



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM**

**PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
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 representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite 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. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. 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.

CLOSING DATE: 11 October 2019

NOTE: All costs associated with an application will be borne by the applicant. 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, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver's license should be submitted if an advertisement states that a valid driver's license is required should an advertisement states that a valid driver's license is required. 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 the SAQA evaluation certificate. 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 considered. 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. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.

MANAGEMENT ECHELON

NOTE: The contents of the advertised posts will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za.

All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS 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. Subsequent to the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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 Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

POST: DIRECTOR REF NO: C7/19/1 (RE-ADVERTISEMENT)
DIRECTORATE: SECTOR DEVELOPMENT

NOTE: All applicants who previously applied NEED TO apply again as the previous applications WILL NOT be considered.

SALARY: R1, 057,326 – R1, 245,495 per annum (An all-inclusive remuneration package) (Salary level 13)

*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF 7) in Economic Development / Business Management/Development / Entrepreneurship or equivalent as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; A post graduate degree will be an added advantage; Five (5) to ten (10) years' experience of implementing industrial research within manufacturing and mining sector would be highly desirable; Experience in the development and implementation of sector support programmes; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: National and provincial legislative framework; Industrial development policy direction; Project management and appraisal; Economic imperatives and realities; Management. Skills: Policy formulation; Strategic thinking; Planning and organizing; Financial management; Performance management and measurement; Risk management; Negotiation skills; Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

DUTIES: KEY PERFORMANCE AREAS: Manage the implementation of the Limpopo Industrial Master Plan in advancing the objectives of the Limpopo Development Plan; Produce Industry leading proprietary research that generates investment views and ideas in the manufacturing sector; Research and analysis impact of current as well as evolving macro themes and trends on manufacturing sector; Develop sector support plans in various sectors of the economy; Develop industry leading knowledge on sectorial key value creation drivers and response to various macro environments; identify and generate sector, intra-sector and cross sector investable ideas in Limpopo; Monitor and evaluate the implementation of industrial catalytic projects; Oversee and contribute to policy development and strategic and business planning; Implement and oversee the mining development strategy; Implement and oversee the capital and allied services strategy; Implement and oversee the Agro-processing strategy; Implement strategies to enhance the contribution of the Construction industry to economic growth and development.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DIRECTOR REF NO: C7/19/2 (RE-ADVERTISEMENT)
DIRECTORATE: LEGAL ADMINISTRATION

NOTE: All applicants who previously applied NEED TO apply again as the previous applications WILL NOT be considered.

SALARY: R1, 057,326 – R1, 245,495 per annum (An all-inclusive remuneration package) (Salary level 13)

*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF 7) in Law or equivalent as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge in Constitutional Law; Administrative and Procedural Law; Interpretation of Statutes, Law of Contracts; Civil and Criminal Procedure; Public Sector legislation and legislative processes; Demonstrable understanding of public service legislation, its application and policy development in the public service, labour law and legal practices; Labour / Employee relations; Computer literacy; Driving skills; Project management; Strategic planning; Language skills; Problem solving; Report writing; Conflict management; Statistical analysis; Adaptability; Communication and negotiation skills; Policy formulation. Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus.

DUTIES: KEY PERFORMANCE AREAS: Provide legal administrative services; Provide legal advice and guide litigation on behalf of the Department; Draft and oversee drafting of agreements and contracts; Manage employee relations; Advise MEC on matters of appeal.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DIRECTOR REF NO: C7/19/3 (RE-ADVERTISEMENT)
DIRECTORATE: SUPPLY CHAIN MANAGEMENT

NOTE: All applicants who previously applied NEED TO apply again as the previous applications WILL NOT be considered.

SALARY: R1, 057,326 – R1, 245,495 per annum (An all-inclusive remuneration package) (Salary level 13)

*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF 7) in Supply Chain Management / Finance / Accounting / Public Administration / Logistics / Purchasing or equivalent as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation and Analytical thinking; Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation; Computer literacy; Excellent verbal and written communication skills; Problem solving, analytical skills and computer literacy; Knowledge of LOGIS and BAS; Strong planning and coordination abilities; Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects.

