ANNEXIRE N

PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER

The Office of the Premier is an affirmative action employer. Suitable women and the people with disability remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998. The Office of the Premier would like to invite suitably qualified candidates who are creative, energetic, self-driven and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

APPLICATIONS: Applications accompanied by certified copies of educational qualifications, identity document, and a comprehensive curriculum vitae, should be submitted on Z83 forms obtainable from all government departments. Applications should be addressed to, The Director General, Office of the Premier, Private Bag X9483, POLOKWANE, 0700 OR delivered personally at 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, Registry Office, Ground floor. Late applications, emails or faxed applications will not be considered.

CLOSING DATE: 17th April 2015 @ 16h30

NOTE: The successful candidates must be willing to sign an oath of secrecy with the organisation also expected to sign a performance agreement. All appointments are subjected to the personnel suitability check (criminal records, credit record check, and verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The Office reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Office. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date.

MANAGEMENT ECHELON

POST 13/96: MANAGER: PRINCIPAL STATE LAW ADVISOR REF NO: OTP / 02 / 15 / 06
Division: Legislation

SALARY: R932 907 – R1 415 436 per annum, Salary Level LP10 in accordance with OSD determination.

CENTRE: Head Office: Polokwane

REQUIREMENTS: LLB Degree or equivalent qualification. At least five to ten (5-10) years experience in Legal Services field of which five (5) years must have been in middle management position. Admission as an Advocate / Attorney or qualified to be admitted. Competencies: Problem solving and analytical skills; Self Organisation; Information utilisation; Program and project management; Continuous Self-development; Drafting and Presentation skills; Research skills and Monitoring and evaluation. Knowledge: Knowledge of the South African Constitutional Law and comparative legal systems, administrative law, interpretation of statutes, public sector legislation and regulations (including the PFMA, Treasury Regulations, Public Service Act and Regulations, Municipal Service Act and Regulations, Municipal Systems/Structures Act), commercial law, law of contract, legislative drafting.

DUTIES: Drafting, amending, certifying and editing of provincial original legislation for the Office of the Premier and all provincial departments and public entities. Drafting, amending, certifying and editing of subordinate legislation for the Office of the Premier and all Provincial Departments and statutory bodies. Furnishing oral and written legal opinions and advice to the Director-General, EXCO, Office of the Premier and all Provincial Departments including statutory bodies and the Provincial Legislature. Drafting or editing international agreements and other legal contracts and documents.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

OTHER POSTS

POST 13/97: MANAGER: ORGANISATIONAL DEVELOPMENT REF NO: OTP / 02 / 15 / 04
Division: Human Resource Development And Organisational Development

SALARY: R630 822 – R743 076 per annum, Salary Level 12

CENTRE: Head Office: Polokwane
REQUIREMENTS: Degree / three (3) years diploma or NQF6 or equivalent qualification in Management Services/Operations Management. At least five to ten (5-10) years experience in Organizational Development environment of which five (5) years must have been in middle management position. Competencies: Negotiation Skills; People Management; Financial Solving; Planning & Organizing; Time Management; Strategic Planning; Policy analysis and development; Good Communication skills; Group dynamics; Diversity Management; Facilitation Skills; Co-Ordination Skills; Leadership Skills; Change & Knowledge Management.

DUTIES: Co-Ordinate Formulation and Implementation of Provincial Policies. Implement and coordinate the implementation of job evaluation in the Province. Coordinate Work study activities in the Province.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

POST 13/98: MANAGER: INTEGRITY AND SECURITY MANAGEMENT REF NO: OTP / 02 / 15 / 05

Division: Integrity and Security Management Services

SALARY: R630 822 – R743 076 per annum, Salary Level 12

CENTRE: Head Office: Polokwane

REQUIREMENTS: Degree / three (3) years diploma or NQF6 or equivalent qualification in Forensic Investigation, Criminal Justice & Forensic Investigation, Fraud Examination, Forensic Audit or Internal Auditing. At least five to ten (5 -10) years experience in anti-corruption, risk management and security management of which five (5) years must have been in middle management position. A valid driver’s license is an added advantage. Competencies: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

DUTIES: To coordinate and monitor establishment of the minimum anti corruption capacity within provincial departments. Coordinate implementation of anti-corruption education and awareness programmes. Monitor the implementation of recommendations made on completed cases. Coordinate and manage anti corruption committees and forums. Develop and monitor the implementation of the whistle blowing mechanisms. Coordinate and monitor the development of information management systems. Coordination and conducting of security related investigations. Facilitate education and awareness on risk, security and ethics.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

POST 13/99: 2 X GISC PROFESSIONAL (PRODUCTION), GRADE C. REF. NO.: OTP/02/15/01

Division: Geographical Information Systems

SALARY: R579 036 - R682 080 per annum (Salary In accordance with OSD determination)

CENTRE: Head Office: Polokwane

REQUIREMENTS: Degree or three (3) years Diploma (NQF6 or equivalent) in GIS or one of the following: Geometrics, Cartography or Geography. At least five to ten (5-10) years hands-on working experience on GIS of which (5 ) years must be in middle management position. A valid driver’s license. Registration with a professional body, e.g. PLATO, would be an added advantage. Knowledge and understanding of policies and legislation governing spatial information and development planning in South Africa. Competencies: Computer literacy ; Hands-on experience on ArcGIS (Server, Desktop, etc.) Geo Database, and Remote Sensing, GPS; Presentation skills; Communication skills; Analytical and decision-making abilities; Project Management and report writing.

