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LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1 / 2
Enq : Conny Kgadima
Date : 15th March 2024

TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS AND STAFF MEMBERS

HRM CIRCULAR NO. 06 OF 2024

ADVERTISEMENT OF VACANT CLEANER POST AND SEVEN (7) OPPORTUNITIES FOR GRADUATE INTERNSHIP PROGRAMME 2024/2026 WITHIN THE ESTABLISHMENT OF THE LIMPOPO PROVINCIAL TREASURY

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
2. Applications must be submitted on **new Z83** forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za.
3. 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:
 - (i) South African applicants need not provide passport numbers
 - (ii) If an applicant responds "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 the answer to the next question "*In the event that you are employed in the Public Service you immediately relinquish such business interests?*" can be left blank or indicated as not applicable.
 - (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration.
4. 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.

Ismeni Towers, 46 Hans Van Rensburg Street. POLOKWANE, 0700, Private Bag X9486, POLOKWANE, 0700
Tel: (015) 298 7000, Fax: (015) 295 7010 Website: <http://www.limpopo.gov.za>

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The questions related to conditions that prevent re-appointment under Part F must be answered.

5. The declaration should be completed and signed.
6. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications.
7. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae.
8. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein.
9. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form.
10. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview.

A specific reference number for the post applied for must be quoted in the space provided on new form Z83.

All Applications should be submitted to:

Director: Human Resource Management

Private Bag X 9486

POLOKWANE,

0700

OR

Hand delivered to:

Ismeni Towers Building, Office No. GOO2 (Ground Floor) Registry,

46 Hans van Rensburg Street


POLOKWANE,


0700

11. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews.
12. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.

13. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks.
14. 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.
15. 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.
16. All General enquiries should be directed to **Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny and Moremi Hilda @ (015) 298 7000.**
17. The closing date for submission of applications is **Friday 26th April 2024 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

Note: The contents of this Circular will also be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za / and www.dpsa.gov.za

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998. 



MR. GC PRATT CA (SA)
HEAD OF THE DEPARTMENT

15/03/2024
DATE

ANNEXURE "A"

Post : Cleaner
Ref. No. : LPT/148
Directorate : Records Management & Auxiliary Services
Salary Notch : R125 373. 00 p.a.
Salary Level : 2
Centre : Waterberg - District

MINIMUM REQUIREMENTS: ABET/ AET Qualification or Grade 10. Cleaning experience will be an added advantage.

CORE AND PROCESS COMPETENCIES: Sound and in-depth knowledge of providing housekeeping. **Skills:** Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure

DUTIES: KEY PERFORMANCE AREAS: Cleaning of offices on a daily basis. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Empty and cleaning of dirty bins. Cleaning of restroom on a daily basis. Cleaning toilets. Replacing toilet papers. Empty and washing waste bins. Cleaning corridors, elevators and passages. Keep and maintain cleaning materials and equipment's. Cleaning of Microwaves and Vacuum Cleaners after use.

SEVEN (7) OPPORTUNITIES FOR GRADUATE INTERNSHIP PROGRAMME 2024/2026

Limpopo Treasury hereby invites applications for Graduate Internship Opportunities that currently exist at our offices in Polokwane. Unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department are invited to apply. Successful Interns will be appointed for a period of **Twenty-Four (24) months commencing on 1st July 2024 to 30 June 2026**. Interns will receive a monthly stipend as determined by the Department of Public Service Administration. All applications should be submitted on the prescribed **New Z83** form (obtainable from any Public Service Department). The form must be fully completed to avoid disqualification on the application during the shortlisting process.

Applications must be submitted on **new Z83 forms** obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. The **new Z83 form** must be completed in full. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR.

Stipend: R84 519.75 per annum

Field/Area of learning & exposure	Ref. No.	Number required	Minimum requirements: National Diploma / Degree in:-
Financial System Implementation	LPT/INT/01	1	Business Analysis/ Information Systems
Banking, Cash and Liabilities Management	LPT/INT/02	2	Accounting/Financial Accounting/Banking
Financial Management and Capacity Building	LPT/INT/03	1	Human Resource Management / Development
Municipal Finance	LPT/INT/04	1	Accounting/Internal Auditing/Cost & Management Accounting/Risk Management/Supply Chain/Operations Management
Transformation Services	LPT/INT/05	1	Social Work / Psychology: Honours Degree / Registered with the statutory professional bodies, i.e. SACSSP or HPCSA will be an added advantage
Internal Audit	LPT/INT/06	1	Internal Audit / Accounting

Conditions:

- Applicants should be South African citizens and residents of Limpopo, **aged 18-35**.
- Applicants should **not have participated** on internship programme in the Public Service before.
- Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies.
- Successful candidates will be subjected to security vetting.

The closing date for submission of applications is **26th April 2024 @ 16H00 @ 16H00**.

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