

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 19 August 2022 at 16h00
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae and a fully completed New Z83 form ONLY which is obtainable from all Government Departments or Government Websites. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates for 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 Office of the Premier. Following the interview and technical exercise, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek

reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Copies of qualifications, Identity document and drivers license (where appropriate). The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za.

MANAGEMENT ECHELON

- POST 28/174** : **CHIEF DIRECTOR: INTERGRATED PLANNING AND GROWTH STRATEGY DEVELOPMENT COORDINATION REF NO: OTP: 09 / 22 / 01 (X1 POST)**
 Chief Directorate: Integrated Planning and Growth Strategy Development Coordination
- SALARY CENTRE REQUIREMENTS** : R1 269 951 – R1 518 396 per annum (Level 14), (all-inclusive package)
 : Polokwane (Head Office)
 : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Provide leadership and high-level strategic direction in the Chief Directorate. Coordinate integrated planning instruments, systems and anti-poverty strategy initiatives through the District Development Model approach. Coordinate Provincial Spatial Planning. Coordinate the implementation of the Limpopo Development Plan. Coordinate the development and implementation of Infrastructure Planning and Project Management Initiatives. Interpretation and Implementation of branch strategy. Develop policies, design planning frameworks and guidelines to operationalize strategy. Manage functions of directors and component (ensure resources are available, financial management etc.). Develop performance/ standards/ policies/ Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/6293 respectively.
- POST 28/175** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 09 / 22 / 02 (X1 POST)**
 Directorate: Organisational Development Coordination
 Re-advertisement (those who have applied previously are encouraged to re-apply).
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
 : Polokwane (Head Office)
 : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Manage, Coordinate, Monitor and Evaluate the implementation of Organisational Work-study. Manage, Coordinate, Monitor and Evaluate Organization and Work-study services within the Provincial Administration. Coordinate Monitor & Evaluate and Job Evaluation within the Provincial Administration. Provide advice on the alignment of Departmental structures with strategic plan and allocated budget. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/176** : **DIRECTOR: INTEGRITY, SECURITY AND VETTING SERVICES REF NO: OTP: 09 / 22 / 03 (X1 POST)**
 Directorate: Integrity, Security and Vetting Services
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
 : Polokwane (Head Office)
 : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at

- middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Provide strategic direction in respect of policy development within Provincial Administration. Coordinate, monitor and evaluate anti-corruption Programmes within the Provincial Departments. Monitor the implementation of the whistle blowing mechanism and manage the development of information management systems. Coordinate information security and vetting services. Coordinate physical and technical security. Manage projects. Ensure the achievement of operational targets. Manage others and projects ensuring that they contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/177** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT SERVICES REF NO: OTP: 09 / 22 / 04 (X1 POST)**
Directorate: Human Resource Management Services
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Oversee the rendering of Recruitment and Selection. Oversee the rendering of Conditions of Services. Oversee the Organisational Development advisory services. Oversee the development of Human Resource Planning, Information & Systems. Provide Strategic direction in respect of Policy development within the Office. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/178** : **DIRECTOR: STRATEGIC MANAGEMENT SERVICES REF NO: OTP: 09 / 22 / 05 (X1 POST)**
Directorate: Strategic Management Services
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Ensure synchronized strategic management processes in line with applicable guidelines and government planning frameworks. Ensure implementation of national and provincial policies, strategies, guidelines, directives and procedures. Ensure development of monitoring and evaluation mechanisms that will improve service delivery. Collaborate with other government departments, external and internal stakeholders. Ensure provision and coordination of service delivery improvement Programmes. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/179** : **DIRECTOR: PROTOCOL AND EVENTS MANAGEMENT SERVICES REF NO: OTP: 09 / 22 / 06 (X1 POST)**
Directorate: Protocol and Events Management Services
- SALARY CENTRE** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
: Polokwane (Head Office)

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Manage Events. Manage the official Order of Precedence. Manage International Visits. Manage corporate gifts and flag banks. Conduct Training. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 /6665 / 6027/ 6293 respectively.

