

**PROVINCIAL DEPARTMENT: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply. The contents of this circular must be brought to the attention of all employees within your Departments.

- APPLICATIONS** : Applications for Head office, Tompi Seleka and Madzivhandila Agricultural Colleges should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 48, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane.
- CLOSING DATE** : 08 June 2018 @16h30
- NOTE** : The successful candidates must sign an oath of secrecy with the Department. All shortlisted applicants will be subjected to a personnel suitability checks e.g. the verification of educational qualifications, citizenship, criminal record, reference checks, financial/ asset verification check and security vetting. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held, duties performed and durations) as well as certified copies of all qualifications, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Copies of certified copies will be disqualified. Applicants with foreign qualifications are advised to attach SAQA accreditations of their qualifications (within three months). The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You Are Kindly Requested To Complete A, B And C Of The Z83 In Full. Applications received after the closing date, including faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. 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. The employment decision may be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 20/270** : **DIRECTOR: EMPLOYEE WELLNESS & SPECIAL PROGRAMMES REF NO: LDARD 28/18**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R948 174 per annum (Level 13)
: Head Office
: Grade 12 plus an undergraduate NQF level 7 qualification in Social Work/Industrial Psychology or a four (04) year degree in Psychology or relevant equivalent qualification as recognised by SAQA and registration with relevant professional statutory bodies(Attach copy).At least 5 years' experience at a middle/senior management on Employee Health and Wellness or Special Programmes. A valid driver's license (Attach copy) Knowledge, Competencies and Skills: Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making skills, strategic leadership and capability skills and Creativity. Financial management, customer focus and responsiveness. Communication, computer skills, people management, planning and organizing. Conflict management, negotiation skills, diversity management and people Management. Change management programme and Project management.
- DUTIES** : Provide strategic direction for the directorate. Employee Health Wellness & Special Programmes (EW &SP). Develop, review policies and procedures related to EW &SP. Facilitate research on EW &SP. Develop EW &SP programmes and initiatives.

		Human resource management and capacity development. Manage and facilitate the provision of transformation and special programmes. Manage and facilitate the implementation of HIV/AIDS and TB programme. Management and facilitate the provision of employee assistant programme. Manage and utilize resources (Human, financial, Physical) in accordance with relevant directives and legislation. Represent LDARD in various Fora a related to EWSP. Compile plans and reports on EWSP. Coordinate departmental activities related to special programmes.
<u>ENQUIRIES NOTE</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
	:	Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. 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 tool.
<u>POST 20/271</u>	:	<u>DIRECTOR: ASSET MANAGEMENT REF NO: LDARD 29/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R948 174 per annum (Level 13)
	:	Head Office (1)
	:	Grade 12 plus an undergraduate NQF level 7 in Accounting/Asset Management/Financial Management or relevant equivalent qualification as recognised by SAQA. At least 5 years' experience at a middle/senior management in Asset management. A valid driver's license (Attach copy). Knowledge, Competencies and Skills: Knowledge of PFMA and Treasury Regulations. Government Immovable Asset Management Act (GIAMA). Baud system (Asset Management System). Good communication skills (verbal and written). Report writing skills. Problem solving, time management. Knowledge of Financial Management and Projects Management. Asset Management in Public services. Asset management module, Warehouse. Computer skills (excel and word). Core and Process Competencies: Government Immovable Asset Management Act (GIAMA). BAUD system (Asset Management System) LOGIS and BAS. Vulindlela. Provide strategic leadership to the directorate. Management of physical assets of the Department. Management of inventory and Biological Assets of the Department. Management of all Departmental facilities. Management of Departmental Fleet. Preparation of financial statement. Develop and coordinate implementation of asset, policies both departmental and transversal. Represent LDARD on various Fora related to asset management.
<u>DUTIES</u>	:	
<u>ENQUIRIES NOTE</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
	:	Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. 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 tool.

