



Ref. No. : S4/1/1

Enq. : Ms. Mgbo PM

DIRECTOR GENERAL'S CIRCULAR No. 10 OF 2024.

ADVERTISEMENT OF THIRTY-NINE (39) FUNDED VACANT POSTS ON THE ESTABLISHMENT OF THE OFFICE OF THE PREMIER.

1. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached Annexure A of Director General's Circular No. 10 of 2024, including those previously advertised on Director General's Circular No. 01 of 2024. Applicants who have previously applied are requested to re-apply if still interested.
2. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za.

NB: Instructions from paragraphs 3 to 7 applies only to hand / mail delivered applications

3. The new Z83 application form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 application form by applicants:
 - All the fields in Part A, C and 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?*" 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?*". *If yes (provide detail)*".
 - 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 Z83 application form for employment, 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 with Yes or No as provided on the Z83 application form, however if it is not applicable to the applicant, it is acceptable to indicate N/A.

4. A specific reference number indicated on the post applied for must be quoted in the Column "Reference Number" on Z83 application form.
5. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
6. Kindly note that **NO** payment of any kind is required when applying for posts advertised in this circular.
7. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

Physical Applications should be addressed to:

Director: Human Resource Management
Office of the Premier
Private Bag X9483
POLOKWANE
0700

8. Applications may also be hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, POLOKWANE, Mowaneng Building, and Office No. A013, General Records: Registry, Ground Floor.
9. Enquiries should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C. at telephone numbers 015 - 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
10. The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply.
11. To ensure that potential Senior Management Services (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. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required from the recommended candidate before the assumption of duty.
12. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalization Volume 1, number 1.32.1, "All shortlisted candidates, including

SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment.

13. Following the interview process, the selection panel will recommend SMS 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.

14. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures.

The Office reserves the right **NOT** to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office.


15. The successful candidate will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty.

16. The closing date for the applications is the **20 September 2024 at 16h00**. Late applications for the advertised posts will not be considered. Failure to comply with the above-mentioned 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 the Office within ninety (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, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

18. NOTE: The advert will also be accessible on the following websites:

<https://erecruitment.limpopo.gov.za>, www.limpopo.gov.za, www.dpsa.gov.za and Office of the Premier Social media page.


MR. N.S. NCHABELENG
DIRECTOR GENERAL

DATE: 22/8/2024

33. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICE (WORK ENVIRONMENT)

Post : Administrative Officer: General Records (1x Post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 33
Salary level : 07
Salary Notch : R308, 154.00 per annum
Salary Scale : R308, 154.00 – R 362, 994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Information Science / Archives & Records Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Records Management.
- A valid driver's license except for people with disability.

COMPETENCIES:

Good communication skills, organizational, interpersonal, creativity, reporting, writing skills, basic records management skills, Dewey Decimal Classification (DDC) and file plan.

RESPONSIBILITIES:

The successful candidate will be required to:

- Supervise incoming and outgoing post / mail.
- Handle remittance register.
- Supervise the management and maintenance of general records.
- Supervise messenger / driver services and registry clerks.
- Administer implementation of systematic disposal program.

34. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES (WORK ENVIRONMENT)

Post : Cleaner (5 x Posts)
(2 of 5 posts are Re-advertisements: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 34
Salary level : 02
Salary Notch : R131,265.00 per annum
Salary Scale : R131,265.00 – R154,626.00
Centre : Polokwane

REQUIREMENTS:

- NQF level 1 or 2 (Grade 8 or 9) (AET / ABET level 2 certificate).

COMPETENCIES:

Knowledge of relevant prescripts as well as understanding legislative framework governing the Public Service. Learning skills, time management, good communication skills, group dynamics, diversity management, leadership skills, change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide cleaning services by cleaning offices, restrooms, corridors, elevators and passages.
- Keep and maintain cleaning materials and equipment.

INITIALS

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