ANNEXURE P

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane. Applications for this position can also be e-mailed to Mrs S Pelser at peisers@ledet.gov.za.

CLOSING DATE: 01 July 2016

NOTE: Note before you apply: All costs associated with an application will be borne by the applicant. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, certified copies of qualifications and ID NOT older than three (3) months. Where an advertisement states that a valid driver’s licence is required, please submit a certified copy of your licence. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Please take note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Applicants may also be subjected to a competency assessment. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts.

MANAGEMENT ECHELON

POST 23/118: CHIEF FINANCIAL OFFICER

REF NO: C1/16/1

(Re-Advertisement), Note: All applicants who previously applied need not to apply again as the applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department.

SALARY: R1 042 500 per annum (An all-inclusive remunerative package)

CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 and an undergraduate qualification (NQF 7 level) as recognized by SAQA in Finance and Accounting (i.e. CIMA or CA or an equivalent qualification). Five (5) years working experience at a senior managerial level in Financial
Management or Accounting in a medium to large organisation. High computer literacy with strong comprehension of financial systems. Management skills at senior level and a demonstrated capacity to interpret, analyse and present complex financial information. Track record in preparing and management of strategic business plans, budgeting, expenditure and revenue would be an added advantage. Knowledge of legislation, policies, frameworks and relationship between different spheres of government in terms of DORA (Division of Revenue Act).

**DUTIES**

The incumbent will be responsible for: Managing the finance of the department. Provide timely and accurate relevant, complete and suitable presentable financial results and trends in line with the PFMA and Treasury Regulations. Making contributions to financial aspects of the strategic planning process. Meeting external reporting and legal requirements (e.g. monthly reports and annual financial statements). Developing and maintaining systems of control which comply with prescribed norms. Manage transfers of funds to Parastatals and Municipalities. Provide sound budgeting control and financial management advice to the Accounting Officer.

**ENQUIRIES**

Mrs S Pelser (015) 293 8678

**PROVINCIAL TREASURY**

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

**APPLICATIONS**

All Applications should be submitted to, Director: Human Resource, management Private Bag X9486, Polokwane, 0700 or be hand delivered to: Ismini Towers Building, Office No. GO02 (Ground Floor) Registry, 46 Hans van Rensburg Street Polokwane, 0700.

**CLOSING DATE**

1st July 2016 @, 16h00

**NOTE**

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, Valid Code EB vehicle driver’s License, educational qualifications, and a comprehensive 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. Please note: In case of re-advertised posts, applicants are advised to re-apply if they are still interested. 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. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for the posts of SMS will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department and competency-based assessment. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. 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.

**MANAGEMENT ECHELON**

**POST 23/119**

**DEPUTY DIRECTOR-GENERAL (DDG) REF NO: LPT/18**

Branch: Corporate Governance

**SALARY**

R1 267 806 per annum (to be structured according to individual needs), Level 15

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Public/Business Management/Financial Management/Law as recognised by SAQA. A Master’s degree will be an added advantage, 8-10 years’ experience at Senior Managerial level. A valid vehicle (Code EB) driver’s licence. Experience in working in a treasury or finance environment will be an added
advantage. Competencies: Sound strategic and visionary capability. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of corporate governance. People management skills. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Results-driven and service-orientated. The ability to persuade and negotiate at all levels. The ability to liaise with internal and external stakeholders and network widely. Extensive knowledge of leading, developing and managing the execution of support services strategies. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the PFMA will be an added advantage.

