

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

*The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.*

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 or posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 13 December 2024 at 16h30
- NOTE** : All costs associated with an application will be borne by the applicant. Applications must be submitted on new Z83 form (update version that came into effect on 01 January 2021), obtainable from any Public Service Department or downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be accompanied by a detailed Curriculum Vitae (CV). The new Z83 form must be fully completed and signed up 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. Three (3) references must be included stating their contact details (landline, cellular number and e-mail address). 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14, and employees within Supply Chain Management and Finance Units). Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver’s licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. 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. No faxed or emailed applications will be considered. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and 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. 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 this post 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. 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. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.ledet.gov.za](http://www.ledet.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za). For Management Echelon posts: 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](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). All shortlisted candidates for SMS posts 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. Following the interview and technical exercise, the selection panel will recommend a candidate 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. 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. 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. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.ledet.gov.za](http://www.ledet.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za). 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.

#### **MANAGEMENT ECHELON**

- POST 44/52** : **CHIEF DIRECTOR REF NO: C5/24/25/1**  
 Chief Directorate: Trade & Sector Development  
 (Re-Advertisement: All applicants who previously applied need to apply again as the previous applications will not be considered.
- SALARY** : R1 436 022 – R1 716 933 per annum (Level 14), (an all-inclusive remuneration package). 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 REQUIREMENTS** : Head Office: Polokwane  
 : An undergraduate qualification (NQF 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability). 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 in the legislative framework governing public service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management. Computer literacy. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management.

**DUTIES**

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Oversee and contribute to policy development, strategic and business planning. Ensure development of industrial and trade strategies and plans. Facilitate implementation of strategic goals and economic cluster programmes. Coordinate the industrialisation programmes and enhance the competitiveness of the industries. Ensure the facilitation of trade and investment promotion services. Ensure the stimulation of the economy through sector and industry development. Manage team and work with stakeholders.

**ENQUIRIES**

: Ms WA Klaassen Tel No: (015) 293 8691