DUTIES: KEY PERFORMANCE AREAS: Manage the procurement of goods and services within the department (provide demand, acquisition, contract and logistics management); Manage the implementation of the Departmental Annual Procurement Plans; Ensure compliance with Supply Chain Management Legislative Framework; Prepare management reports on procurement; Management of the Directorate staff and budget; Management of the Departmental Asset Register (including all the State Owned Nature Reserves); Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and

effective supply chain management services; Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations; Prepare monthly management reports on SCM Performance and provide early warning signs to management; Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan; Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action; Monitor SCM supplier performance and complaints register.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DIRECTOR REF NO: C7/19/4
DIRECTORATE: SECURITY AND INVESTIGATION SERVICES

SALARY: R1, 057,326 – R1, 245,495 per annum (An all-inclusive remuneration package) (Salary level 13)

*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF 7) in either Policing / Investigation Management / Criminal Justice & Forensic Investigation / Risk Management or equivalent as recognized by SAQA; Five (5) years' experience at middle/senior managerial level in the Security Services; Extensive knowledge in Minimum Information Security Standards (MISS); Successful completion of six (6) months Security Management Course at State Security Agency; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Promotion of Access to Information Act; Physical Security; Personnel and Document Security; Communication Security; Security Investigation; Protection of Information Act; Access to Public Premises and Vehicles; Financial management. Skills: Leadership; Good written and verbal communication; Conflict management and advance negotiation; Interpersonal relations; Investigative analysis; Analytical thinking; Time management; Project management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus.

DUTIES: KEY PERFORMANCE AREAS: Initiate and contribute to policy development and strategic and operational planning; Manage implementation and adherence to the Minimum Information Security Standards (MISS); Manage and co-ordinate misconduct and criminal conduct investigations; Manage physical security and access control services; manage the departmental firearm administration system; Manage consultative and delegated commitments emanating from security management.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DIRECTOR REF NO: C7/19/5
DIRECTORATE: LIMPOPO WILDLIFE RESORTS: COMMERCIAL DEVELOPMENT AND OPERATIONS

SALARY: R1, 057,326 – R1, 245,495 per annum (An all-inclusive remuneration package) (Salary level 13)

*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF 7) in Natural Science / Tourism / Environmental Management or equivalent as recognized by SAQA; A Masters degree / MBA will be an added advantage; Five (5) years' experience at middle/senior managerial level; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Interpret and implement environment related legislations; Policy and legislation development and analysis; Conservation issues; Project management; Firearm management; Environmental law and enforcement; Environmental management; Labour relations. Skills: Ability to work under pressure; Business management and negotiation skills; Strategic and analytical thinking; Strategy and policy formulation skills; Conflict management and problem solving; Report writing; Planning and organizing; Delegation and leading; Communication skills (written and verbal); Computer literacy; Human Resource Management; Budget and financial management; Community relations and labour relations; Leadership skills;

Presentation skills; Change Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus

DUTIES: KEY PERFORMANCE AREAS: Oversee and contribute to policy development and strategic and business planning; Manage planning and development of Limpopo Wildlife Resorts; Monitor and co-ordinate business improvement and facilities utilisation and maintenance; Manage and co-ordinate community partnership, agreements and contracts pertaining to Limpopo Wildlife Resort activities; Manage business operations within Limpopo Wildlife Resorts.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

OTHER POSTS

POST: DEPUTY DIRECTOR REF NO: C7/19/6
DIRECTORATE: TOURISM: TOURISM REGISTRATION AND COMPLIANCE

SALARY: R869, 007 – R1, 023,645 per annum (All-inclusive remuneration package) (Salary level 12)

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: A NQF 6 qualification in the Tourism field as recognized by SAQA; Three (3) – five (5) years' relevant experience of which three years must be at Junior/ Lower Management level; Experience in Tourism Research, knowledge management and database development; Experience in tourism concepts including grading, customer service / service excellence and guiding unit standards; Extensive experience on working with communities; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Registration regulations for tourism amenities and services (tourist guides, products and services); Limpopo Tourism Act (2018), Limpopo Tourism Growth Strategy, National Tourism Sector Strategy and National Tourism Act, 3 of 2014; Planning and organizing; Managerial; Computer literacy. Skills: Strategic and analytical thinking; Tourism research and knowledge management; Database development and management; Strategy and policy formulation; Conflict management and problem solving; Report writing; Management; Communication and negotiation; Adaptability; Administrative; Delegation and leading.