DUTIES:

Key responsibilities: The successful candidate will report to the Head of Department and lead all internal operations of the Provincial Treasury. The incumbent will be required to: Manage and direct departmental operations to meet budget and other financial goals of the Department. Develop, establish and direct the implementation of operating policies to support overall departmental objectives. Work in partnership with the top management team and HOD, create the strategic 5-year plan, implement new processes and approaches to achieve it. Lead the performance management process that measures and evaluates progress against goals. Oversee all administrative functions, ensuring smooth daily operations. Oversee risk management, labour relations, legal activities, departmental contracts, service level agreements, leases, and other legal documents. Manage and oversee the human resource function, including: Recruitment; hiring and compensation, benefits administration and oversight, professional training, mentoring, coaching and development, including new employee orientation and retention strategies. Manage and oversee all financial and planning activities, including: Directing and administering all financial and non-financial plans, overseeing departmental policies and accounting practices, reviewing and analysing financial reports and supporting the departmental budgeting processes. Implement and manage the Corporate Governance Framework aligned with relevant legislation and regulations to mitigate risks. Contribute to an effective leadership development culture and capacity building for the Department.

ENQUIRIES:

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhele Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

POST 23/120:

CHIEF DIRECTOR: INFORMATION MANAGEMENT REF NO: LPT/83
Branch: Corporate Governance
Chief Directorate: Information Management

SALARY:

R1 042 500 per annum (to be structured according to individual needs), Level 14

CENTRE:

Head Office, Polokwane

REQUIREMENTS:

An undergraduate qualification (NQF Level 7) in Information Communication Technology (ICT) / Library Information Studies / Information Technology / Archive and Records Management Studies as recognised by SAQA. 5 years’ relevant experience at Senior Managerial level. A valid vehicle (Code EB) driver’s licence. Competencies: Sound strategic and visionary capability. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of corporate services. People management skills. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems. Results-driven and service-orientated. The ability to persuade and negotiate at all levels. The ability to liaise with internal and external stakeholders and network. Extensive knowledge of leading, developing and managing the execution of support services strategies. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the PFMA will be an added advantage.

DUTIES:

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

ENQUIRIES: All General enquiries should be directed to Messrs Ramuhovhi Phineas and LukheLi Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

POST 23/121: CHIEF DIRECTOR: GROUP MANAGER: (SPECIALISED AUDITS/ASSURANCE & CONSULTING SERVICES) REF NO: LPT/651
Branch: Provincial Internal Audit

SALARY: R1 042 500 per annum (to be structured according to individual needs), Level 14

CENTRE: Head Office (Polokwane)

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.

DUTIES: 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.

ENQUIRIES: All General enquiries should be directed to Messrs Ramuhovhi Phineas and LukheLi Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
POST 23/122

DIRECTOR (PORTFOLIO MANAGER): RISK-BASED AUDIT REF NO: LPT/583

Branch: Provincial Internal Audit

SALARY: R864 177 per annum (to be structured according to individual needs), Level 13
CENTRE: Head Office (Polokwane)
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 (GAP)/ 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.

DUTIES:
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 (ISSPIIA). 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. 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.

ENQUIRIES:
All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhele Pakson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

POST 23/123

DIRECTOR: BUDGET MANAGEMENT REF NO: LPT/293

Directorate: Budget Management
Branch: Sustainable Resource Management

SALARY: R864 177 per annum (to be structured according to individual needs), Level 13
CENTRE: Head Office Polokwane
REQUIREMENTS:
An undergraduate qualification (NQF level 7) in Financial Management/Accounting as recognised by SAQA. 5 years’ experience at a middle/senior managerial level in financial management/accounting. A valid vehicle (EB) driver’s licence. Competencies: Strategic capability and leadership. Programme and project management. Financial management. People management and empowerment. Honesty and integrity. The ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Knowledge of computer technical skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the PFMA and Treasury Regulations. Budget management. Financial
management. Project management. Written and verbal communication skills. Knowledge of Treasury Regulations and Division of Revenue Act (DORA).

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

ENQUIRIES:
All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhele Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

POST 23/124:
DIRECTOR: MACRO-ECONOMIC ANALYSIS REF NO: LPT/364
Directorate: Macro-economic Analysis
Branch: Sustainable Resource Management

SALARY:
R864 177 per annum (to be structured according to individual needs), Level 13

CENTRE:
Head Office, Polokwane

REQUIREMENTS:
An undergraduate qualification (NQF level 7) in Economics as recognised by SAQA. 5 years’ experience at a middle/senior managerial level. A valid vehicle (Code EB) driver’s licence. Competencies: Strategic capability and leadership. Programme and project management. Financial management. People management and empowerment. Change management. Honesty and integrity. The ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Knowledge of computer technical skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the PFMA.

