

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. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.
- CLOSING DATE** : 09 March 2018
- NOTE** : All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver's license should be submitted if an advertisement states that a valid driver's license is required should an advertisement states that a valid driver's license is required. Failure to submit the requested documents will result in the application not being considered. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.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 and criminal record verification. Appointment to some of these posts 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 in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. 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. Applications received after the closing date will not be considered. 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 posts will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS candidates 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. Subsequent to the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 07/183** : **CHIEF DIRECTOR REF NO: C2/18/1**
Directorate: Enterprise Development
- SALARY** : R1 127 334 – R1 347 879 per annum (An all-inclusive remuneration package) (Salary level 14) 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 level 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. A valid driver's license. Competencies: Knowledge: SMME development; Cooperative development; consumer advocacy / act; planning and organizing; relevant acts, directives and resolutions, computer literacy. Skills: analytical thinking; communication and negotiation; policy formulization; conflict management and problem solving; financial management; strategic thinking; adaptability; management; planning and coordination; delegation and leading. Ability to work under pressure.
- DUTIES** : Develop and implement policies and strategies for Enterprise Development and SMME development. Coordinate B-BBEE implementation. Develop programs for target procurement by the state and private sector towards SMME's, women, people with disabilities and the youth. Develop and implement Co-operative policies and programs. Project Management Strength will be an added advantage. Ensure the establishment of enterprises by providing business support. Provide oversight management of state owned entities. Manage team and work with key stakeholders.
- ENQUIRIES** : Mrs S Pelser (015) 293 8678
- POST 07/184** : **DIRECTOR REF NO: C2/18/2**
Directorate: Sector Development
- SALARY** : R948 174 – R1 116 918 per annum (An all-inclusive remuneration package) (Salary level 13) 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 level 7) in Economic Development / Business Management/Development / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level in the economic development field. A valid driver's license. Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Computer literacy. Proven managerial skills.
- DUTIES** : Manage and co-ordinate implementation of frameworks to promote and facilitate sector development. Manager and co-ordinate implementation of programmes to support industrial development and enhance competitiveness and job creation. Manage and co-ordinate the implementation of programmes to enhance technical

skills for economic development. Manage and monitor implementation of targeted programmes to promote industrial development.

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/185 : **DIRECTOR (BUSINESS REGULATOR) REF NO: C2/18/3**
Directorate: Business Regulation

SALARY : R948 174 – R1 116 918 per annum (An all-inclusive remuneration package) (Salary level 13) 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 level 7) in Commercial Law / Business Management / Economics / Law or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level. A valid driver's license. Competencies: An extensive understanding of the Public Service Regulatory Framework. Ability to formulate and implement strategic policies. Conflict management and problem solving skills. Ability to work under pressure. Computer literacy. Planning and organizational skills. Good interpersonal, communication and negotiation skills.

DUTIES : Oversee and manage the implementation and compliance to the Limpopo Business Registration Act (5 of 2003) (LIBRA) in the province. Facilitate the establishment of business registration centres at all municipalities in the province. Provide strategic support to municipalities regarding the business registration function and responsibilities. Contribute to strategic policy development and planning in the business environment of the province. Ensure a healthy and fair trade environment. Manage disputes related to business licensing. Ensure the integration of the business regulatory framework with national and local institutions as well as business partners and stakeholders.

ENQUIRIES : Mrs S Pelser (015) 293 8678

OTHER POSTS

POST 07/186 : **DEPUTY DIRECTOR: TOURISM DESTINATION DEVELOPMENT REF NO: C2/18/4**
Directorate: Tourism

SALARY : R779 295 – R917 970 per annum (All-inclusive remuneration package) (Salary level 12)

CENTRE REQUIREMENTS : Head Office: Polokwane
: A NQF 6 qualification (Degree/Diploma) in Tourism and Environment or equivalent as recognized by SAQA. Three (3) to five (5) years' managerial experience. Valid driver's license. Competencies: Experience in spatial development planning. Experience in infrastructure development processes. Knowledge of tourism and environmental legislations and policies. Eco-tourism development principles. Knowledge of signage policies. Project management. Experience and extensive knowledge in community participation process will be a strong recommendation. Skills: Strategic and analytical thinking; Communication and negotiation; Strategy and policy formulation skills; Conflict management and problem solving; Report writing; Management; Planning and organizing; Delegation and leading.