DUTIES: KEY PERFORMANCE AREAS: Develop and manage tourism knowledge services in the province; Develop and manage registration systems and standards for tourism amenities, services and tourist guides; Manage the development of communication and marketing strategies for tourism stakeholders, registered amenities, services and tourism guides; Manage compliance to the tourism amenities, services and tourism guides Act and regulations; Ensure the establishment of guide associations; Ensure enterprise promotion and quality assurance for all registered amenities, services and tourism guides; Develop and manage the tourism database in the province; Manage transformation of the tourist guides fraternity.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: DEPUTY DIRECTOR REF NO: C7/19/7 (RE-ADVERTISEMENT)
DIRECTORATE: EMPLOYEE RELATIONS

NOTE: All applicants who previously applied NEED TO apply again as the previous applications WILL NOT be considered.

SALARY: R733, 257 – R863, 748 per annum (All-inclusive remuneration package) (Salary level 11)

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: A NQF 6 qualification in Labour Relations / Human Resource Management / Employee Relations / Labour Law or equivalent as recognized by SAQA; Three (3) – five (5) years' relevant experience of which three years must be at Junior/ Lower Management level; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Relevant Acts, directives and resolutions; Training; HR matters; Performance Management and Development Systems; Labour relations; Finance; Technical procedures; Planning and organizing; Managerial; Computer literacy. Skills: Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Management; Planning and organization; Delegation and leading.

DUTIES: KEY PERFORMANCE AREAS: Administer, coordinate and initiate disciplinary hearings; Administer employee complaints, grievances and disputes; Manage and facilitate workshops in all labour relations activities.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: CONTROL ENVIRONMENTAL OFFICER GRADE A
DIRECTORATE: STATE OWNED NATURE RESERVES (2 Posts)

REF NO: C7/19/8

SALARY: R495, 219 – R566, 220 per annum (OSD)

CENTRE: Letaba Nature Reserve (1 post)
Makuya Nature Reserve (1 post)

MINIMUM REQUIREMENTS: A NQF 6 qualification in Environmental Management / Natural Sciences or equivalent as recognized by SAQA; Three (3) to five (5) years' experience in the biodiversity / conservation / environmental field; Environmental Management Inspectorate (EMI) qualification; Valid firearm competency certificate; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial); Management background; Ability to interpret and apply policy; Managerial skills; Policy formulation; Financial management; Knowledge on planning and organizing; Compiling reports; Knowledge to develop strategies related to protected areas; Computer literacy; Ability to use a firearm; Problem solving and conflict management skills; Communication skills; Change and diversity management skills.

DUTIES: KEY PERFORMANCE AREAS: Manage the infrastructure to ensure the functional utilization, maintenance and development thereof; Implement nature reserve management policies and guidelines; Preserve the biodiversity of the reserve to ensure the continued livelihood thereof; Provide environmental education to promote environmental awareness; Manage risk security aspects on the reserve; Manage internal and external relationships with all interested and affected stakeholders to the reserve; Perform and manage administrative and related functions; Manage short-term projects in provincial reserves.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: ASSISTANT DIRECTOR **REF NO: C7/19/9**
DIRECTORATE: TOURISM: TOURISM PLANNING, DESTINATION DEVELOPMENT AND PROMOTION

SALARY: R470, 040 – R553, 677 per annum (Salary level 10)

CENTRE: Mopani District: Giyani

MINIMUM REQUIREMENTS: A NQF 6 qualification in Tourism and Hospitality or equivalent as recognized by SAQA; Three (3) – five (5) year's relevant working experience of which three years must be at supervisory level / at Administrative Officer or equivalent level; Experience in spatial development planning and infrastructure development processes; Experience in community participation process will be a strong recommendation; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Business development; Tourism and environmental legislations and policies; Eco-tourism development principles; Signage policies; Project management; Performance Management System; Labour relations; Managerial; Computer literacy; Relevant acts, directives and resolutions. Skills: Strong verbal and written communication; Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Adaptability; Administrative; Management; Planning and organizing; Delegation and leading.

