



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

SENIOR MANAGER: OFFICE OF THE MEC

Directorate: Office of the MEC

Salary package: R819 126 per annum (all-inclusive) (Level 13)
(Ref. S.4/2/14/2014/1) • Head Office – Polokwane

Requirements: • NQF level 6 qualification • Valid driver's licence (attach copy) • Proven managerial competencies and experience • Previous exposure to arranging meetings, conferences and other administrative and strategic management functions • Working experience/knowledge of the Ministry, including political and parliamentary processes in South Africa • Knowledge of relevant Public Service Acts, Regulations and Frameworks • Knowledge and understanding of policy analysis, development and interpretation, including political and parliament processes • Strategic capability and leadership skills • Problem-solving and analysis skills • Financial management skills • Customer focus and responsiveness • Communication skills • Computer literacy • People management • Planning and organising skills.

Duties: • Manage the efficient utilisation of resources (human, financial and physical) in accordance with relevant directives and legislation • Ensure that the preparations of the budget are in line with strategic plans and department objectives • Formulate and manage the component's budget against its strategic objectives • Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure • Coordinate memorandum of understanding, service level agreements and expenditure review • Ensure that the division is adequately staffed • Evaluate and monitor performance and appraisal of employees, including capacity development of employees • Enhance and maintain employee motivation and cultivate a culture of performance management and discipline • Manage and facilitate Parliamentary services • Provide and maintain Parliament and departmental relations • Facilitate responses to parliamentary questions and provide other parliament documentations • Develop, implement and manage effective Media Liaison services • Monitor public attitudes and manage media reports • Ensure effective and efficient management of the Executive Authority's diary • Ensure efficient logistics in the Office of the Executive Authority • Assist the Executive Authority with executive, representative and constituencies obligations.

MEDIA LIAISON OFFICER

Directorate: Office of the MEC

Salary package: R532 278 per annum (all-inclusive) (Level 11)
(Ref. S.4/2/14/2014/2) • Head Office – Polokwane

Requirements: • NQF level 6 qualification in Media Studies/Journalism/Political Science/Communication • Valid driver's licence (attach copy) • 2-3 years' working experience in media/journalism or communication field • Working experience/knowledge of the Ministry, including political and parliamentary processes in South Africa • Sound knowledge of the respective communication media • Networking skills • Speech writing skills • Good communication skills • Ability to work under pressure • Presentation skills • Flexibility • Good interpersonal relations • Competent knowledge of computer applications.

Duties: • Develop, implement and manage an effective media liaison service and promote good relations with the media • Liaise with the media on subjects, conditions and events of the Department through different mediums of communication to market the activities of the Executive Authority • Liaise with the communication component of the Department to ensure coordination and alignment with the political priorities and programmes of the Executive Authority • Monitor public attitudes in order to plan and execute actions to project a positive image of the Office of the Executive Authority • Monitor media reports to ensure that the Executive Authority is well informed on current affairs that impact the Department and write speeches for the Executive Authority for all events • Issue media statements and press releases for purposes of communicating departmental information to the public on behalf of the Executive Authority.

PARLIAMENTARY OFFICER

Directorate: Office of the MEC

Salary package: R532 278 per annum (all-inclusive) (Level 11)
(Ref. S.4/2/14/2014/3) • Head Office – Polokwane

Requirements: • NQF level 6 qualification with 2-3 years' working experience • Valid driver's licence (attach copy) • Working experience/knowledge of the Ministry, including political and parliamentary processes in South Africa • Ability to work with constituencies and communities • Excellent people management skills • Ability to work flexible hours and under pressure • Good communication and interpersonal relations skills • Excellent writing skills • Computer literacy.