DUTIES : Develop and co-ordinate implementation of destination development in the province. Manage implementation of ecotourism, culture and heritage tourism strategies and plans in the province. Development and management of a provincial tourism spatial plan. Development of a provincial tourism infrastructure plan including signage. Manage route and icon development in the province. Management of regional services.

ENQUIRIES : Mrs S Pelser (015) 293 8678

<u>POST 07/187</u>	:	<u>DEPUTY DIRECTOR: BURSARIES, INTERNSHIP AND LEARNERSHIPS REF NO: C2/18/5</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R657 558 – R774 576 per annum (All-inclusive remuneration package) (Salary level 11)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane A NQF 6 qualification (Degree/Diploma) in Human Resource Development / Human Resource Management / Public Administration/Management or equivalent as recognized by SAQA. Three (3) to five (5) years managerial experience. Valid driver's license. Competencies: Relevant experience in bursaries, internships and learnership programmes / HR / Public Administration / Financial Management will be an added advantage. A certificate of competence in Project Management will be an added advantage. Knowledge of Skills Development related acts, Public Service Act and its regulations, PFMA and Treasury Regulations. Knowledge of financial management. Knowledge of mentoring and coaching for Public Sector Managers. Good communication (verbal and written) skills and computer literacy are essential.
<u>DUTIES</u>	:	Manage the administration of the bursaries, internship and learnership unit. Manage the administration of the departmental bursary scheme. Manage the implementation of skills programmes and initiatives (bursaries, internship, learnerships, experiential learning). Facilitate the process of developing and reviewing HRD policies and procedures. Writing quarterly and annual reports to PSETA and Office of the Premier. Liaise with external stakeholders on placement of interns and learners. Management of human, financial and physical resources within the sub-directorate.
<u>ENQUIRIES</u>	:	Mrs S Pelsler (015) 293 8678
<u>POST 07/188</u>	:	<u>DEPUTY DIRECTOR: PUBLIC RELATIONS REF NO: C2/18/6</u> Directorate: Communication Services
<u>SALARY</u>	:	R657 558 – R774 576 per annum (All-inclusive remuneration package) (Salary level 11)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane A NQF 6 qualification (Degree/Diploma) in Public Relations / Media / Communication or equivalent as recognized by SAQA. Three (3) to five (5) years' managerial experience in Communication Services or Public Relations. A valid driver's license. Competencies: Computer literacy (MS Office applications). Knowledge of applicable legislative Government Frameworks and relevant legislation. Strong supervisory skills. Good communication skills (both verbal and written) including interpersonal skills. Good writing skills. Strategic leadership and management capabilities. Good presentation skills.
<u>DUTIES</u>	:	Provide content and editing of all departmental publications. Develop policies and procedure guidelines governing the implementation and distribution of information in the department. To provide assistance and support o district communicators. Support, monitor and evaluate the implementation of all events in the department. Monitor and scan the media environment. Media liaison services. Budget management and supervision of staff of the Unit. Perform any related tasks and assignments as may be delegated by the Director.
<u>ENQUIRIES</u>	:	Mrs S Pelsler (015) 293 8678
<u>POST 07/189</u>	:	<u>DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEM REF NO: C2/18/7</u> Directorate: Information Technology
<u>SALARY</u>	:	R657 558 – R774 576 per annum (All-inclusive remuneration package) (Salary level 11)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane A NQF 6 qualification (Degree/Diploma) in Geographic Information Systems (GIS) or equivalent as recognized by SAQA. Three (3) to five (5) years managerial experience. Valid driver's license. Competencies: Skills and knowledge: Financial management; Project management skills; Presentation skills; Organizational and

leadership skills; Analytical and decision-making abilities; Problem solving skills; Communication and interpersonal relations skills.