OTHER POSTS

<u>POST 20/272</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: LDARD 35/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R420 909 per annum OSD. (Salary will be in accordance with OSD determination)
	:	Head Office
	:	Grade 12 plus LLB degree or any four years legal qualification as recognised by SAQA. 5 years appropriate post qualification legal experience. Admission as an Attorney/ Advocate of the High Court of South Africa will be an added advantage. A valid driver's licence (attach copy). Knowledge, Skills and Competencies: A thorough understanding of the Constitution, Administrative Law, Knowledge of the South African Judicial System, Interpretation of Statutes, Financial Management and Public Finance Management Act (PFMA) and all relevant legislation in the Public Service. People management. Strong organizational and supervisory skills. Knowledge and competent in managing human resource, physical and financial resources. Exposure to the legislation guiding the agricultural sector will be an advantage. Experience in providing litigation support in court cases for and against the Department. Ability to work under pressure. Research and planning skills as well as innovative and developed analytical thinking skills. Practical experience in the

		drafting, interpreting and scrutiny of contracts. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Advise the Department on exercising its statutory responsibilities in order to avoid and minimise litigation risks. Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions. Scrutinise legislation guiding the Department and provide assistance during the legislative process. Conduct legal awareness and education including workshops and information sessions. Sent out circulars and advisory notes on legal compliance. Deal with litigation on behalf of the Department through the State Attorney. Scrutinise contracts/agreement /MoU and comply with the prescribed procedure for the conclusion of binding documents. Provide support in Departmental Technical Committees. Development of reports and general Legal Administrative Work.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/273</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT MANAGEMENT REF NO: LDARD 30/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Head Office Grade 12 plus an undergraduate NQF level 6 qualification in Transport Management or relevant equivalent qualification as recognised by SAQA. 3-5 years working experience in transport management. Valid driver's licence (attach copy). Knowledge, Skills and Competencies: Knowledge of fleet management. Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Public Finance Management Act (PMFA). People Management. Computer Literacy. Financial Management. Interpersonal Relations. Report writing skill. Knowledge of BAUD system will be an added advantage.
<u>DUTIES</u>	:	Coordinate Provision of Subsidized Vehicles. Coordinate Trainings, Workshops and Physical Inspection of Vehicles. Management of application and withdrawal of Scheme A, B, MMS & SMS Vehicles. Management of maintenance and utilization reports For Scheme A, B, MMS and SMS.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/274</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS CONTROLLER REF NO: LDARD 31/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Head Office Grade 12 plus an undergraduate NQF level 6 in Financial Management or relevant equivalent qualification as recognised by SAQA. 3 – 5 years' working experience in Financial Management Systems. Valid driver's license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge of PERSAL. Knowledge of LOGIS. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (excel and word).
<u>DUTIES</u>	:	Provide support to systems users. Manage access to systems. Reset bas users. Maintenance of codes-structure. Log calls with National and Provincial Treasuries. Facilitate training of users. Create users profiles. Create workflow groups. Manage the month and year end closure. Monitor the smooth running of the systems in the Department. Respond to audit queries. Log calls for BAS system problems encountered by users with National Treasury customer centers (helpdesks).
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/275</u>	:	<u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: LDARD 32/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Head Office Grade 12 plus an undergraduate NQF level 6 qualification in Financial Management or relevant equivalent qualification as recognised by SAQA. 3 – 5 years' working experience in Revenue Management. Valid driver's license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (excel and word).
<u>DUTIES</u>	:	Manage revenue collection. Manage clearing of receipts exceptions monthly. Preparation of monthly revenue reports. Preparation of revenue budget. Perform Monthly reconciliation of revenue. Prepare revenue MTEF budget annually. Perform