DUTIES: Develop and maintain the provincial Geo Database. Design, administer and manage the departmental web-based map services (ArcGIS Server). Provide GIS technical support to departments and municipalities. Conduct research and needs analysis of the various departments and municipalities to determine gaps and new areas for spatial information usage. Promote the strategic usage of spatial information in planning and informed decision-making in the province. Analysis and interpretation of spatial and related information to enhance and add value to planning and informed decision-making processes in the province. Render mapping services / production of maps for government use.
ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

POST 13/100: DEPUTY MANAGER: MARKETING SERVICES REF NO: OTP / 02 / 15 / 02
Division: Corporate Branding and Marketing Services

SALARY: R337 998 – R398 139 per annum, Salary Level 10
CENTRE: Head Office: Polokwane
REQUIREMENTS: Degree / three (3) years diploma or NQF6 or equivalent qualification in Marketing/Advertising. At least five (5) years experience in Marketing/Advertising environment of which three (3) years must have been in supervisory position. Competencies: Advocacy; Negotiation skills; People management; Planning & organizing; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

DUTIES: Coordinate the promotion of provincial Corporate Identity (CI) manual. Oversee the coordination of exhibitions. Coordinate the promotion of the brand Limpopo.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027 / 6293 respectively.

POST 13/101: DEPUTY MANAGER: RESEARCH AND SURVEY SERVICES REF NO: OTP/02 / 15 / 03

SALARY: R337 998 – R398 139 per annum, Salary Level 10
CENTRE: Head Office: Polokwane
REQUIREMENTS: Degree / three (3) years diploma or NQF6 or equivalent qualification. At least five (5) years experience in Communication field environment of which three (3) years must have been in supervisory position. A valid driver's license is an added advantage. Competencies: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Good communication skills; Group dynamics; Facilitation skills; Co-ordination skills; Leadership skills; Research skills and Business writing skills.

DUTIES: Conduct communication research for EXCO and HODs. Edit the analysis of media coverage and media trend. Co-ordinate Imbizo outreach event.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027 / 6293 respectively.

POST 13/102: CHIEF ARTISAN GRADE A: GOVERNMENT OWNED VEHICLES REF NO: OTP / 02 / 15 / 26

SALARY: R277 917–R317 760 per annum, Salary Level: In accordance with OSD determination
CENTRE: Head Office (Polokwane)
REQUIREMENTS: Three(3) years diploma or NQF6 or equivalent qualification in motor mechanic. Proof of passing a trade test in terms of the provision of Section 13H of Manpower training Act, 1981 as amended or a certificate issued under the Provision of the repeated Section 27 of the Act referred to (Trade Diploma). At least five(5) years relevant experience of which three (3) years must have in Supervisory position. Competencies: Communication skills ; coordination skills; planning & organizing; Reporting writing; Working under pressure ; quotation assessment skills; interpersonal skills and Leadership skills.


ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293

POST 13/103: 2 X CORPORATE INVESTIGATORS REF NO: OTP / 02 / 15 / 07
Division: Risk Management Strategies

SALARY: R270 804 – R327.126 per annum, Salary Level 09
CENTRE: Head Office: Polokwane
REQUIREMENTS: Degree / three (3) years diploma, NQF6 or equivalent qualification in Forensic Investigation, Criminal Justice & Forensic Investigation, Fraud Examination, Forensic Audit or Internal Auditing. At least five (5) years experience in...
investigation and/or related fields of which three (3) years must have been in supervisory position. A valid driver’s license. Competencies: Negotiation skills; People management; Planning & organizing; Good communication skills; Group dynamics; Diversity management; Financial Solving; Time Management; Strategic Planning; Policy Analysis and Development.

**DUTIES**

To develop, manage, review and consolidate the legislative framework and research methodologies. To increase institutional capacity. To improve access to report wrongdoing and protection of whistleblowers. Prohibition of corrupt individuals and businesses. Managing professional ethics. Promotion of partnership with stakeholders.

**ENQUIRIES**

Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

**POST 13/104**

**DEPUTY MANAGER: HUMAN RESOURCES PRACTICES**

**REF NO:** OTP / 02 / 15 / 08

**Division:** Human Resources Management Services

**SALARY**: R270 804 – R327 126 per annum, Salary Level 09

**CENTRE**: Head Office: Polokwane

**REQUIREMENTS**: Degree / three (3) years diploma or NQF6 or equivalent qualification in Human Resource Management. At least five (5) years experience in Human Resources, Management of which three (3) years must have been in supervisory position. Competencies: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

**DUTIES**: Manage recruitment and selection process of personnel. Manage establishment administration. Manage transfers, secondments and translations. Manage structuring/restructuring of MMS/SMS packages.