DUTIES : Manage establishment of GIS. Maintenance of GIS. Operational plans. People management. Research and co-ordinate communication on technical information related to the business of unit. Develop resource plans, financial plans and policies for the SBU.

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/190 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL INFORMATION MANAGEMENT) REF NO: C2/18/8**
Directorate: Environmental Research and Planning

SALARY CENTRE REQUIREMENTS : R439 917 – R502 992 per annum (OSD)
: Head Office: Polokwane
: A NQF 6 qualification (Degree/Diploma) in Natural Sciences / Environmental Sciences / Geographic Information Systems (GIS) or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in environmental research and planning. Additional experience in any field of environmental management systems including Remoter Sensing and related fields will be an added advantage. A valid driver's license. Competencies: Extensive knowledge of state of environment reporting, environmental indicators, economic and social policy instruments. Knowledge of Sustainable Development Goals (SDGs), monitoring and reporting thereof. Knowledge of environmental legislation. Extensive understanding of environmental research, data collection and ability to analyse, interpret and give strategic direction on environmental management and planning issues. Candidates might be subjected to competency evaluation.

DUTIES : Overall management of the allocated sub-directorate/section with regard to facilitation of environmental information management for informed decision making. Develop an integrated state of the environment reporting system including the collection of data and development of provincial environmental performance indicators. Develop and manage GIS systems to support reporting, spatial information, impact assessments and various information systems as required by legislation. Develop and manage a system to support monitoring and reporting on SDGs. Development and management of systems for the receipt of complaints and incident reporting and for ensuring that such notifications are responded to. The processing of public requests for environment information collected and managed by the department. Participation in intergovernmental structures. Extensive communication with various stakeholders – researchers, community members, government officials, administrators and the scientific community.

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/191 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (BIODIVERSITY PROTECTION) REF NO: C2/18/9**
Directorate: Environmental Compliance and Enforcement

SALARY CENTRE REQUIREMENTS : R439 917 – R502 992 per annum (OSD)
: Head Office: Polokwane
: A NQF 6 qualification (Degree/Diploma) in Natural Sciences / Environmental Sciences / Policing or equivalent as recognized by SAQA. Three (3) to five (5) years' managerial experience in biodiversity / stock theft Investigation or related fields. A valid driver's license. Competencies: A valid Firearm competencies, completion of the Environmental Management Inspectors Course and detective experience will be an added advantage. Knowledge of environmental wildlife facility inspections/auditing, monitoring procedures and methodologies. A good knowledge and exposure to the criminal procedures act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Skills required: Good communications skills (written and verbal), project management, conflict management skills, ability to write a communicative report, ability to interpret and apply environmental legislations, good interpersonal relations, good organization and planning management.