DUTIES: KEY PERFORMANCE AREAS: Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province; Development and management of a provincial tourism spatial plan; Development of a provincial tourism infrastructure plan including signage; Manage route and icon development in support of Tourism Growth Strategy in the district; Management of regional services; Coordinate tourism events in the district; Coordinate stakeholder relations in the district; Implement rural tourism; culture and heritage and mass tourism strategies in the district.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: ASSISTANT DIRECTOR **REF NO: C7/19/10**
DIRECTORATE: CONSUMER AFFAIRS: CONSUMER PROTECTION AND SECRETARIAT

SALARY: R470, 040 – R553, 677 per annum (Salary level 10)

CENTRE: Mopani District: Giyani

MINIMUM REQUIREMENTS: A NQF 6 qualification in Commerce / Law / Business Management / Contract Management / Consumer Science as recognized by SAQA. Three (3) to five (5) years' experience in consumer matters. Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of Consumer Affairs Act, Consumer Protection Act and other consumer protection laws. Good writing skills and knowledge of drafting agreements. Knowledge of Batho Pele principles, PFMA and rules governing public service. Computer literacy.

DUTIES: KEY PERFORMANCE AREAS: Receive and record complaints of unfair business practices from consumers. Conduct investigation of allegations of unfair business practices. Administer the Consumer Affairs Act. Mediate between consumers and service providers. Prepare files for presentation before the Consumer Affairs Court.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION **REF NO: C7/19/11**
DIRECTORATE: ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT

SALARY: R402, 045 – R557, 856 per annum (OSD)

CENTRE: Mopani District: Klaserie Service Centre

MINIMUM REQUIREMENTS: A NQF 6 qualification in Nature Conservation / Natural Science / Environmental Science / Policing as recognized by SAQA; Three (3) to Five (5) years' experience in biodiversity, stock theft investigation or related fields; Valid firearm competency; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of environmental wildlife facility inspection / auditing, monitoring procedures and methodologies; A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Skills required: Good communication skills (written and verbal); Project management; Conflict management; Ability to write a communicative report; Ability to interpret and apply environmental legislations; Good interpersonal relations; Good organization and planning management; Completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage.

DUTIES: KEY PERFORMANCE AREAS: Administer compliance monitoring in accordance with the Record of Decision (ROD), Environmental Management Plan (EMP) and permit applications; Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas); Coordinate and participated in compliance promotion / awareness; Perform and manage administrative and related functions; Develop and implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections; To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations; Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation; Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigation or prosecute criminal offences in respect of environmental legislations; Provide support to national and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc; Investigate and open cases and case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province. Participate and co-ordinate counter poaching operations.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: ASSISTANT DIRECTOR **REF NO: C7/19/12**
DIRECTORATE: FINANCIAL ACCOUNTING: PAYROLL MANAGEMENT

SALARY: R376, 596 – R443, 601 per annum (Salary level 9)

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: A NQF 6 qualification in Finance Management/Administration / Accounting or equivalent as recognized by SAQA; A minimum of three (3) – five (5) year's relevant working experience of which three years must be at supervisory level in Payroll Management / Salary Administration; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of Public Financial Management Act (PFMA), Treasury Regulations (TRs), Public Service Act and other related prescripts; Good working knowledge of Financial Management Systems (FMS), BAS and PERSAL; Ability to analyse and interpret Policies, Instruction Notes and Regulations; Ability to work under pressure and meet deadlines; Ability to effectively function as part of the team; Computer literacy (MS Excel, Word and PowerPoint); Ability to analyse and solve problems; Communication skills.

DUTIES: KEY PERFORMANCE AREAS: Ensure that employee's salaries, deductions and salary claims are timeously paid; perform departmental tax reconciliation; Clear and reconcile all salary related suspense accounts; Checking the accuracy of various salary related allowances; Authorise transactions on Personnel and Salary Administration System (PERSAL); Authorise transactions on BAS system (i.e. journals and sundry payments, etc); Perform monthly reconciliation between PERSAL and BAS; Manage the distribution of payroll and IRP5; Attend to all salary related queries; Supervising all the resources resorting under control of this post; Attend to internal and external audit queries.

ENQUIRIES: Mrs S Pelsner (015) 293 8678

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A **REF NO: C7/19/13**
DIRECTORATE: COMMUNITY ENVIRONMENTAL DEVELOPMENT: ENVIRONMENTAL AWARENESS & CAPACITY BUILDING

SALARY: R272, 739 – R302, 691 per annum (OSD)

CENTRE: Sekhukhune District: Lebowakgomo

MINIMUM REQUIREMENTS: A NQF 6 qualification (Degree/National Diploma) in Environmental Management / Natural Sciences or equivalent as recognized by SAQA; Zero (0) to two (2) years' appropriate / recognizable experience in an area after obtaining the relevant qualification; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Relevant acts, directives, resolutions, protocols and treaties; Conservation development, management and biosphere reserve; Environmental planning, auditing and organizing; Community based natural resources management; Stakeholder engagement; Knowledge of EPWP; Computer literacy; Financial management; Training; Technical procedures; Managerial. Skills: Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Delegation and leading; Facilitation.