OTHER POSTS

- POST 28/180** : **DEPUTY DIRECTOR: MARKETING AND ADVERTISING REF NO: OTP: 09 / 22 / 07 (X1 POST)**
Directorate: Corporate Communication Services

- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA). Five (5) years' experience in Communication Services of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : Monitor the implementation and compliance of the Corporate Identity Manual by departments. Monitor the implementation of Marketing and Branding plans. Monitor and facilitate the implementation of exhibitions by departments. Monitor and management of the Website Content.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.

- POST 28/181** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 09 / 22 / 08 (X1 POST)**
Directorate: Organisational Development Coordination

- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Organisational Development of which three (3) years must be at a Junior Management or Assistant Director level. Qualification in Management Services, Operations, Production Management or Industrial and Organisational Psychology will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : Coordinate, monitor and evaluate the implementation of Job Evaluation for SMS (13 - 16) and level 1-12 posts. Coordinate, monitor and evaluate Provincial Organisation Development activities. Coordinate the development and implementation of Organisation Development and Job Evaluation polices. Coordinate the development and implementation of Business Processes.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 /6665 / 6027/6293 respectively.

- POST 28/182** : **DEPUTY DIRECTOR: LABOUR RELATIONS COORDINATION REF NO: OTP: 09 / 22 / 09 (X2 POSTS)**
Directorate: Labour Relations Coordination

- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Labour Relations of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate the implementation of collective agreements, Council and Chamber Resolutions in the Provincial Administration. Coordinate and represent the employer in collective bargaining

- and Labour Relations Consultative Forums. Coordinate public service industrial action in the Provincial Administration. Coordinate capacity building on the Grievance rules and Disciplinary Code and Procedure in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 /6665 / 6027/6293 respectively.
- POST 28/183** : **DEPUTY DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 09 / 22 / 10 (X1 POST)**
Directorate: Limpopo Youth Development
- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Youth Development of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage the coordination of Youth Development, Projects and Programmes. Coordinate and monitor the development and conducting of research and policies. Manage, promote and support projects and Programmes. Develop and maintain good relations within the Departments and all Stakeholders.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/184** : **DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT AND RESEARCH REF NO: OTP: 09 / 22 / 11 (X2 POSTS)**
Directorate: Human Capital Investment and Research
- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Human Resource Development/Management or Training of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage the coordination and implementation of the Limpopo Human Capital Investment Strategy. Manage the coordination of skills development initiatives and partnerships in the province. Manage the sectors and coordinate meetings and workshops. Manage the coordination of SETA's and Institutions of Higher Learning and Industries.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/6293 respectively.
- POST 28/185** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO.: OTP: 09 / 22 / 12 (X1 POST)**
Chief Directorate: Provincial HRD Strategy and Policy
- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Performance Management of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Provide direction and support on the implementation of Performance Management and Development System in all Provincial Departments. Develop and coordinate Provincial Performance Management policies and procedures. Monitor compliance to strategic plans and management plans as they relate to Performance Management by all Provincial Departments. Conduct quality assurance oversight on the Performance instruments (PIS), progress review discussion (PRDS), annual assessment (AAS) report of Senior Management Services (SMS) and lower levels. Analyze Performance assessment of SMS members and lower levels.

- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/6293 respectively.
- POST 28/186** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: OTP: 09 / 22 / 13 (X1 POST)**
Directorate: Human Resource Management Services
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Organisational Development of which three (3) years must be at a Junior Management or Assistant Director level. Qualification in Management Services, Operations, Production Management or Industrial and Organisational Psychology will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage the designing of the functional and Organisational staff establishment structure. Manage the development of procedure manuals and re-engineering processes. Manage the job evaluation processes. Manage office space analysis.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 287 6441 / 6665 / 6027/6293 respectively.
- POST 28/187** : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: OTP: 09 / 22 / 14 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in ICT environment of which three (3) years must be at a Junior Management or Assistant Director level. Server / Data Centre Administrator certification, Network certification for Network Engineers, ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage compliance with ICT Infrastructure and Internal controls. Manage the Development and Maintenance of the ICT Infrastructure. Manage the Network Environment. Develop and maintain contracts, policies and framework.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/188** : **DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP: 09 / 22 / 15 (X1 POST)**
Directorate: Office of the Director General
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Office Administration of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Provide administrative support to the Director General. Provide secretariat support to the Director General.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/189** : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: OTP: 09 / 22 / 16 (X1 POST)**
Directorate: Strategic Management Services
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Service Delivery Improvement of which three (3) years