- DUTIES** : Investigate Biodiversity crime, develop and implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. Develop a programme to respond to public complaints of non-compliance with Provincial and National Environmental legislations. Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation. Report on the environmental compliance status on all ad hoc inspections and make recommendations for compliance orders and investigate or prosecute criminal offences in respect of environmental legislations. Provide support to national and local government compliance inspections structures with a view to ensure government's efficient and effective compliance inspections with all Wildlife protection legislation, regulations, authorisations and applied enforcement instruments including notices, court orders, directives, interdicts, etc.
- ENQUIRIES** : Mrs S Pelser (015) 293 8678
- POST 07/192** : **ASSISTANT DIRECTOR: CONSUMER EDUCATION AND ADVICE REF NO: C2/18/10**
Directorate: Consumer Affairs
- SALARY CENTRE REQUIREMENTS** : R417 552 – R491 847 per annum (Salary level 10)
: Sekhukhune District: Lebowakgomo
: A NQF 6 qualification (Degree/Diploma) in Education / Commerce / Business Management / Law / Contract Management / Consumer Science or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in consumer education and advice. Valid driver's license. Competencies: Knowledge of Consumer Affairs Act and other consumer protection laws. Experience in consumer protection and consumer rights. Good writing skills and skills to develop consumer education material. Knowledge of Batho Pele principles, PFMA and rules governing public service. Computer literacy.
- DUTIES** : Assist in co-ordinating consumer education outreach programs in the district. Conduct consumer education workshops and road shows in the district. Develop consumer education topics. Offer advisory service to aggrieved consumers. Promote consumer rights and welfare of consumers.
- ENQUIRIES** : Mrs S Pelser (015) 293 8678
- POST 07/193** : **ASSISTANT DIRECTOR: CONSUMER PROTECTION AND SECRETARIAT SERVICES REF NO: C2/18/11 (2 POSTS)**
Directorate: Consumer Affairs
- SALARY CENTRE REQUIREMENTS** : R417 552 – R491 847 per annum (Salary level 10)
: Mopani District: Giyani
: Vhembe District: Thohoyandou
: A NQF 6 qualification (Degree/Diploma) in Commerce / Law / Business Management / Contract Management / Consumer Science or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in consumer matters. Valid driver's license. Competencies: Knowledge of Consumer Affairs Act and other consumer protection laws. Good writing skills and knowledge of drafting agreements. Knowledge of Batho Pele principles, PFMA and rules governing public service. Computer literacy.
- DUTIES** : Receive and record complaints of unfair business practices from consumers. Conduct investigation of allegations of unfair business practices. Administer the Consumer Affairs Act. Mediate between consumers and service providers. Prepare files for presentation before the Consumer Affairs Court.
- ENQUIRIES** : Mrs S Pelser (015) 293 8678
- POST 07/194** : **ASSISTANT DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: C2/18/12**
Directorate: Logistical Support Service
- SALARY CENTRE REQUIREMENTS** : R334 545 – R404 121 per annum (Salary level 9)
: Head Office: Polokwane
: A NQF 6 qualification (Degree/Diploma) in Public Management / Property Management / Logistics / Built Environment or equivalent as recognized by SAQA.

Two (2) to three (3) years' experience in Facilities Management / Property Management / Logistics / Administration in the public service. Valid driver's license. Computer literacy. Competencies: Written and verbal communication skills. Proper understanding of Government Immovable Asset Management Act (GIAMA) and Public Financial Management Act (PFMA). Knowledge of Occupational Health and Safety Act (OHSA) will serve as an advantage.

DUTIES : Facilitate the signing of lease agreements. Ensure that renovations of buildings are done. Develop specifications of tenders related to buildings. Ensure that premises surroundings are maintained. Facilitate the provision and maintenance of office accommodation. Ensure that gardening services are rendered accordingly. Facilitate the payments of rentals and municipal services. Ensure that machinery and garden equipment are maintained.

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/195 : **GIS OFFICER: GEOGRAPHIC INFORMATION SYSTEM REF NO: C2/18/13**
Directorate: Information Technology

SALARY : R334 545 – R404 121 per annum (Salary level 9)
CENTRE : Head Office: Polokwane
REQUIREMENTS : A NQF 6 qualification (Degree/Diploma) in Geographic Information Systems (GIS) or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in Geographic Information Systems (GIS). Valid driver's license. Competencies: Spatial data capturing, analysis and administration experience. Project management skills. Good practical knowledge of a wide range of GIS products, especially ESRI products (ArcSDE, Arcview, ArcGIS, ArcInfo, etc.), Oracle/MS and SQL server. Presentation skills. A good understanding of relevant policies. Good communication and interpersonal skills. Analytical and decision-making abilities.

DUTIES : Development and maintenance of spatial and spatially-related data. Promote and ensure integration with other information systems. Administer and manage the departmental web map server/services (ArcIMS). Develop and co-ordinate the implementation of GIS standards. Administer GIS software and licenses. Provide GIS support to departmental users and other stakeholders.