**ENQUIRIES**: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

**POST 13/105**

**DEPUTY MANAGER: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES**

**REF NO:** OTP / 02 / 15 / 11

**Division:** Employee Health and Wellness Programmes

**SALARY**: R270 804 – R327 126 per annum, Salary Level 09

**CENTRE**: Head Office: Polokwane

**REQUIREMENTS**: Degree / three (3) years diploma or NQF6 or equivalent qualification in Social Science/ OHS/B. Cur./Administration. At least five (5) years experience in Employee Health and Wellness Programme of which three (3) years must have been in supervisory position. At least three years experience in management of claims processing (medical & compensation). Registration with a professional statutory council. Knowledge with regard to medical background will serve as an added advantage. A valid driver’s license is an added advantage. Competencies: Problem solving and analysis; Decision making; Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analyst and development; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management. Knowledge: Compensation Fund Services, DPSA guidelines on COIDA, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Compensation for Occupational Injuries and Disease Act.

**DUTIES**: Implement Wellness management in the Office. Implementation of SHERQ which includes Occupational Health & Safety (OHS) and Compensation for Occupational Injuries and Diseases Act (COIDA). Implementation of HIV/AIDS, STI & TB (HAST) at the Office. Liaise with internal and external stakeholders in respect of COIDA legislation. Manage human, financial and physical resources of the Office.

**ENQUIRIES**: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.
POST 13/106: DEPUTY MANAGER: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES

REF NO: OTP / 02 / 15 / 12
Division: Employee Health and Wellness Programmes

SALARY: R270 804 – R327 126 per annum, Salary Level 09
CENTRE: Head Office: Polokwane
REQUIREMENTS: Degree / three (3) years diploma or NQF6 or equivalent qualification in Social Science/ OHS/B. Cur./Administration. At least five (5) years experience in Employee Health and Wellness Programme of which three (3) years must have been in supervisory position. Registration with a professional statutory council. A valid driver's license is an added advantage. Competencies: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analyst and development; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management. Knowledge: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Compensation for Occupational Injuries and Disease.

DUTIES: Implement Wellness management in the Office. Implementation of SHERQ which includes Occupational Health & Safety (OHS) and Compensation for Occupational Injuries and Diseases Act (COIDA). Implementation of HIV/AIDS, STI & TB (HAST) at the Office.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027 / 6293 respectively

POST 13/107: NETWORK SECURITY ADMINISTRATOR REF NO: OTP / 02 / 15 / 13
Division: ICT Infrastructure

SALARY: R270 804 – R327.126 per annum, Salary Level 09
CENTRE: Head Office: Polokwane
REQUIREMENTS: Degree / three (3) years diploma or NQF6 or equivalent qualification in Information Technology. At least five (5) years experience in ICT environment, investigation and / or supervisory position. Competencies: Active Learning ; Reading comprehension ; System evaluation; Critical thinking; Active listening; Time management; System analysis; Troubleshooting; Judgment and decision making; writing skills. Knowledge: Computer and Electronics, Customer and personal services, Administration and Management, Engineering and Technology, telecommunications, Education and Training, English Language, Law and Government.


ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015 – 287 6066 / 6027 / 6293 respectively

POST 13/108: SYSTEM ANALYST REF NO: OTP / 02 / 15 / 14
Division: Applications Develop and Maintenance

SALARY: R270 804 – R327 126 per annum, Salary Level 09
CENTRE: Head office (Polokwane)
REQUIREMENTS: Degree / three (3) years diploma or equivalent equivalent qualification Computer Science or Information Technology. At least five (5) years experience in systems Development or analysis environment of which three (3) years must have been in Supervisory. Competencies Report writing skills; Negotiation skills; People management; Financial Management; Planning & organizing; Time management; Contract development skills, Leadership skills; Change and knowledge management ; System Database; OLA ( operational Level Agreement ); System Architecture. Knowledge: System development and maintenance, project management, Configuration management, User Technical Support; Sound and in-depth knowledge of ICT Industry as well as understanding of the legislative governing the Public Service Regulations and various Bargaining Council Resolutions, SITA Act, Electronic C Communications Act, E- Government Strategy.
DUTIES: Determine Business Requirements, Develop and maintain all IT applications, System, Manage Systems Development projects, Conduct IT applications Systems and user support.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms Elizabeth. Moyaba / Ms Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293 respectively

POST 13/109: DEPUTY MANAGER: TELECOMMUNICATION AND OFFICE EQUIPMENTS

REF NO: OTP / 02 /15 /16
Division: Facilities and Auxiliary Management Services

SALARY: R270 804 – R327 126 per annum, Salary Level 09
CENTRE: Head Office (Polokwane)

REQUIREMENTS: Three (3) years National Diploma (RVQ 13) or equivalent qualification. At least Five (5) years experience in telecommunications of which three (3) years must have been in supervisory position. Competencies: People management; Financial Solving; Planning & organizing; Time management; Policy analysis and development; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Good and knowledge management. Knowledge: Sound and in-depth knowledge of relevant prescripts, application and understanding of the legislative framework governing the public service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative of Access Information Act, Public Service Regulation and various Bargaining Council Resolution

DUTIES: Manage the use of phones, Ensure effective services on office Equipments. Ensure that records are kept.