DUTIES:
Key responsibilities: Determine and evaluate economic parameters and socio-economic imperatives within the Provincial and National context. Determine and analyse key economic variables, their interrelation and relevance for the budget. Determine the potential and constrains for growth and development and their interaction with Governmental spending and revenue 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.

ENQUIRIES: All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhele Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

OTHER POSTS

POST 23/125: DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: LPT/297
Directorate: Budget Management
Branch: Sustainable Resource Management

SALARY: R726 276 per annum (to be structured according to individual needs), Level 12
CENTRE: Head Office, Polokwane
REQUIREMENTS: NQF level 6 qualification (3-year tertiary qualification) in Financial Management/Financial Accounting as recognised by SAQA. 3 years' junior management level relevant working experience in financial planning, reporting and budget management. A valid Code EB driver’s licence. Competencies: Sound knowledge of budgeting and financial management. Proven expertise in Government budget process and financial analysis. Sound knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and other Treasury-related Acts. Good interpersonal skills. The ability to analyse complex information. High level of computer literacy with knowledge of MS Word, PowerPoint, Outlook, Excel and Internet-based research. Candidate must be prepared to work extended hours, especially during budget submissions period.

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

ENQUIRIES: All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhele Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

POST 23/126: DEPUTY DIRECTOR: REVENUE MONITORING REF NO: LPT/288
Directorate: Fiscal Development
Branch: Sustainable Resource Management

SALARY: R726 276 per annum (to be structured according to individual needs), Level 12
CENTRE: Head Office, Polokwane
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.

ENQUIRIES: All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhele Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
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.

**DUTIES**

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.

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

**POST 23/127**

**DEPUTY DIRECTOR: PROVINCIAL ASSETS MANAGEMENT REF NO: LPT/378**  
Branch: Assets, Liabilities and Supply Chain Management  
Directorate: Provincial Assets Management

**SALARY**

R726 276 per annum (to be structured according to individual needs), Level 12

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

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.

**DUTIES**

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. Plan, organise, control and lead subordinates' work through operational plans, job descriptions, performance management tools, leave management and proper resource utilisation processes.

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

**POST 23/128**

**DEPUTY DIRECTOR: BUSINESS ANALYST REF NO: LPT/548**  
Directorate: Business Process and Helpdesk Support  
Branch: Financial Governance and Systems Development

**SALARY**

R726 276 per annum (to be structured according to individual needs), Level 12

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

NQF Level 6 (3-year tertiary qualification) in Business Management or Financial Management. 3 years' experience at junior management level in financially management. A valid vehicle (Code EB) driver's licence. Competencies: The

**DUTIES**

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.

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

**POST 23/129**

**DEPUTY DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO:**

LPT/572

Directorate: Transversal Risk Management

Branch: Financial Governance and Systems Development

**SALARY**

R726 276 per annum (to be structured according to individual needs), Level 12

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

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.

**DUTIES**

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.

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.
**POST 23/130**

**DEPUTY DIRECTOR: STRATEGIC OPERATIONS & POLICY COORDINATION**

**REF NO: LPT/271**

Directorate: Strategic Operations and Policy Coordination  
Chief Directorate: Financial Management  

**SALARY**

R612 822 per annum (to be structured according to individual needs), Level 11  

**CENTRE**

Head Office, Polokwane  

**REQUIREMENTS**


**DUTIES**

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

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

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**POST 23/131**

**DEPUTY DIRECTOR: CREDIT MANAGEMENT**

**REF NO: LPT/201**

Chief Directorate: Financial Management  
Directorate: Financial Accounting  

**SALARY**

R612 822 per annum (to be structured according to individual needs), Level 11  

**CENTRE**

Head Office, Polokwane  

**REQUIREMENTS**


**DUTIES**

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

ENQUIRIES
All General enquiries should be directed to Messrs Ramuhovhi Phineas and
Lukhele Pakson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298
7000.