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/196 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C2/18/14**
Directorate: Wildlife Trade and Regulations

SALARY : R240 015 – R266 376 per annum (OSD)
CENTRE : Capricorn District: Polokwane
REQUIREMENTS : A NQF 6 qualification (Degree/Diploma) in Nature Conservation / Environment or equivalent as recognized by SAQA. One (1) to two (2) years' experience in nature/environment fields. A valid driver's license. Competencies: Knowledge of and the ability to interpret directive, policies, guidelines and environmental legislations. Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet, etc). A valid firearm competency certificate. Strong communication skills (both verbal and written). Ability to work under pressure. Planning and organizational skills. Interpersonal relations.

DUTIES : Regulate and monitor the hunting industry. Manage and control damage causing animals. Monitor and regulate game capture operations and translocations. Regulate and monitor the establishment and the functioning of wildlife centres. To ensure Limpopo (and South Africa's) compliance to the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Responsible for the marking, registration, management and issuing of permits for elephant ivory and rhino horn. Permit management

ENQUIRIES : Mrs S Pelser (015) 293 8678

POST 07/197 : **LIQUOR INSPECTOR: LIQUOR AFFAIRS AND BUSINESS REGISTRATION REF NO: C2/18/15 (2 POSTS)**
Directorate: Corporate Governance

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sekhukhune District: Lebowakgomo

<u>REQUIREMENTS</u>	:	Waterberg District: Modimolle A NQF 6 qualification (Degree/Diploma) in Policing / Business Management / Commercial Law / Commerce / Law or equivalent as recognized by SAQA. One (1) to two (2) years' experience in the regulation environment or law enforcement, preferably related to liquor law enforcement. Valid driver's license. Competencies: Computer literacy. Good communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Conduct Inspections and enforce compliance at licensed liquor premises, in accordance with the liquor Act. Provide evidence and reports at the Liquor Board and in court. Investigate liquor complaints, matters of non-compliance and assist with corrective measures. Liaise with local authorities, liquor associations and communities related to liquor matters. Provide compliance reports. Facilitate a regulated, equitable and socially responsible business environment in the province related to liquor matters.
<u>ENQUIRIES</u>	:	Mrs S Pelser (015) 293 8678
<u>POST 07/198</u>	:	<u>RECORDS OFFICER: GENERAL RECORDS REF NO: C2/18/16</u> Directorate: Information and Records Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 – R266 943 per annum (Level 7) Capricorn District: Polokwane
<u>REQUIREMENTS</u>	:	A NQF 6 qualification (Degree/Diploma) in Records Management or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in Records Management. An Accredited Records Management course will be an added advantage. A valid driver's license. Competencies: The following will serve as strong recommendations: Knowledge of Records Management legislation and policies; Planning and organizing; Computer literacy; Good verbal and written skills; Good human relations and Conflict management skills.
<u>DUTIES</u>	:	Classify records according to the approved File plans. Supervise the receipt and dispatching of documentation within the organization and externally. Control registered faxes received through Registry. Supervise Registry and Messenger services as well as advertised posts applications. Supervise the opening and maintenance of Registers. Ensure proper filing of records which includes the classification, neat filing and correct placing of records in files. Control registers for registered / fast mail and valuable articles. Supervise availability of files upon request, co-ordinate pending and tracing of files.
<u>ENQUIRIES</u>	:	Mrs S Pelser (015) 293 8678
<u>POST 07/199</u>	:	<u>ACCOUNTING CLERK: ACQUISITION MANAGEMENT REF NO: C2/18/17 (2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 – R180 063 per annum (Level 5) Head Office: Polokwane
<u>REQUIREMENTS</u>	:	A NQF 4 (Grade 12) qualification or equivalent as recognized by SAQA. Experience in Supply Chain Management will be an added advantage. Competencies: Ability to capture data and operate a computer. Good communication and interpersonal relations skills (verbal and written). Good customer care attitude. Must be able to work in a team, planning and organizing skills, time management, knowledge (understanding) of the PFMA and Treasury Regulations.
<u>DUTIES</u>	:	Capturing of data on supplier database (IQUAL) and requisitions of LOGIS. Register received application forms on the database, register requests, source quotations from the suppliers as per specifications, ensure that standard bidding documents are obtained and fully completed by the suppliers and attached to transactions before capturing requests. Verify details of suppliers against database of restricted companies maintained by National Treasury. Timeous payments to suppliers.
<u>ENQUIRIES</u>	:	Mrs S Pelser (015) 293 8678

