



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

Ref : S4/1  
TO : ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL  
GOVERNMENT  
FROM : HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS  
AND INFRASTRUCTURE

### DEPARTMENTAL CIRCULAR NO 04 OF 2021: ADVERTISEMENT OF VACANT POST


1. Applications are invited for the filling of vacant post, which exist in the Department as outlined in the attached annexure.
2. Applications should be submitted on the New Z83 forms obtainable from any Public Service Department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za). Applications must be completed in full, accompanied by not more than six (06) months certified copies of educational qualifications, identity document, a comprehensive Curriculum Vitae and valid Code EB vehicle driver's license with the exception of applicants with disabilities.
3. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on the new Z83 form. **NB! YOU ARE KINDLY REQUESTED TO COMPLETE A, B AND C OF THE NEW Z83 FORM IN FULL.**
4. Applications should be forwarded to:  
**The Acting Director: Human Resource Management  
Department of Public Works, Roads and Infrastructure  
Private Bag X9490  
POLOKWANE  
0700**

43 Church Street, Polokwane, 0699, Private Bag X9490, POLOKWANE, 0700  
Tel: (015) 284 7001, (015) 284 7030 website: <http://www.dpw.limpopo.gov.za>

***The heartland of Southern Africa - development is about people!***

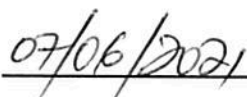
5. Or hand delivered to Works Towers Building, First Floor General Registry, 43 Church Street, Polokwane, 0699
6. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government.
7. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** attach certified copies of certificates of evaluation by the SAQA.
8. Successful incumbents 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 prescribed regulations.
9. 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. 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.
10. Shortlisted candidates will be subjected to suitability checks (criminal records, credit records check for security reasons) and verification of qualifications.
11. The Department reserves the right not to make any appointment on the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.
12. All applicants for Senior Management Services posts are required to obtain the Senior Management Pre-entry Certificate offered by the National School of Government. The course is available at the NSG under the name "Certificate for entry into the SMS" and the full details can be sourced by

following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

13. The contents of this circular will also be posted on the following websites [www.dpw.limpopo.gov.za](http://www.dpw.limpopo.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za)
14. 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. 
15. All general enquiries should be directed to Ms. Mokonyane Magdeline, Ms. Hanyane Philippine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo at 015 284 7353/ 7586 / 7663/ 7606/7607/ 7627.
16. The closing date for submission of applications is **Friday, 02 July 2021 at 16h00**. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
17. Correspondence will be limited to short-listed 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.



**Mr. SEROKA DT**  
**HEAD OF DEPARTMENT**

  
**DATE**

**Post no. 1** : Chief Financial Officer  
**Ref. no.** : S4/1/04/2021/01  
**Component** : Strategic Financial Management  
**Salary Package** : R 1 251 183.00 per annum (to be structured according to Individual needs)  
**Salary Level** : 14  
**Centre** : Head Office - Polokwane

#### **MINIMUM REQUIREMENTS**

An undergraduate qualification NQF 7 as recognized by SAQA in Financial Management. Minimum of 5-10 years' working experience in the financial management environment with a minimum of five (5) years at senior management level. 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. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge of the PFMA and Treasury Regulations.

#### **DUTIES: KEY PERFORMANCE AREAS:**

- The incumbent of the post will be responsible to establish and maintain appropriate financial systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources.
- Oversee effective integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations & Relevant prescripts.
- Provide strategic support and guidance to the Accounting Officer and Programme Managers.
- Oversee and lead the provision of logistics, facilities and ensuring the optimal utilization of fixed and movable assets.
- Facilitate the implementation of national norms and standards where applicable.
- Liaise with relevant role - players in the financial environment regarding transversal financial matters.
- Ensure effective and efficient financial management /administration by collaborating in the identification and implementation of training programmes and providing direct training in financial matters to officials of the Department.