ENQUIRIES: Ms Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015- 287 6066 / 6027 / 6293

POST 13/110: DEPUTY MANAGER: ACCOUNTS

REF NO: OTP / 02 /15 /21
Division: Accounts and Compliance

SALARY: R270 804 -R327 126 per annum, Salary Level 07
CENTRE: Head Office (Polokwane)

REQUIREMENTS: Degree /three (3) years diploma or NQF6 or equivalent qualification in Financial Management / of which three (3) years must have been in supervisory position Knowledge of Basic Accounting Systems (BAS). Competencies: Financial Accounting; knowledge of PFMA and Treasury Regulations; Computer Literacy, Customer focus; Communication skills; Problem Solving and Analysis; People Management and Empowerment.

DUTIES: Manage Department accounts. Authorize suppliers’ invoices and general claims for payment in the financial system (BAS). Reconcile supplier’s payment Transactions. Attend to clients queries. Liaise with relevant stakeholders. Supervise Staff.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293.

POST 13/111: DEPUTY MANAGER: BIDS MANAGEMENT SERVICES

REF NO: OTP / 02 /15 /23
Division: Acquisition Management

SALARY: R270 804 – R327 126 per annum, Salary Level 09
CENTRE: Head Office (Polokwane)

REQUIREMENTS: Degree /three (3) years diploma or NQF6 or equivalent qualification in Financial Management / of which three (3) years must have been in supervisory position Knowledge of Basic Accounting Systems (BAS). Competencies: Financial solving; planning and organizing; people management; good communication skills; policy analysis and development and negotiation skills.

DUTIES: Serve as a member of the specifications committee. Invitation of bids. Render Secretariat support services to evaluation committee. Co-ordinate, compile and Submission of reports.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms Elizabeth Moyaba / Ms Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 /6293
POST 13/112 : SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PRACTICES
REF. NO: OTP / 02 / 15 / 09
Division: Human Resources Management Services
SALARY : R227 802 – R268 338 per annum, Salary Level 08
CENTRE : Head Office: Polokwane
REQUIREMENTS : Degree / three (3) years diploma or NQF6 or equivalent qualification in Human Resource Management. At least three (3) years experience in Human Resources Management. Competencies: Negotiation Skills; People Management; Financial Solving, Planning & Organizing; Time Management; Strategic Planning; Policy analysis and development; Good Communication skills; Group dynamics; Diversity Management; Facilitation Skills; Co-Ordination Skills; Leadership Skills; Change & Knowledge Management.
ENQUIRIES : Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

POST 13/113 : SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PRACTICES
REF NO: OTP / 02 / 15 / 10
Division: Human Resources Management Services
SALARY : R227 802 – R268 338 per annum, Salary Level 08
CENTRE : Head Office: Polokwane
REQUIREMENTS : Degree / three (3) years diploma or NQF6 or equivalent qualification in Human Resource Management. At least three (3) years experience in Human Resources Management. Competencies: Negotiation Skills; People Management; Financial Solving, Planning & Organizing; Time Management; Strategic Planning; Policy analysis and development; Good Communication skills; Group dynamics; Diversity Management; Facilitation Skills; Co-Ordination Skills; Leadership Skills; Change & Knowledge Management.
ENQUIRIES : Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone numbers (015) 287 6066 / 6027/ 6293 respectively.

POST 13/114 : STATE ACCOUNTANT: REVENUE, DEBTS AND BANK RECONCILIATION
REF NO: OTP / 02 / 15 / 18
Division: Revenue, Debts and Bank Reconciliation Management
SALARY : R183 438 – R216 084 per annum, Salary Level 07
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree / three (3) years diploma or NQF6 qualification in financial Management / Cost Accounting / Financial Accounting / Business Management. At least two (2) Three (3) years experience in financial Management. Computer literacy. Knowledge / Experience of basic Accounting System (BAS) will be an added advantage. Competencies: Financial Accounting; knowledge of PFMA; people management; planning and Organizing ; good communication skills and diversity management.
DUTIES : Bank reconciliation , Revenue management , Cash flow management , Monthly expenditure report , Monitoring , AD HOD services, Suspense management and Financial statement
ENQUIRIES : Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba , Ms. Pinkie Kekana at telephone Number 015- 287 6066 / 6027 / 6293

POST 13/115 : STATE ACCOUNTANT: ACCOUNTS REF NO: OTP / 02 / 15 / 22
Division: Accounts and Compliance
SALARY : R183 438 – R216 084 per annum, Salary Level 07
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree / three (3) years diploma or NQF6 or equivalent qualification in financial Management / Business Management. At least two (2) years experience in Financial Management. Computer Literacy. Knowledge of Financial Systems (BAS). Competencies: Financial Accounting ; knowledge of PFMA and Treasury

