budget meetings, capacity building, municipal budget facilitation, budget monitoring and allocation • Overseeing the accounting and reporting function including monitoring and analysing legislation, coordination and submission of consolidated financial statements • Participating in the development of and communicating the vision and mission for the Chief Directorate • Advising Head of the Department on policies and strategies 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.

Post : **General Manager: Fiscal Policy**
Component : **Fiscal Policy**
Ref. No. : **LPT/281**
Centre : **Polokwane (Head Office)**
Salary Level : **14**
Salary package : **R872 214.00 p.a. (to be structured according to individual needs)**

Minimum requirements:

A Bachelor degree in Accounting, Financial Management or an equivalent qualification • Three years' experience at Senior Management level • A Master's degree or equivalent qualification at NQF Level 9 will be an added advantage • A valid vehicle (EB) driver's licence.

Competencies:

Knowledge of the PFMA and MFMA • Effective presentation and reporting skills • Knowledge of assets and liabilities • Strategic leadership skills • Knowledge of policies and strategies • Financial management skills • Knowledge of strategic business planning. Knowledge of the Public Sector budgeting processes.

Key responsibilities:

The successful candidate will be responsible for leadership and strategic direction in the following functions: • Initiating the development of appropriate policy documents for revenue, the provincial allocation process, budget allocations and assets (including assets restructuring management) • Ensuring that policies are developed in line with the

appropriate legislation with regard to the PFMA, MFMA and DORA as well as the strategy and long-term vision of the Limpopo Province • Overseeing the proper communication of policies to stakeholders such as CFOs and Accounting Officers • Overseeing the implementation of a monitoring framework in order to evaluate the adherence to set fiscal policies • Reporting on a regular basis on budget utilization, capital projects, where technical assistance is required, problems that are being experienced and possible solutions for the problems • Coordinating infrastructure plans and prioritizing capital projects • Overseeing the preparation of financial budgets in all Provincial Departments • Ensuring that planning takes place in line with the MTEF standards and that necessary compliance controls are implemented.

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