Duties: • Facilitate legislature and departmental relations • Monitor events in the legislature and meetings of committees of the legislature relevant to the departmental portfolio • Serve as a link and/or facilitate the movement of information between the legislature, the Department and the Ministry • Conduct personal liaison with officers of the Department, other departments, MPs, MECs, ministries and other organisations on departmental/functional matters • Make and receive telephone calls on general parliamentary and departmental

matters • Identify questions addressed to the Executive Authority, especially those that impact on functional terrain • Respond in a format prescribed by the legislature and ensure responses are tabled at the legislature • Monitor events/discussions within EXCO that have a bearing on the Executive Authority's Portfolio • Handle matters of the Portfolio Committee and study groups • Handle draft acts, prepare documents, and keep a register thereof • Maintain the filing system of secret documents and cabinet memoranda and control the safekeeping thereof • Control the overall packing and dispatching of official documents and equipment for parliamentary sessions • Assist the Executive Authority with constituency work, which includes providing support to party political activities and liaising with constituencies and stakeholders.

APPOINTMENT SECRETARY

Directorate: Office of the MEC

Salary package: R532 278 per annum (all-inclusive) (Level 11)
(Ref. S.4/2/14/2014/4) • Head Office – Polokwane

Requirements: • NQF level 6 qualification and 2-3 years' working experience • Valid driver's licence (attach copy) • Working experience/knowledge of the Ministry, including political and parliamentary processes in South Africa • Competent knowledge of computer applications • Communication skills • Excellent people management skills • Ability to work flexible hours and under pressure • Good communication and interpersonal relations skills.

Duties: • Manage the diary of the Executive Authority by ensuring the reception of visitors; arrangement of appointments, interviews and appearances; and compilation of programmes of appointments and journeys • Assist the Executive Authority with logistical arrangements, which include handling of travel and accommodation arrangements; provision and maintenance of office and living accommodation and furniture; and making arrangements for movements for the attendance of meetings and other gatherings • Assist the Executive Authority with executive obligations, which include requesting, receiving and checking documents for meetings; drafting replies, speeches and comments; arranging placement of items on the agendas of meetings; circulating accompanying memoranda, including Cabinet memoranda, to other ministries; and accompanying the Executive Authority to official functions and on official journeys • Assist the Executive Authority with representative obligations which include the arrangement of absence from meetings, taking care of enquiries and representations from members of the public • Take care of records which accompany the Executive Authority on all visits.

RECEPTIONIST

Directorate: Office of the MEC

Salary notch: R183 438 per annum (Level 7)
(Ref. S.4/2/14/2014/5) • Head Office – Polokwane

Requirements: • Grade 12 with 1-2 years' working experience as a receptionist or telecom operator • Knowledge of the Ministry, including political and parliamentary processes in South Africa • Ability to work with internal and external customers and clients • Ability to work flexible hours and under pressure • Knowledge of Information and Communication Technology • Good verbal and written communication and interpersonal relations skills.

Duties: • Coordinate the Executive Authority's appointments with the Appointment Secretary to ensure effective diary management • Confirm meeting arrangements and ensure that bookings for venues and all other preparations are made • Render a secretariat service to the Executive Authority, including typing documents, sending faxes and making photocopies • Provide reception services and serve as an entry point for all internal and external stakeholders who visit or call the office of the Executive Authority • Receive telephone calls, screen and refer incoming calls to the appropriate persons • Carry out all official tasks as delegated by the Senior Manager: Office of the MEC.

The Department of Public Works is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

Applications should be submitted on the Z83 form, obtainable from any Public Service Department, and should be accompanied by a Curriculum Vitae, certified copies of qualifications and Identity Document.

NB: Applicants with foreign qualifications should attach certified copies of certificates of evaluation by the South African Qualifications Authority (SAQA). Successful candidates will be subjected to personnel suitability checks and security vetting. Due to the large number of applications envisaged, correspondence will be limited to short-listed candidates only. All short-listed candidates will be subjected to security screening, verification of qualifications and previous experience and reference checks.

Applications should be forwarded to the Accounting Officer – Section 100 (1) (b), Department of Public Works, Private Bag X9490, Polokwane 0700 or hand delivered to the Works Towers Building, No 43 Church Street, Polokwane 0699. Faxed applications will not be considered.

Telephonic enquiries should be forwarded to Ms Magdeline Mokonyane at (015) 284-7353 or Ms Justina Moloi at (015) 284-7261 or Mr David Netshiheni at (015) 284-7248

Closing date: 31 July 2014 at 16:00.

If you have not heard from us within 90 days of the closing date of the advert, regard your application as unsuccessful.