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DUTIES: Check the validity of expenditure vouchers for payment. Capture Entities details in BAS. Capture creditors / suppliers’ invoices and officials claims in BAS. Provide payment stubs to suppliers. Generate payments report from the financial system for reporting. Attend to creditors / client queries. Compile expenditure, vouchers for filing.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293

POST 13/116: ADMINISTRATIVE OFFICER: QUOTATION MANAGEMENT SERVICES REF NO: OTP / 02 / 15 / 24
Division: Acquisition Management

SALARY: R183 438 – R216 084, Salary Level: 07
CENTRE: Head office (Polokwane)
REQUIREMENTS: Degree /three (3) years diploma, NQF6 or equivalent qualification in financial Management / Supply Chain Management. COMPETENCIES: People management; planning & organizing; good communication skills ; group Dynamics; diversity management; financial solving ; time management. Source Quotations. Evaluate requisitions. Ensure compliance of all other procure Ment legislation and treasury practice notes. Manage records. Promote Openness and transparency. Conduct physical inspection.

ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293

POST 13/117: ADMINISTRATIVE OFFICER: ASSETS & DISPOSAL REF NO: OTP / 02 / 15 / 25
Division: Asset and Transport Management

SALARY: R183 438 – R216 084 per annum, Salary Level 07
CENTRE: Head Office (Polokwane)
REQUIREMENTS: Degree / three (3) years diploma or NQF6 or equivalent qualification in Accounting. At least (2) years experience in Asset Management. Computer Literacy: excel spreadsheet. Be prepared to work under pressure and after ours. Competencies: Negotiation skills; time management; good communication skills; change and Knowledge management.


ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293

POST 13/118: ACCOUNTING CLERK: REVENUE, DEBTS AND BANK RECONCILIATION REF NO: OTP / 02 / 15 / 19
Division: Revenue, Debts and Bank Reconciliation Management

SALARY: R123 738 – R145 758 per annum, Salary Level 05
CENTRE: Head Office (Polokwane)
REQUIREMENTS: Grade twelve (12) / Standard 10 or equivalent qualification in Financial Management / Cost Accounting / financial Accounting / Business Management. A diploma will be an added advantage. At least one (1) year experience in Financial Management. Competencies: Financial Accounting, Negotiation Skills; Leadership Skills; Client Orientation or Customer Focus; Communication skills and diversity management.


ENQUIRIES: Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293.

POST 13/119: ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: OTP / 02 / 15 / 20
Division: Expenditure and Compliance Management

SALARY: R123 738 – R145 758 per annum, Salary Level 05
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree / three (3) years diploma or NQF6 or equivalent qualification in Financial Management / Business Management. At least one (1) year experience in Financial Management. Knowledge / experience of PERSAL and BAS will be an added advantage. Competencies: Financial Accounting; computer literacy; public management; written and verbal Communication.
DUTIES : Perform Salary Administration support services. Receive salary advices and distribute to paymasters. Process advices (e.g. check advices for correctness, Capture salaries, bonuses , salary adjustments ,capture all deductions etc). Capture S &T claims and fuel claims in PERSAL File all documents.
ENQUIRIES : Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015-287 6066 / 6027 / 6293.

POST 13/120 : DRIVER / MESSENGER 3 POSTS REF NO: OTP / 02 / 15 / 15
Division: Records and Knowledge Management
SALARY : R103 495 - R121 911 per annum, Salary Level 04
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Grade (10) / Standard eight (8) /Form three (3) or equivalent qualification. A valid Driver's license with Public Driver’s License. Competencies: Good Communication skills; Time management; organizing; Confidentiality and Writing skills.
DUTIES : Deliver and collect mail outside and within the office. Transport employees to Different destinations. Drive light and medium motor vehicles to transport passengers. Conduct routine maintenance on allocated vehicle and report defects timely.
ENQUIRIES : Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba / Ms. Pinkie Kekana at telephone Numbers 015 -287 6066 / 6027 / 6293

POST 13/121 : CLEANERS 3 POSTS REF NO: OTP / 02 / 15 / 17
SALARY : R 73 044 – R86 040 p per annum, Salary Level 02
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Nil qualification. Abet will be an added advantage. Competencies: Good communication skills; time management; cleaning skills; group dynamics And diversity management.
DUTIES : Provision of cleaning services i.e clean offices, toilets, corridors / passages and Elevators. Keep and maintain cleaning materials and equipment.
ENQUIRIES : Ms. Cecilia Mamabolo / Ms. Elizabeth Moyaba /Ms. Pinkie Kekana at telephone Numbers 015 -287 6066 / 6027 / 6293

DEPARTMENT OF SAFETY, SECURITY AND LIAISON
The Limpopo Provincial Department of Safety, Security and Liaison is an equal opportunity, affirmative action employer. WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