<u>POST 07/200</u>	:	<u>SENIOR FIELD RANGER REF NO: C2/18/18 (4 POSTS)</u> Directorate: State Owned Nature Reserves
<u>SALARY CENTRE</u>	:	R152 862 – R180 063 per annum (Level 5) Atherstone Nature Reserve (1 post) D’Nyala Nature Reserve (1 post) Langjan Nature Reserve (1 post) Letaba Ranch Nature Reserve (1 post)
<u>REQUIREMENTS</u>	:	A NQF 4 (Grade 12) qualification or equivalent as recognized by SAQA. Two (2) to three (3) years’ experience in field ranger environment. Additional related post matric training will be an added advantage. A valid driver’s license. No criminal record (clearance certificate). Competencies: A valid firearm competency will be an added advantage. Physically fit. Computer literacy. Ability to use firearm.
<u>DUTIES</u>	:	Supervise and monitor the protection of the reserve and its natural environmental resources which include nature conservation patrols, inspect and repair boundary fence, warn visitors on unauthorized actions within the reserves and report non-compliance and monitor access control. Supervise and monitor fire activities which include execute fire burning programme, maintain the fire belts along the fences and facilities and conduct bloc burn. Supervise and monitor the ecological processes, habitats and biodiversity in nature reserves which will include gathering biological and ecological data; report on areas for rehabilitation and monitor rehabilitation areas. Supervise, monitor and control or recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas.
<u>ENQUIRIES</u>	:	Mrs S Pelser (015) 293 8678
<u>POST 07/201</u>	:	<u>FIELD RANGER REF NO: C2/18/19 (22 POSTS)</u> Directorate: State Owned Nature Reserves
<u>SALARY CENTRE</u>	:	R127 851 – R150 606 per annum (Level 4) Atherstone Nature Reserve (1 post) Blouberg Nature Reserve (1 post) Brackenridge Nature Reserve (1 post) Hans Marensky Nature Reserve (1 post) Lekgalameetse Nature Reserve (1 post) Letaba Ranch Nature Reserve (2 posts) Lilly Flora Nature Reserve (1 post) Makuya Nature Reserve (1 post) Maleboho Nature Reserve (1 post) Mantrombie Nature Reserve (1 post) Masebe Nature Reserve (1 post) Musina Nature Reserve (1 post) Nwanedi Nature Reserve (1 post) Nylsvlei Nature Reserve (1 post) Nzhelele Nature Reserve (1 post) Percy Five Nature Reserve (1 post) Potlake Nature Reserve (1 post) Rust de Winter Nature Reserve (1 post) Schuinsdraai Nature Reserve (1 post) Witvinger Nature Reserve (1 post) Wolkberg Nature Reserve (1 post)
<u>REQUIREMENTS</u>	:	A NQF 4 (Grade 12) qualification or equivalent as recognized by SAQA. Previous work experience and related training will be an added advantage. A valid driver’s license. No criminal record (clearance certificate).Competencies: A valid firearm competency will be an added advantage. Physically fit. Computer literacy. Ability to use firearm.
<u>DUTIES</u>	:	Assist with the protection of the reserve and its natural environment resources which include nature conservation patrols, inspect and repair boundary fence, warn visitors on unauthorized actions within the reserve and report non-compliance, assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gather biological and ecological data, report on areas for

ENQUIRIES

: rehabilitation and monitor rehabilitation areas. Assist with the monitoring and control of recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas.
Mrs S Pelsler (015) 293 8678