



Ref. No. : 3/4/1

Enq. : Maboya Junior

## **CIRCULAR No. 22 OF 2016**

**TO ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL ADMINISTRATION.**

### **ADVERTISEMENT OF VACANT POST IN LIMPOPO PROVINCIAL ADMINISTRATION.**

Applications are hereby invited for the filling of vacant post in Limpopo Provincial Administration which are as follows.

#### **RE-ADVERT**

**Post : Head and Accounting Officer for Department of Sport, Arts & Culture (Five years fixed term contract)**

Reference No. : OTP/22/16/01

SMS Grade D, salary level : 15

Inclusive remuneration package : **R1 299 501 p.a**

Non-pensionable Head of Department allowance : 10% of the payable inclusive remuneration package.

Centre : Polokwane (Head Office)

#### **REQUIREMENTS**

- An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA
- 8 -10 years' experience at a senior managerial level (**5 years of which must be within any organ of State as defined in the Constitution, Act 108 of 1996**).
- Post graduate qualification in Social Science/Public Administration will be an added advantage
- Proven managerial skills
- Track record in preparation of management of strategic plans, business plans and budgeting
- Ability to interact at both strategic and operational levels

## COMPETENCIES

### Core and Process Competencies

- Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking.

## KEY PERFORMANCE AREAS

The successful candidate will be the Head of Department and Accounting Officer responsible for:

- Establishing strategic direction of the department to ensure alignment with mandates by:
  - Rendering support and Advice to the MEC on the core mandates of Department,
  - Ensuring development and transformation of Sport and Recreation services in the Province,
  - Providing strategic guidance and support in the delivery of cultural, language, museum, heritage, library and archives services,
  - Guiding the development and implementation of the departmental strategic plans in line with national, provincial and departmental strategic goals and objectives,
  - Acting as Accounting Officer of the department in terms of the Public Service Act, Public Finance Management Act, Treasury Regulations and the Public Service Regulations,
  - Advising the Executive Authority on departmental strategic programmes and objectives,
  - Performing management functions in relation to the mandates and activities of the department in line with the Constitution,
  - Managing service delivery improvement plan of the department,
  - Managing the performance of the department, including submission of Annual Performance plans and reports, ensure implementation and monitoring of the NDP and LDP
  - ensuring that financial and physical resources of the department are expended cost effectively and efficiently,
  - Providing strategic Human Resource management of the Department,
  - Providing and managing the departmental assets (movable and immovable), and
  - Ensuring that eight Gender Principles are effectively and efficiently implemented.



## **2. Conditions of appointment**

- All shortlisted candidates for these posts 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.
- The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier.
- The candidates will be required to disclose their financial interests in accordance with the applicable prescripts.
- Following the interview and technical exercise, the selection panel will recommend a candidate 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 recommended candidate will be subjected to security clearance procedures.

### **NOTES TO APPLICANTS:**

- Applications must be submitted on a prescribed signed Form Z.83 (obtainable from any Public Service department) which must be completed in full, originally signed and dated by the applicant.

The application should be accompanied by recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as certified copies of all qualifications, endorsed academic record/transcript, Identity Document and valid driver's license. Failure to submit certified copies and required documents will result in the application not being considered/disqualification.

- Applications received after the closing date, faxed or e-mailed will not be considered. Please clearly indicate the reference number of the position which you are applying for. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidates must be willing to sign an oath of secrecy with the Department.
- Foreign nationals are requested to attach SAQA accreditation of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within

90 days, 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.

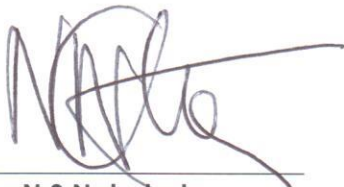
- Applications must be addressed to :-

Acting Director General  
Office of the Premier  
Private Bag X9483  
**POLOKWANE**  
0700

Enquiries should be directed to Ms. Suzan Mahlase, Mr. Junior Maboya or Mr. Mzamani Masangu at 015 287 6030/6290 /6035 respectively. Applications may be hand delivered to the Office of the Premier at Mowaneng Building, No. 40 Hans van Rensburg Street in Polokwane at Office No. A013, General Records **(Registry)**, Ground floor. Applications must be submitted on or before the closing date and no late applications will be accepted. Faxed or emailed applications shall not be considered. Failure to comply with the above will result in immediate disqualification.

- The Limpopo Provincial Administration is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in the employment especially in terms of representativity.

**CLOSING DATE : 7<sup>th</sup> November 2016**



**Mr. N.S Nchabeleng**  
Acting Director General

20/10/2016  
Date