

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.

NOTE: 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: 27 December 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: C8/19/1

DIRECTORATE: FINANCIAL ACCOUNTING

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 Financial Management / Accounting or related field as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; Valid driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES: Knowledge: PFMA and other related legislation; Financial systems (BAS, LOGIS, etc.); Work ranges and procedures of managerial functions, finance, human resource matters, planning and organizing; Compilation of reports; Computer literacy; Research and analyzing; Expenditure monitoring and evaluation; Sound knowledge of government policy and strategy development processes. Skills: A visionary and inspirational leader; A team builder and player; Financial and Risk analysis skills; Ability to interpret and apply policies; Economic and analysis skills; Financial management skills; Presentation skills; Strong communication skills (verbal and written); Ability to work under pressure; Interpersonal relations; Conflict management; Project management.

DUTIES: KEY PERFORMANCE AREAS: Develop and implement financial management policies and procedures of the department in line with the PFMA and Treasury Regulations; Manage payments of accounts; Manage the collection and report of revenue; Manage bank and cash services; Manage the payroll system; Compile financial statements and management reports; Management and development of personnel; Provide support to the CFO.

ENQUIRIES: Mrs S Pelser (015) 293 8678