APPLICATIONS : Applications should be submitted on form Z83 obtained from any Public Service Department accompanied by certified copies of educational qualifications, ID document, driver’s license and comprehensive CV and be forwarded to: Head of Department, Dept. of Safety, Security and Liaison Private Bag x 9492, Polokwane 0700 Or Hand-Delivered to Dept. of Safety, Security and Liaison, 32 Schoeman Street, Office 204 Second Floor, Polokwane
CLOSING DATE : 10 April 2015
NOTE : You are kindly requested to complete Part A, B and C of the Z83 in full. Successful candidates will be subjected to personnel suitability checks on criminal records, citizenship, employment reference, educational qualifications and where applicable financial records. It is the applicant’s responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) and to provide proof of such evaluations. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within 90 days of the closing date, kindly accept that your application has been unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of PAJA, Act 3 of 2000. No faxed or e-mailed applications will be considered.
OTHER POSTS

POST 13/122 : DEPUTY MANAGER: SOCIAL CRIME PREVENTION REF NO: DSSL 06/2015

SALARY : R337 998 per annum, Salary Level 10
CENTRE : Head Office
REQUIREMENTS : Three year degree in Social Sciences; 3-5 years in the Criminal Justice environment; Proven skills in stakeholder coordination; Experience in community outreach programs; Proven track record in monitoring and research will be an added advantage; Knowledge of policies that inform crime prevention: NGPS and PCPS. Knowledge of relevant legislation; Presentation and report writing skills; Valid driver’s license.
DUTIES : Coordinate the implementation of social crime prevention initiatives in the province; Monitor and evaluate the implementation of the Limpopo Provincial Crime Prevention Strategy. Develop and coordinate the database for community policing and safety structures in the province; Liaise with other departments or stakeholders on integrated departmental activities; Participate in interdepartmental committees dealing with social crime prevention. Render administrative support to Departmental cluster (both JCPS and Social) commitments.
ENQUIRIES : Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

POST 13/123 : DEPUTY MANAGER: LABOUR RELATIONS REF NO: DSSL 01/2015

SALARY : R270 804, Salary Level 09
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Bachelor’s degree or equivalent in Labour Law At least five years’ experience in labour relations, Experience in handling labour litigations will be an added advantage. Knowledge of labour legislation and collective agreements governing labour relations in the Public Service, Experience in handling grievances, misconduct cases and disputes; Experience in arbitration andconciliation processes; Good verbal and written communication; Conflict Management; Excellent communication skills; A valid driver’s license.
DUTIES : Key Responsibilities: Advising on labour relations matters; Arranging departmental labour meetings; Conducting investigations; Management of labour relations cases, including compiling reports; Policy development on labour matters; Managing strike action; Guidelines and the Promotion of Access to Information Act; Ensure excellent Labour Relations Services in terms of the requirement of the Department.
ENQUIRIES : Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

POST 13/124 : DEPUTY MANAGER: NETWORKS AND SECURITY ADMINISTRATOR REF NO: DSSL 02/2015

SALARY : R270 804 per annum, Salary Level 09
CENTRE : Head office (Polokwane)
REQUIREMENTS : A Bachelor Degree or 3 years National Diploma in ICT or related field; Any professional ICT qualification would be an added advantage; Minimum of 3 years’ experience in IT field, with strong technical skills in a Microsoft environment. Experience in Microsoft Exchange and Microsoft Office suites, Knowledge of networks, switches (CISCO), network cabling and wireless devices; Knowledge of Government Transversal Systems (BAS, FINEST and PERSAL); Ability to work under pressure, extended hours and sometimes during weekends. Excellent verbal and written communication skills; Proven track record technical expertise Innovative problem solving skills in highly dynamic and complex situation; Extensive knowledge in implementing major software systems; Experience in LAN and Wan technology and protocols; A valid driver license
DUTIES : Ensure that all current and future IT capacity and performance aspects of the business requirements; Implementation of policies and strategies, regulations, standards, norms, guidelines, practices in support to the information and information technology. Monitor the performance of the IT network; Development and continuous update of the Departmental website/intranet. Configuring of computers, laptops and printers. Provide 1st line support to all users at the department. Ensure that user’s equipment and software in the department are
kept up to date, to keep abreast with new technology. Manage the daily operations and functioning of the network. Ensure daily, weekly and monthly backups are performed. Ensure that the latest anti-virus software, patches and fixes are loaded on the server and distributed to client's machines. Ensure that file servers are fine tuned for optimum performance, storage space is adequate and that the network hardware is fully operational. Ensure that internet security, network security and physical security measures are taken against malicious harm and theft. Ensure that the network is fully redundant and that high speed backbone and infrastructure is implemented to accommodate new and improved technologies. Ensure that the network infrastructure can handle new initiatives that are aligned to e-Government. Ensure that network printers are fully operational, shared for specific users and configurations are set for optimal printing. Ensure highest availability of LAN/WAN and related devices, by incorporating best practice design, maintenance, and analysis, monitoring & problem resolution techniques.