- must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage and coordinate the development and implementation of service delivery standards. Manage and coordinate the development and implementation of service delivery improvement plans. Manage and coordinate relevant special Programmes.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/190** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: OTP: 09 / 22 / 17 (X1 POST)**
Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Labour Relations of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate, advise, monitor, support and evaluate implementation of Grievance rules, disciplinary code and procedure, dispute resolution procedure, councils and chambers resolutions in the Provincial administration. Handle and facilitate grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier. Coordinate, monitor and evaluate the implementation of collective agreements in the Provincial Administration. Coordinate, manage and monitor Public Service industrial action in the Provincial Administration. Coordinate, manage, facilitate and represent the employer in collective bargaining and Labour Relations consultative forums. Coordinate, monitor, facilitate and evaluate capacity building on Grievances rules and disciplinary code and procedure in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/191** : **ASSISTANT DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP 09/22/18 (X1 POST)**
Directorate: Public Sector HRD Programmes
- SALARY CENTRE REQUIREMENTS** : R477 090 – R561 981 per annum (Level 10)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (3) years' experience in Human Resource Development or Training at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate and monitor the development and implementation of Provincial Work Skills plans. Coordinate all sectors in the implementation of training plans. Coordinate and monitor the implementation of skills Programmes.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/192** : **ASSISTANT DIRECTOR: ASSETS & DISPOSAL PROGRAMMES – REF. NO.: OTP 09/22/19 (1XPOST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Financial Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage assets and asset register. Reconcile asset register with BAS. Facilitate the disposal of assets.

- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/193** : **ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP 09/22/20 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Financial Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Conduct compliance management (planning, execution and reporting). Liaison with Provincial Treasury, Internal Auditors, Office of the Auditor-General and other stakeholders (Execution & Reporting).
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/194** : **ASSISTANT DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP 09/22/21 (X1 POST)**
Directorate: Limpopo Youth Development Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Youth Development at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor youth development projects and Programmes. Initiate and implement youth development Programmes and projects. Advocate Programmes on youth development Programmes. Coordinate the development and conducting of research and policies.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/195** : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: OTP 09/22/22 (X2 POSTS)**
Directorate: Human Resource Management Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Human Resource Management at a Supervisory level. Experience in the relevant field will be an added advantage. PERSAL literate. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor Recruitment and Selection process of Personnel. Administer and Monitor Ethics and e-Disclosure system. Monitor the Establishment and updating of PERSAL. Monitor Transfers, Secondments and Translations.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/196** : **SYSTEMS ANALYST REF NO: OTP 09/22/23 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in an ICT environment at a Supervisory level. ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Determine Applications Requirements. Monitor developments and maintenance of all IT Applications

- systems. Coordinate Systems Development projects. Provide support on IT application systems and user support
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/197** : **BUSINESS ANALYST REF NO: OTP 09/22/24 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in an ICT environment at a Supervisory level. ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Conduct Business Analysis Planning and Monitoring. Determining business requirements from stakeholders. Confirm and verify business requirements from stakeholder. Conduct Enterprise Analysis. Conduct Requirements Analysis. Assess and validate business solutions.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/198** : **ASSISTANT DIRECTOR: HR RECORDS REF NO: OTP 09/22/25 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Records Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage Human Resources Records. Monitor and maintain the file plan. Implement systematic disposal programme. Manage messenger services.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/199** : **ASSISTANT DIRECTOR: GENERAL RECORDS REF NO: OTP 09/22/26 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Records Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor safekeeping of general records. Monitor and maintain file plan. Monitor receipt and dispatch of departmental records. Monitor the implementation systematic disposal of program. Monitor the driver and messenger services.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/200** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: OTP 09/22/27 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Information and Knowledge Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Institutionalize Knowledge Management to ensure coordinated implementation and practices. Establish