DUTIES: KEY PERFORMANCE AREAS: Ensure the implementation of Social responsibility projects, EPWP and environment special programmes; Coordinate implementation of Man and Biosphere Reserve activities in the district; Identify and implement community based natural resources management projects; Facilitate development and implementation of stakeholder's environmental management programmes; Coordinate implementation of environmental management and conservation transformation programmes (women, youth and people living with disabilities); Facilitate identification and access to funding for community based environmental projects; Develop and implement district trees planting program; represent the department in district environmental management stakeholder's forum meetings.

ENQUIRIES: Mrs S Pelsner (015) 293 8678

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A
DIRECTORATE: WILDLIFE TRADE AND REGULATIONS

REF NO: C7/19/14

SALARY: R272, 739 – R302, 691 per annum (OSD)

CENTRE: Vhembe District: Thohoyandou

MINIMUM REQUIREMENTS: A NQF 6 qualification in Environmental Management / Natural Sciences or equivalent as recognized by SAQA; Zero (0) to two (2) years' appropriate / recognizable experience in an area after obtaining the relevant qualification; Environmental Management Inspectorate (EMI) course will be an added advantage; Valid firearm competency certificate (rifle and shotgun); Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of environmental legislations and multilateral environmental agreements; Computer literacy; Ability to work overtime; Leadership skills; Wildlife and trade skills; Investigation skills; Presentation skills; Communication skills; Conflict management; Monitoring and evaluation; People management.

DUTIES: KEY PERFORMANCE AREAS: Regulate the wildlife industry; Training and monitor the training of previously disadvantaged individuals to enter the hunting industry; Monitor and regulate taxidermists; Investigate cases where Professional Hunters and Hunting Outfitters are involved; Liaison with other institutions regarding the hunting industry; Regulate and monitor the Game Translocation and reduction activities; Management of damage causing animals; Regulate the establishment and functioning of wildlife centres; Implement the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); Processing of permit applications for the use of natural resources; Maintenance of database; Report writing (monthly, quarterly and annual reports).

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: REVENUE OFFICER **REF NO: C7/19/15**
DIRECTORATE: FINANCIAL ACCOUNTING: REVENUE MANAGEMENT

SALARY: R257, 508 – R303, 339 per annum (Salary level 7)

CENTRE: Mopani District: Lenyenye Service Centre

MINIMUM REQUIREMENTS: A NQF 6 qualification in Financial Management / Accounting / Management Accounting or equivalent as recognized by SAQA; One (1) to two (2) years' experience in Revenue Management; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge of PFMA; DORA and Treasury Regulations; Knowledge of BAS; Computer literacy; People management and communication skills; Interpersonal relations and analytical skills.

DUTIES: KEY PERFORMANCE AREAS: Implement an effective, efficient and transparent system of revenue management; Clearing of exceptions in financial accounting; Manage the requisition, recording, safeguarding, issuing and reconciliation of revenue stock registers; Ensure that revenue is collected and banked as prescribed in the revenue policy and procedure manual; Ensure proper safe keeping of captured batches, journals and that supporting documents is attached; Compile monthly revenue management reports.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: FINANCIAL ADMINISTRATIVE OFFICER **REF NO: C7/19/16**
DIRECTORATE: SUPPLY CHAIN MANAGEMENT: ACQUISITION MANAGEMENT

SALARY: R257,508 – R303,339 per annum (Salary level 7)

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: A NQF 6 qualification in Financial Accounting or equivalent qualification in Supply Chain Management as recognized by SAQA; One (1) to two (2) years' experience within Supply Chain Management; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Supply Chain Management Legislation; Public Finance Management Act; Treasury Regulations; Preferential Procurement Policy Framework Act and Regulations; Departmental SCM Policies; Broad Based Black Economic Empowerment Act; Computer literacy. Skills: Communication skills (written and verbal); Conflict management; Problem solving and presentation skills; Time management; Strategic thinking; Adaptability; Administrative; Management; Planning and organization; Delegation and leading.

