



PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1 / 2
Enq : Conny Kgadima
Date : 8th September 2023

TO INTERNAL STAFF WITHIN LIMPOPO PROVINCIAL TREASURY

HRM CIRCULAR NO. 25 OF 2023

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

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
2. Applications must be submitted on **new** Z83 forms obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za.
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B all fields should be completed in full except the following:
 - (i) South African applicants need not provide passport numbers
 - (ii) If an applicant responds "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?*" then the answer to the next question "*In the event that you are employed in the Public Service you immediately relinquish such business interests?*" can be left blank or indicated as not applicable.
 - (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration.
4. Noting there is limited space provided for **Part E, F & G**, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.
5. The declaration should be completed and signed.

6. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications.
7. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert.
8. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein.
9. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form.
10. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview.

A specific reference number for the post applied for must be quoted in the space provided on new form Z83

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

11. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Applications which are forwarded / submitted to the wrong address will not be considered.
12. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations.
13. 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 interview for verification

purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks.

14. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
15. The Department reserves the right not to make any appointment to the posts advertised.
16. The employment decision may be informed by the Employment Equity Plan of the Department.
17. **All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka BP, Kgadima Conny and Moremi Hilda @ (015) 298 7000.**
19. The closing date for submission of applications is **Monday 9th October 2023 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NB! ONLY APPLICATIONS FROM INTERNAL CANDIDATES WITHIN LIMPOPO PROVINCIAL TREASURY WILL BE CONSIDERED

The Limpopo Provincial Treasury is an equal opportunity and affirmative action employer. Designated race groups, females and persons living with disabilities remain the target group and are encouraged to apply. 

pp  (Acting)
MR. GC PRATT CA(SA)
HEAD OF THE DEPARTMENT

22/09/2023
DATE

Annexure "A"

Post : Deputy Director: Risk Based Auditing
Ref. No. : LPT/500
Directorate : Risk Based Auditing
Salary Package : R811 560.00 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification as recognized by in Internal Auditing / Auditing or related qualification. IAT / PIA or equivalent profession will an added advantage At least 3 years' experience at Assistant Director level / junior management level in Internal Audit environment or related field. Valid vehicle driver's license with exception of persons with disabilities

CORE AND PROCESS COMPETENCIES: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report, Public Service Act, BAS, PERSAL, Teammate, Professional Standards, Communication skills, Report Writing skills, Presentation skills, Problem solving skills, Time Management, Analytical skills, Interviewing skills, Leadership skills, Project Management, Conflict management skills, Interpersonal skills, Computer skills, Auditing skills, Goals, Change Management and Diversity management

DUTIES: KEY PERFORMANCE AREAS: Assist the Director during the strategic planning process and with the planning of risk-based audit activities. Develop risk based audit objectives that address the risks controls and governance processes associated with the activities under review; Review the developed audit procedures that will achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for review or approval to the Director prior to the commencement of audit assignments; Plan and monitor audit projects within set timeframes and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Review the conclusions and audit results are based on appropriate analysis and evaluation which are documented on the audit management software to ensure that they are based on appropriate analysis and evaluations, Provide technical and administration support during the risk-based audits. Management client relationships during the audits through entry, engagement and exit meetings. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and SIAS Policies and Procedures.