ENQUIRIES: Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

POST 13/125: DEPUTY MANAGER HUMAN RESOURCE MANAGEMENT REF NO: DSSL 03/2015

SALARY: R270 804 per annum, Salary Level 09
CENTRE: Head Office (Polokwane)
REQUIREMENTS: A three year Bachelor’s Degree or Diploma in HRM/Public Administration or equivalent qualification; A minimum of three to five years’ experience in Human Resource Management field. Knowledge of Persal and control function; Excellent verbal and written communication skills; Sound knowledge of HR Management practices and procedures; Excellent report writing skills; Advanced computer literacy. Valid driver’s license.

DUTIES: Facilitate Employment Practices; Facilitate Conditions of Service; Develop and Implement Human Resource policies and procedure manuals; Implement DPSA directives; Facilitate Pension Administration; Facilitate the development of the Human Resource Plan Conduct advocacy on HR policies and programmes; Serve as Human Resource Persal Controller.

ENQUIRIES: Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

POST 13/126: DEPUTY MANAGER: EHW REF NO: DSSL 04/2015

SALARY: R270 804 per annum, Salary Level 09
CENTRE: Head Office
REQUIREMENTS: A Bachelor’s degree or National Diploma in Social Work or Psychology; 3-5 years’ experience of working in the EHWP; Excellent verbal and written communication skills; Report writing skills; Problem solving skills; Conflict Management skills; Computer literacy; Valid driver’s license.

DUTIES: Implement Wellness Management and Employee Assistance Programs; Implement Occupational Health and Safety Programs; Implement HIV/AIDS and TB Management programs; Implement Health and Productivity Management Programs; Facilitation of sporting activities; Facilitation and submission of monthly and quarterly EHWP reports; Establish committees for all EHWP; Develop policies and Standard Operating Procedures for EHWP; Conduct and facilitate quarterly meetings for EHWP.

ENQUIRIES: Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

POST 13/127: DEPUTY MANAGER: POLICY AND STRATEGIC PLANNING REF NO: DSSL 05/2015

SALARY: R270 804 per annum, Salary Level 09
CENTRE: Head Office
REQUIREMENTS: A Bachelor’s Degree/National Diploma in Public Administration, Public Management, Business Management, or related field. Knowledge and understanding of the relevant Public Service legislative framework; 3-5 years’ experience of working in the Strategic Planning and Policy Development field; Excellent verbal and written communication skills; Report writing skills; Analytical skills; Presentation skills; Planning, organizing and co-ordination skills; Computer literacy; Valid driver’s license.
**DUTIES**

Coordinate the development and implementation of the departmental strategic plan, annual performance plan using outcomes based model. Coordinate and monitor development, implementation and review of Departmental Policies, strategies, directives and procedures. Monitor and evaluate implementation of Departmental Policies, Strategies, Plans and Programmes. Coordinate and monitor Departmental preparation of Annual, Quarterly and Monthly Reports and other Departmental reports including presentations on Strategic and Operational Plans and performance information. Coordinate Departmental collaboration with other Departments, external stakeholders inclusive of Integrated Development Planning processes. Monitor, assess and review the strategic management process; Coordinate the strategic planning sessions for the Department; Coordinate planning and execution of Departmental programmes evaluation. Coordinate Departmental responses to audit queries and other strategic management assessment processes and the development and implementation of action plans to address audit findings and strategic management assessment processes.

**ENQUIRIES**

Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

**POST 13/128**

**STATE ACCOUNTANT: EXPENDITURE REF NO: DSSL 07/2015**

**SALARY**

R183 438 per annum, Salary Level 7

**CENTRE**

Head office

**REQUIREMENTS**

Three year Degree or Diploma in Financial Management; Additional tertiary qualification in financial; Relevant experience in financial accounting or management; Knowledge of Public Finance Management Act, Financial administration; State budgetary systems; Procurement directives and procedures financial.

**DUTIES**

Reconcile creditors accounts and clearing of balances in suspense account; Closing of books on BAS monthly. Monitor general ledger and interfacing of financial systems; Reconciliation of all systems related transactions like BAS, PERSAL and FINEST. Ensure proper management of financial documents and safekeeping; Perform bank reconciliation; Management of debts; Assist with processing of accounts payables; Assist with manning help desk services; Compile financial reports.

**ENQUIRIES**

Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

**POST 13/129**

**PERSONAL ASSISTANT (DISTRICT CO-ORDINATION) REF NO: DSSL 08/2015**

**SALARY**

R183 438 per annum, Salary Level 7

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Matric; Training in customer service; Advanced computer literacy; Knowledge of office administration; Time management skills; Planning and organizing skills; Communication (verbal and written skills).

**DUTIES**

Perform a variety of administrative tasks pertaining to giving support to the Senior Manager, e.g. receiving and referral of correspondence to other programmes as requested by the Senior Manager and maintain contacts database. Make follow-ups on outstanding reports from colleagues and consolidate the Directorate's progress reports. Perform tasks of a personal and secretarial nature for the Senior Manager such as the following: Screen correspondence, calls and appointments that do not necessarily need the Senior Manager's direct attention. Manage both electronic and paper diary and remind the Senior Manager of her engagements. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain system for storage and prompt retrieval of information and track incoming and outgoing mail.