DUTIES: KEY PERFORMANCE AREAS: Ensure that procurement procedures are adhered to and the correctness of all submissions; Request goods and services quotations and ensure that all processes are followed; Ensure that requisitions are well recorded and captured; Register entities; Accurately register, distribute and file orders; Handle all enquiries related to quotations and requisitions.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: PERMIT OFFICER REF NO: C7/19/17
DIRECTORATE: WILDLIFE TRADE AND REGULATIONS (2 Posts)

SALARY: R257, 508 – R303, 339 per annum (Salary level 7)

CENTRE: Head Office: Polokwane

MINIMUM REQUIREMENTS: A NQF 6 qualification in Public Administration/Management / Office Management as recognized by SAQA; One (1) to two (2) years' experience; Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge: Computer literacy; Administrative; Record keeping; Relevant acts, directives and resolutions. Skills: Good communication skills; Interpersonal relations; Report writing; Analytical thinking; Conflict management and problem solving; Adaptability; Stress management.

DUTIES: KEY PERFORMANCE AREAS: Deal with permit applications for biodiversity conservation issues; Perform administrative and related functions; Records management; Maintenance of stationary; Report writing.

ENQUIRIES: Mrs S Pelsler (015) 293 8678

POST: FIELD RANGER REF NO: C7/19/18
DIRECTORATE: WILDLIFE TRADE AND REGULATIONS (4 Posts)

SALARY: R145, 281 – R171, 138 per annum (Salary level 4)

CENTRE: Mopani District: Tzaneen Service Centre (1 post)
Vhembe District: Malamulele Service Centre (1 post)
Vhembe District: Musina Service Centre (1 post)
Vhembe District: Thohoyandou Service Centre (1 post)

MINIMUM REQUIREMENTS: A NQF 4 qualification (Grade 12) as recognized by SAQA; Game ranging certificate; A NQF 6 qualification in Nature Conservation will be an added advantage; Valid firearm competency certificate (handgun, rifle, shotgun); Valid vehicle driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES: Knowledge in tracking and firearm handling; Verbal and written communication skills; Be able to work irregular hours (weekends, public holidays); Be able to travel as and when required.

DUTIES: KEY PERFORMANCE AREAS: Regulate the wildlife industry; Monitor and regulate taxidermists; Investigate cases where Professional Hunters and Hunting Outfitters are involved; Regulate and monitor the Game Translocation Industry; Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks; Management of damage causing animals; Processing of damage causing animal's carcasses; Field patrol; Regulate and monitor wildlife centres; Monitor hunting activities; Conduct game farm inspections; Monitor game capture operations; Liaise with stakeholders and clients.

ENQUIRIES: Mrs S Pelser (015) 293 8678

POST: CLEANER REF NO: C7/19/19
DIRECTORATE: STATE OWNED NATURE RESERVES (2 Posts)

SALARY: R102,534 – R120,780 per annum (Salary level 2)

CENTRE: Doorndraai Dam Nature Reserve (1 post)
Modjadji Nature Reserve (1 post)

MINIMUM REQUIREMENTS: A Grade 10 certificate; Qualification in AET will an added advantage; No experience needed.

CORE AND PROCESS COMPETENCIES: Understanding of basic hygiene practices; chemical handling skills, operating cleaning machinery; Knowledge of use and application of cleaning products and chemicals; Ability to follow instructions and communication skills.

DUTIES: KEY PERFORMANCE AREAS: Provision of cleaning services; Clean offices daily by: Dusting and waxing office furniture, sweeping tiled floor, vacuuming and shampooing carpeted floor, scrubbing floors, cleaning walls and glass doors, emptying and cleaning of dirty bins, removing of waste papers, freshen the office areas; Collect waste papers; Clean office windows; (Kitchen) clean basins, wash and keep stock of kitchen utensils, filling of aqua cooler; (Toilets) clean toilets daily, refill hand wash liquid, re-place toilet papers and hand towels, empty and wash waste bins; (Corridors, Passes and Elevator) sweeping of floors every morning, scrubbing and waxing of floors and stairs, remove stains, open and close corridor windows at least once a month, clean elevator floor, clean mirror and elevator walls.

NOTE: Preference will be given to candidates from a local area adjacent to the protected area they will be based. This requires proof of residence.

ENQUIRIES: Mrs S Pelser (015) 293 8678