		revenue inspection at District, Sub-Districts, Research Stations and Colleges. Monitor the implementation of approved tariffs at District, Sub-Districts, Research Stations and Colleges. Respond to audit queries.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/276</u>	:	<u>ASSISTANT DIRECTOR: WELLNESS MANAGEMENT REF NO: LDARD 33/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Head Office Grade 12 plus an undergraduate NQF level 6 qualification in Social Work or 4 year degree in Psychology or relevant equivalent qualification as recognised by SAQA. Registration with the relevant professional Statutory bodies (attach proof registration). 3-5 years working experience in Employee Health and Wellness. Driver's License (attach copy). Competent knowledge in computer applications and writing skills. Knowledge, Skills and Competencies: Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Public Finance Management Act (PMFA). Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Policy analysing skills. Report writing skills. Counselling skills.
<u>DUTIES</u>	:	Promote and coordinate Implementation of individual physical wellness interventions. Provide and Monitor Psycho Social Wellness Interventions. Promote and implement Organizational Wellness Interventions. Promote and Implement work life balance interventions.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/277</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LDARD 34/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Capricorn District Office Grade 12 plus an undergraduate NQF level 6 qualification in Financial Management/Logistics or relevant equivalent qualification as recognised by SAQA. 3-5 years' working experience in Asset Management. Driver's license (attach copy). Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury regulations, PPPFA, transport policy, computer skills, communication skills, report writing skills. Knowledge of BAUD system will be an added advantage.
<u>DUTIES</u>	:	Coordinate stocktaking on assets. Coordinate updating of assets register. Coordinate stocktaking on inventories. Conduct sport checks on inventories in the District. Control utilization of transport in the District. Coordinate licensing of state vehicles. Coordinate inspection of state and subsidised vehicles. Coordinate provision of office support, cleaning and telephone services. Facilitate disposal of assets.
<u>ENQUIRIES</u>	:	Mr. Gololo PL and Ms. Sebatjane LD ☎015 632 8600
<u>POST 20/278</u>	:	<u>ASSISTANT DIRECTOR: HRS REF NO: LDARD 37/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 09) Madzivhandila College Grade 12 plus an undergraduate NQF level 6 qualification in Human Resource Management/Public Management/Administration or relevant equivalent qualification as recognised by SAQA. 3-5 years working experience in the Human Resource environment. Knowledge and working experience on PERSAL will be an added advantage. Valid driver's licence (attach copy). Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills. Knowledge of Public service Regulations, other relevant legislation, Policies and Procedures. Knowledge of Public Finance Management Act. In depth knowledge HR best practices. Interpersonal skills, organisational skills, decision making skills and communication skills.
<u>DUTIES</u>	:	Manages the overall provision of Human Resources services, policies and program at the college. Manage human resource staff and budget. Coordinate all development and human resource training programs. Manages recruiting and staffing at the college. Oversee and manage performance management system. Oversee and manage all employee support programs at the college. Manage data and ensure proper records and filing at all times. Coordinate the updating of structure. Coordinate Human resource planning. Coordinate HR and General records. Coordinate labour Relations.

ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528

POST 20/279 : **LECTURER: AGRICULTURAL ECONOMICS REF NO: LDARD 38/18 (01 POST)**

SALARY : R281 418 per annum (Level 08)
CENTRE : Madzivhandila College
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 7 qualification In Agricultural Economics or relevant equivalent qualification as recognised by SAQA.A qualification in education, e.g. Post graduate qualification in Education, Diploma in Higher Education, Registration as assessor and moderator will be an added advantage. 1-2 years' experience as an educator. Valid Driver's License (attach copy). Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

DUTIES : Present lectures in Extension and Partnership Develop and review course material and study guides. Conduct classes. Present short courses/ vocational training to HET.FET students and other stakeholders. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528

POST 20/280 : **LECTURER: EXTENSION AND PARTNERSHIP REF NO: LDARD 39/18 (01 POST)**

SALARY : R281 418 per annum (Level 08)
CENTRE : Madzivhandila College
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 7 qualification in Agricultural Management/Rural Extension and Development or relevant equivalent qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate qualification in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage. 1-2 years' experience as an educator. Valid Driver's License (attach copy). Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

DUTIES : Present lectures in Extension and Partnership. Develop and review course material and study guides. Conduct classes. Present short courses/ vocational training to HET.FET students and other stakeholders. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528

POST 20/281 : **LECTURER: ANIMAL PRODUCTION REF NO: LDARD 40/18 (01 POST)**

SALARY : R281 418 per annum (Level 08)
CENTRE : Tompi Seleka College
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 7 qualification in Animal Production/Animal Science or relevant equivalent qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate qualification in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage. 1-2 years' experience as an educator. Valid Driver's License (attach copy). Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

DUTIES : Present lectures in Dairy production and Animal nutrition. Develop and review course material and study guides. Conduct classes. Present short courses/ vocational training to HET.FET students and other stakeholders. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

