



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

Ref: S4/1

TO: ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL GOVERNMENT

FROM: ACTING HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS &
INFRASTRUCTURE

AMENDED DEPARTMENTAL CIRCULAR NO 08 OF 2022: ADVERTISEMENT OF VACANT POSTS

Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined in the attached **Annexure "A"**.

Applications must be submitted on the Z83 form obtainable from any Public Service Department or can be downloaded from www.dpsa.gov.za.

The new Z83 form must be fully completed and signed by the applicant. 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.

It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

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 Senior Management Services (SMS) posts will be subjected to technical exercise that intends to test relevant technical competencies of the job, the logistics of which will be communicated by the Department.

The successful candidate will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the applicable prescripts

Following the interview and Technical exercise, the Selection Panel will recommend 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.

Shortlisted candidates will be subjected to suitability checks (criminal records, credit records check for security reasons) and verification of qualifications.

Applications should be forwarded to:

**The Director: Human Resource Management
Department of Public Works, Roads and Infrastructure
Private Bag X9490
POLOKWANE
0700**

Or hand delivered to **Works Towers Building, First Floor General Registry, 43 Church Street, Polokwane, 0699**

The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government.


All general enquiries should be directed to Ms. Mokonyane MD, Ms. Ledwaba RE, Ms. Hanyane NP, Mr. Seleka BN, Mr Moabelo MM, Mr. Malemela MA, Mr. Mabilo MM & Ms. Mathebula WT at 015 284 7353/ 7570/7586 / 7663/ 7606/7607/ 7627/ 7578.

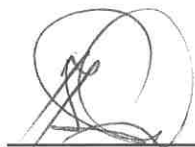
The closing date for submission of applications is **Friday, the 24th of June 2022 at 16h00**. Late, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

Correspondence will be limited to shortlisted candidates only due to the large number of applications we envisage to receive. 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.

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.

The contents of this circular will also be posted on the following websites:
www.dpw.limpopo.gov.za / www.limpopo.gov.za/ www.dpsa.gov.za

Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. 



Mr. SEROKA DT
HEAD OF DEPARTMENT

02/06/2022
DATE

Post: Director: Management Accounting
Ref. No.: S4/3/9/9
Component: Finance
Salary Package: R1 073 187.00 per annum (to be structured according to Individual needs)
Salary Level: 13
Centre: Head Office - Polokwane

MINIMUM REQUIREMENTS

An undergraduate qualification (NQF 7) as recognized by SAQA in Financial Management/ Cost & Management Accounting/ Accounting. Five (5) years' experience at middle/ senior management level within the financial management environment. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People management and empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

SKILLS AND KNOWLEDGE:

Knowledge of the PFMA and Treasury Regulations. Knowledge and understanding of accounting standards and practices, including International Financial Reporting Standards(IFRS), Generally Accepted Accounting Practices(GAAP) and Generally Recognized Accounting Practices(GRAP).

DUTIES: KEY PERFORMANCE AREAS:

Manage the Provision of budgetary services: Manage development of MTEF and adjustment budget for departmental programs. Develop and maintain the cost estimates database and forecasting models. Develop and implement a reprioritization plan. Assist and plan the department's annual budget process/ compilation. Analyse the department budgets to determine compliance to policies, principles and credibility. Determine annual budget allocation per function. Monitor and ensure measurable objectives and services delivery indicators in the departmental conditional grant budget. Advice the Department on budget, revenue and expenditure trends, inclusive of putting together budget and revenue statement. Manage budget in line with Medium Term Expenditure Framework and annual Budget process. Monitor that funds are spend effectively and efficiently and accounted for. Oversee and manage the drawing of the Departmental Revenue Budget. Monitor integration and synergy of budget priorities and assist in line with the Department's priorities.

Manage the provision of revenue services: Analyse departmental revenue budgets to determine credibility and achievability. Control and monitor departmental expenditure. Manage and monitor monthly closure of books.

Monitor and implement systems control: Monitor and ensure effective management of financial systems. Monitor and manage interlinked system reports. Manage, maintain and implement security measures. Manage the provision of system user support and training.

Manage departmental debt management services for general and rental debt:

Develop strategies and systems to recover debt to the department. Monitor monthly reconciliation of debt register. Liaise with legal services for irrecoverable debt and make recommendations for writing-off irrecoverable debt outside the approved threshold. Manage monthly closure of books. Manage the coordination of inter-related functions e.g. creation and linkage of staff debts on PERSAL system.

Manage and utilize resources (human, financial & equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage projects. Ensure the achievement of operational targets. Manage others. Ensure that all contribute towards achievement of departmental goals. Develop Guidelines/ Practices/ Frameworks/ M&E.