**ENQUIRIES**

Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

**POST 13/130**

**PERSONAL ASSISTANT (RESEARCH AND STRATEGIC PLANNING) REF NO: DSSL 09/2015**

**SALARY**

R183 438 per annum, Salary Level 7

**CENTRE**

Head Office (Polokwane)
**REQUIREMENTS**

Matric; Knowledge of Customer service; Advanced computer literacy; Knowledge of office administration; Time management skills; Planning and organizing skills; Communication (verbal and written skills); Interpersonal management skills.

**DUTIES**

Perform a variety of administrative tasks pertaining to giving support to the Senior Manager, e.g. receiving and referral of correspondence to other programmes as requested by the Senior Manager and maintain contacts database. Make follow-ups on outstanding reports from colleagues and consolidate the Directorate’s progress reports. Perform tasks of a personal and secretarial nature for the Senior Manager such as Screen correspondence, calls, bookings and appointments. Manage both electronic and paper diary. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain system for storage and prompt retrieval of information and track incoming and outgoing mail.

**ENQUIRIES**

Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

**POST 13/131**

PERSONAL ASSISTANT (CRIME PREVENTION) REF NO: DSSL 10/2015

**SALARY**

R183 438 per annum, Salary Level 07

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Matric; Training in customer service; Advanced computer literacy; Knowledge of office administration; Time management skills; Planning and organizing skills; Communication (verbal and written skills).

**DUTIES**

Perform a variety of administrative tasks pertaining to giving support to the Senior Manager, e.g. receiving and referral of correspondence to other programmes as requested by the Senior Manager and maintain contacts database. Make follow-ups on outstanding reports from colleagues and consolidate the Directorate’s progress reports. Perform tasks of a personal and secretarial nature for the Senior Manager such as Screen correspondence, calls and appointments that do not necessarily need the Senior Manager’s direct attention. Manage both electronic and paper diary and remind the Senior Manager of her engagements. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain system for storage and prompt retrieval of information and track incoming and outgoing mail.

**ENQUIRIES**

Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

**POST 13/132**

ICT HELPDESK ADMINISTRATOR REF NO: DSSL 12/2015

**SALARY**

R183 438 per annum, Salary Level 07

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Diploma or Degree in ICT or related field. Any professional ICT qualification would be an added advantage; Minimum of 2 years’ experience in ICT Helpdesk support; Experience in Microsoft Office suites; Knowledge of Government Transversal Systems (BAS, FINEST and PERSAL); Ability to work under pressure, extended hours and sometimes during weekends. Excellent verbal and written communication skills; Valid driver’s license.

**DUTIES**

Logging of calls on the helpdesk system. Providing 1st line user support; Assigning the calls to the relevant technician/s; Logging the relevant calls with SITA and other service providers; Verifying that calls logged have been resolved within the specified time; Closing calls once the users have been satisfied with the service. Weekly reporting on the status of calls and services rendered. Manage all IT assets for the department. Check assets are correctly placed in the asset register. Remove redundant ICT assets. Dispose dysfunctional assets.

**ENQUIRIES**

Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

**POST 13/133**

ADMIN OFFICER DISTRICT CO-ORDINATION X2 REF NO: DSSL 13/2015

**SALARY**

R183 438 per annum, Salary Level 07

**CENTRE**

Sekhukhune and Vhembe Districts

**REQUIREMENTS**

Diploma or Degree in Social Science; Communication skills; Client orientation skills; Computer literacy; Experience in Monitoring and Evaluation; Analytical thinking; Program and project management; Valid driver’s license.
DUTIES: Evaluate the effectiveness and efficiency of SAPS; Coordinate the implementation of the Provincial Crime Prevention Strategy; Coordinate the Departmental events within the District; Improve the performance of CPF at station level; Improve functionality of CSF at local municipalities; Monitor the adherence of the SAPS to systems, procedures and policies.

ENQUIRIES: Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953

POST 13/134: CLEANER REF NO: DSSL 14/2015

SALARY: R73 044 per annum, Salary Level 02

CENTRE: Sekhukhune District

REQUIREMENTS: Knowledge of operating cleaning equipment; Good interpersonal skills; Ability to work under pressure; Team-work; Client focus and responsiveness.

DUTIES: Sweeping, mopping, scrubbing and waxing of floors; Vacuuming and shampooing rugs, washing windows, doors, office corridors and walls. Clean office areas and rest rooms; Removing rubbish and cleaning of dirt bins; Dust furniture, machines and other equipment. Collecting and removing of waste papers. Wash and keep stock of kitchen utensils; Report broken cleaning machines and equipment; Preparing tea/coffee and water and cleaning/removing utensils after meetings.

ENQUIRIES: Maphoto Mapula @ 015 290 2953, Mswazi Mokgadi @ 015 290 2901, Nkuna Basani @ 015 290 2953