ENQUIRIES : Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528

POST 20/282 : **IT TECHNICIAN REF NO: LDARD 41/18 (01 POST)**

SALARY : R281 418 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus an undergraduate NQF Level 6 in Information technology/Computer science or relevant equivalent qualification as recognised by SAQA. Minimum of 1-2 years working experience in ICT field. Valid driver's license (attach copy). Knowledge, Skills And Competencies: ITIL Foundation or COBIT foundation (Extras).Knowledge in MS Active Directory Management, Exchange, IP Telephony, Cisco Call Manager and Cisco Phones and ATA troubleshooting. Knowledge of Government Transversal Systems (BAS, FINEST and PERSAL). Knowledge of

		telecommunications infrastructure and IP Telephony. Knowledge of LAN and WAN technology and protocols. Networking and Administration skills, with knowledge of Microsoft Windows software and operating systems. Experience in Microsoft Exchange and Microsoft Office suites. Strong knowledge of network switches (CISCO), network cabling and wireless devices
<u>DUTIES</u>	:	Network maintenance and Technical Support. Maintaining both the Active Directory (AD) and Call Manager. Maintaining and checking the asset registry for ICT equipment. Attendance of all Incidents logged on to the Helpdesk system. Installation and support of transversal systems.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/283</u>	:	<u>STATE ACCOUNTANT: REVENUE REF NO: LDARD 42/18 (01 POST)</u>
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 plus an undergraduate NQF Level 6 in Financial Management or relevant equivalent qualification as recognised by SAQA. 2-3 years' working experience in Revenue Management. Valid driver's license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge & experience of PERSAL. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written). Problem solving, time management. Computer skills (excel and word).
<u>DUTIES</u>	:	Creation of new debts on BAS. Clearing of debts suspense account. Making follow up on debts. Preparations of monthly reports. Handing over of debts to Legal Services for recoveries. Clearing of revenue exceptions. Write letters and make telephone calls to all debtors in the debt book. Analyze debts file on daily, weekly and monthly basis. Prepare and consolidate monthly debt report from the district with that of the head office. Prepare debts written-offs list to assist the debt manager to prepare the provision for doubtful debts. Prepare submission to Legal section for further collection. Prepare departmental monthly debt report for the submission to the Provincial Treasury. Clear credits for over deductions. Monthly clearance of the debt suspense account. Conduct debt collection reconciliation at districts. Filing of all debts files in sequence. Ensure new debts files for the districts are forwarded to them in time.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/284</u>	:	<u>STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 43/18 (01 POST)</u>
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Tompi Seleka College
<u>REQUIREMENTS</u>	:	Grade 12 plus an undergraduate NQF Level 6 in Financial management or relevant equivalent qualification as recognised by SAQA. 2-3 years' working experience in budget Management. Valid driver's license (attach copy) Knowledge, Skills and Competencies: Knowledge of Legislative framework (PFMA, PPPFA and Treasury Regulations). Knowledge of LOGIS, PERSAL and BAS.
<u>DUTIES</u>	:	Process payments of suppliers. Coordinate and consolidate District budget inputs in line with MTEF. Compile monthly/quarterly expenditure report of budget performance. Analyze budget against expenditure report and highlight variances. Prepare budget performance report for District management meetings. Capturing of budget in BAS. Compile request for shifting/virement of funds. Compile conditional grant report as per approve project.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/285</u>	:	<u>STATE ACCOUNTANT- BUDGET REF NO: LDARD 44/18 (01 POST)</u>
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Sekhukhune District Office
<u>REQUIREMENTS</u>	:	Grade 12 plus an undergraduate NQF Level 6 qualification in Financial management or relevant equivalent qualification as recognised by SAQA. 2-3 years' working experience in budget and expenditure). Knowledge, Skills and Competencies Knowledge of financial systems i.e. BAS, LOGIS and PERSAL, Knowledge of PFMA, Treasury regulation and DORA. Knowledge of compilation of revenue and budget estimates and as well as budget utilisation, Sound communication and presentation. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Preparation of monthly IYM reports. Preparation of revenue budget, Implementation financial accounting policy in accordance with current procedure, Plan and execute financial accounting inspection, Ensure correctness of payments to the service