- Knowledge Management processes, practices and platforms to improve knowledge collaboration, sharing and use. Expand the Knowledge Management related ICT infrastructure to support Knowledge Management processes. Foster / Promote and stimulate innovation.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/201** : **ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING MANAGEMENT REF NO: OTP 09/22/28 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Infrastructure Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage infrastructure planning and development. Manage the provision of Office buildings and furniture. Manage boardrooms and provision of utensils and kitchenware. Monitor the allocation of parking bays
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/202** : **ASSISTANT DIRECTOR: ICT RISK REF NO: OTP 09/22/29 (X1 POST)**
Directorate: Organisational Risk, Integrity and Security Management
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Risk Management/Auditing/ IT Audit and possession of ISO 27001 and ITIL or COBIT 5 certificate will be an added advantage. Three (3) years' experience in an ICT environment at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Facilitate and advice on ICT risk identification and assessment process. Monitor development and implementation of ICT Governance, Processes and Procedures. Monitor and review compliances with risk management strategies and practices. Conduct Education and awareness campaigns through workshops and one on one interviews and provide advice to the ICT Steering Committee on issues relating to ICT Risks and Security. Provide Secretariat Services to the Risk Management Committee (RMC) and ensure that the RMC fulfils its mandates as outlined in the charter.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/203** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: OTP 09/22/30 (X1 POST)**
Directorate: Strategic Management Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Strategic Planning at a Supervisory level. Relevant experience in the field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate annual performance planning. Coordinate evaluation of performance for improvement purposes. Coordinate implementation of evaluation plan of the office. Coordinate Office of the Premier accountability reports to all relevant stakeholders.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.

- POST 28/204** : **CHIEF PHOTOGRAPHER REF NO: OTP 09/22/31 (X1 POST)**
Directorate: Corporate Communication Services
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Two (2) years' experience in photographic services. Relevant experience in Media / Journalism will be added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Undertake Photographic Assignments. Provide Photographic Services during events. Plan new projects and maintain internal mass media channels.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/205** : **ADMINISTRATIVE OFFICER: SIGN LANGUAGE INTERPRETER REF NO: OTP 09/22/32 (X1 POST)**
Directorate: Special Programmes
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Certificate in South African Sign Language (SASL). Two (2) years' experience in South African Sign Language interpreting and working with deaf people. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate the mainstreaming of disability Programmes. Provide SA sign language services. Monitor the implementation of SA sign language services. Coordinate advocacy Programmes. Provide administrative services.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/206** : **NETWORK CONTROLLER REF NO: OTP 09/22/33 (X2 POSTS)**
Directorate: Department Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Two (2) years' experience in an ICT environment. Server / Data Centre Administrator certification, Network certification for Network Engineers, ITIL Certificate in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Determine network requirements. Provide LAN, WAN and desktop services. Monitor the network environment.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/207** : **ADMIN OFFICER: HR RECORDS REF NO: OTP 09/22/34 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R261 372 – R 307 890 per annum (Level 07)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. At least two (2) years' experience in Records Management. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Administer HR Records. Administer file plan and verify. Administer the implementation of systematic disposal program.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/208** : **SUPERVISOR: CLEANING SERVICES - REF NO: OTP 09/22/35 (1XPOST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE** : R147 459 – R173 706 per annum (Level 04)
: Polokwane (Head Office)

- REQUIREMENTS** : NQF level 3 (Grade 10). No experience required.
- DUTIES** : The successful candidate will be responsible to: Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning machines and equipment. Make a requisition and issue cleaning material.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/209** : **HANDYMAN REF NO: OTP 09/22/36 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY** : R124 434 – R146 577 per annum (Level 03)
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF level 3 (Grade 10). Trade Test Certificate will be an added advantage. No experience required.
- DUTIES** : The successful candidate will be responsible to: Maintenance of office buildings. Maintenance of office equipment.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/210** : **CLEANE- REF NO: OTP 09/22/37 (X4 POSTS)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY** : R104 073 – R122 592 per annum (Level 02)
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 or 9). No experience required.
- DUTIES** : The successful candidate will be responsible to: Provide cleaning services (cleaning offices, restrooms, corridors, elevators and passages). Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.