POST 23/132
DEPUTY DIRECTOR: PERSONNEL PROVISIONING & SERVICE BENEFITS
REF NO: LPT/24
Directorate: Human Resource Management
Branch: Corporate Governance

SALARY
R612 822 per annum (to be structured according to individual needs), Level 11

CENTRE
Head Office, Polokwane

REQUIREMENTS
An NQF Level 6 (3-year tertiary qualification) in Public Administration or Human
Resource Management as recognised by SAQA. 3 years’ relevant experience at
junior management level in Human Resource Management. PERSAL Certificate
will be an added advantage. A valid vehicle (Code EB) driver’s licence.
Competencies: The ability to interpret and good understanding of Public Service
Act, Public Service Regulations, PSBC Resolutions, DPSA Directives, Public
Finance Management Act (PFMA), Treasury Regulations. Knowledge of policy
formulation. Negotiation skills. Conflict management skills. Computer literacy with
excellent command of Microsoft Excel. Analytical and innovative thinking. Report-
writing skills. High standard of ethical and moral conduct. Workshop presentation
and facilitation.

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

ENQUIRIES
All General enquiries should be directed to Messrs Ramuhovhi Phineas and
Lukhele Pakson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298
7000.

POST 23/133
SYSTEMS SUPPORT ADMINISTRATOR REF NO: LPT/543
Directorate: Systems Administration
Branch: Financial Governance and Systems Development

SALARY
R262 272 per annum (excluding benefits), Level 08

CENTRE
Head Office, Polokwane

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.

DUTIES
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.

ENQUIRIES
All General enquiries should be directed to Messrs Ramuhovhi Phineas and
Lukhele Pakson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298
7000.
POST 23/134 : SENIOR PERSONNEL PRACTITIONER: ESTABLISHMENT REF NO: LPT/35
Directorate: Human Resource Management
Branch: Corporate Governance
SALARY : R262 272 per annum (excluding benefits), Level 08
CENTRE : Head Office, Polokwane
DUTIES : Key responsibilities: Ensure proper capturing of approved organisational establishment in PERSAL. Update placement record as shall be informed by service terminations, transfers, appointments, approved abolishment/creation of posts. Identify and implement Paymasters and Pay Points. Assist in the maintenance of HR Plan in accordance with the Public Service Regulations. Compile annual oversight Render general administrative services pertaining to staff establishment.
ENQUIRIES : All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

Branch: Provincial Internal Audit
SALARY : R262 272 per annum (excluding benefits), Level 08
CENTRE : Head Office (Polokwane)
REQUIREMENTS : 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). 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.
DUTIES : 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.
ENQUIRIES : All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

POST 23/136 : SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: LPT/45
Directorate: Human Resource Management
Branch: Corporate Governance
SALARY : R262 272 per annum (excluding benefits), Level 08
CENTRE : Head Office, Polokwane
REQUIREMENTS : NQF Level 6 (3-year tertiary qualification) in Management Services (Organisational and Work Study/Operations/Production Management/Industrial

**DUTIES**

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

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Pakson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

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**POST 23/137**

**PERSONNEL PRACTITIONER: PERSONNEL PROVISIONING REF NO: LPT/34**

Directorate: Human Resource Management
Branch: Corporate Governance

**SALARY**

R211 194 per annum (excluding benefits), Level 07

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

NQF Level 6 (3-year tertiary qualification) in Human Resource Management/Public Administration as recognised by SAQA. PERSAL Training certificate will be an added advantage. 2 years’ working experience in Personnel Provisioning/Recruitment and Selection. Competencies: Ability to work independently and in a team. Analytical and innovative thinking. Good communication skills. Ability to work under pressure. Report-writing skills. Financial management. Negotiation skills. Ability to prioritise matters. People management. Planning and organising skills. Time management. Ability to maintain confidential information.

**DUTIES**


**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukheli Pakson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

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**POST 23/138**

**ADMINISTRATION OFFICER: SKILLS DEVELOPMENT PLANNING & COORDINATION REF NO: LPT/54**

Directorate: Human Resource Development
Branch: Corporate Governance

**SALARY**

R211 194 per annum (excluding benefits), Level 07

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

NQF Level 6 (3-year tertiary qualification) in Public Administration/Management (with Industrial Psychology/Organisational Behaviour) as recognised by SAQA. 2 years’ working experience in Human Resource Development field. Competencies: Knowledge of the training and development function and processes. Ability to interpret and apply policies in HRD environment. Presentation and facilitation skills. Computer literacy. Knowledge of basic Financial Management principles. Knowledge of the skills audit process. Knowledge of project management principles and processes. Knowledge of administrative and clerical procedures and systems such as managing files and records, designing forms and other
office procedures. People management. Ability to maintain confidential information.

**DUTIES**

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

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhelisi Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

**POST 23/139**

**REGISTRY CLERK: GENERAL RECORDS MANAGEMENT REF NO: LPT/131**  
Directorate: Records Management and Auxiliary Services  
Branch: Corporate Governance

**SALARY**

R142 461 per annum (excluding benefits), Level 05

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

Grade 12/Standard 10 Certificate. 1 year relevant experience in registry. Competencies: Understanding of the Public Service environment • Good communication skills (verbal and written). Computer literacy. Ability to identify, classify and record a variety of official documents. Ability to prioritise urgent matters. Ability to function independently. Ability to maintain confidential information.

**DUTIES**

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

**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhelisi Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.

**POST 23/140**

**ACCOUNTING CLERK: REVENUE, DEBT AND BANK RECONCILIATION REF NO: LPT/219**  
Directorate: Financial Accounting  
Chief Directorate: Financial Management

**SALARY**

R142 461 per annum (excluding benefits), Level 05

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

Grade 12/Standard 10 Certificate. 1 year relevant experience in financial management. Certificate in Microsoft Excel will be an added advantage. Competencies: Understanding of the Public Service environment. Good communication skills (verbal and written) Computer literacy. Ability to prioritise urgent matters. Ability to function independently. Ability to maintain confidential information.

**DUTIES**


**ENQUIRIES**

All General enquiries should be directed to Messrs Ramuhovhi Phineas and Lukhelisi Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000

**POST 23/141**

**ADMINISTRATION CLERK: ASSETS MANAGEMENT REF NO: LPT/255**  
Directorate: Departmental Supply Chain Management  
Chief Directorate: Financial Management

**SALARY**

R142 461 per annum (excluding benefits), Level 05

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

Grade 12/Standard 10 Certificate. 1 year experience in a Supply Chain Management environment. Certificate in Microsoft Excel will be an added advantage. Competencies: Understanding of the Public Service environment. Good communication skills (verbal and written) Computer literacy. Ability to prioritise urgent matters. Ability to function independently. Ability to maintain confidential information.
DUTIES

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

ENQUIRIES

All General enquiries should be directed to Messrs Ramuhovh Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015)–298 7000

POST 23/142

ACCOUNTING CLERK REF NO: LPT/492
Directorate: Norms and Standards
Branch: Financial Governance and Systems Development

SALARY

R142 461 per annum (excluding benefits), Level 05

CENTRE

Head Office (Polokwane)

REQUIREMENTS


DUTIES

Key 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.

ENQUIRIES

All General enquiries should be directed to Messrs Ramuhovh Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015)–298 7000

POST 23/143

MESSENGER DRIVER: GENERAL RECORDS MANAGEMENT 2 POSTS REF
NO: LPT/133&136
(Re-Advertisement)
Directorate: Records Management and Auxiliary Services
Branch: Corporate Governance

SALARY

R119 154 per annum (excluding benefits), Level 04

CENTRE

Head Office, Polokwane

REQUIREMENTS


DUTIES

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

ENQUIRIES

All General enquiries should be directed to Messrs Ramuhovh Phineas and Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000.