		providers, Keep financial accounting system on standard, Reallocation of expenditure to correct expenditure codes, Identify over and under expenditure on programmes and advice managers accordingly, Preparation of vehement submission, Preparation of monthly expenditure reports to managers.
<u>ENQUIRIES</u>	:	Ms. Mphahlele RS and Ms. Laka M.A ☎015 632 7000
<u>POST 20/286</u>	:	<u>ADMIN OFFICER: FACILITIES REF NO: LDARD 45/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Head Office Grade 12 plus an undergraduate NQF Level 6 qualification in Public Administration/Logistics or relevant equivalent qualification as recognised by SAQA 1-2 years appropriate experience. Knowledge, Skills and Competencies: Knowledge and understanding of lease agreement. Computer Literacy.
<u>DUTIES</u>	:	Keep custody of office buildings. Maintenance of office buildings. Process payment of rentals. Reports structural faults.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/287</u>	:	<u>LEGAL ADMINISTRATION OFFICER GR1- GR5 REF NO: LDARD 36/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R174 606 per annum OSD. (Salary will be in accordance with OSD determination) Head Office Grade 12 plus LLB degree or any four years legal qualification as recognised by SAQA. At least 2 years appropriate post qualification legal experience. Knowledge, Skills and Competencies: A thorough understanding of the Constitution, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act (PAIA) and Public Finance Management Act (PFMA) and all relevant legislation guiding the Public Service. Good Communication and interpersonal skills; Problem solving and analytical thinking skills. Research and planning skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Manage and coordinate Litigation in the Department. Facilitate the drafting of contracts / agreements within the ambit of the law. Provide Legal advice and opinions. Manage the development of drafting of Legislation. Provide support in Departmental Technical Committees. General Legal Administrative Work. Development of reports. Keep up to date on Legal Developments.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/288</u>	:	<u>DRIVER REF NO: LDARD 52/18 (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851 per annum (Level 04) Madzivhandila College Grade 12 or a relevant equivalent qualification as recognised by SAQA plus a valid code C1 (10) driver's license and a valid PDP. A code EC (14) will serve as an added advantage (attach copy) .A minimum of 2 years' experience in driving. Knowledge, Skills and Competencies: Knowledge of the procedures to operate a government motor vehicle. Knowledge of the prescripts for the correct utilisation of the motor vehicle. Knowledge of the procedure to ensure that the motor vehicle is maintained properly. Knowledge of the procedure to perform messenger functions and routine office.
<u>DUTIES</u>	:	Transport passengers and deliver other items (e.g. mail and documents). Transport students locally and for long distance and expected to work more hours. Perform routine maintenance of the allocated vehicle and reports defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528
<u>POST 20/289</u>	:	<u>DRIVER (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851 per annum (Level 04) Waterberg District: Mogalakwena Ref No: LDARD 53/18 (01 Post) Mopani District: Maruleng Ref No: LDARD 54/18 (01 Post) Grade 12 or a relevant equivalent qualification as recognised by SAQA plus a valid code C1 (10) driver's license and a valid PDP. A code EC (14) will serve as an added advantage (attach copy). A minimum of 2 years' experience in driving. Knowledge, Skills and Competencies: Ability to write and read. Willing to work under pressure and during early and after hours. Driving skills will be tested. Time management.

<u>DUTIES</u>	:	Deliver goods. Complete log book of the Government vehicles. Inform transport officer when the vehicles are due for service. Ensure that the vehicle is kept clean and safe place. Take vehicles for service. Report any defects, repairs and maintenance of vehicles. Assist in the transportation of officials to workshops, seminars
<u>ENQUIRIES</u>	:	Mopani District: Mr. Zitha SS and Mr. Hobyane M.D ☎015 812 3210 Waterberg District: Mr. Jones DB and Ms. Serumula D.D ☎(014)717 4949
<u>POST 20/290</u>	:	<u>GROUNDSMAN</u>
<u>SALARY CENTRE</u>	:	R90 234 per annum (Level 02) Capricorn District: Molemole Ref No: LDARD 55/18 (01 Post) Mopani District: Maruleng Ref No: LDARD 56/18 (01 Post)
<u>REQUIREMENTS</u>	:	Grade 10/AET (ABET) level 3 or equivalent qualification. Knowledge, Skills and Competencies: Able to operate cleaning machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Maintenance of the premises and surroundings. Empty dirty bins. Landscaping and garden maintenance. Prune and/or trim flowers and trees. Trimming of the bushes. Remove weeds and other unwanted plants. Watering the garden and flowers when necessary. Loading and offloading goods.
<u>ENQUIRIES</u>	:	Mopani District: Mr. Zitha SS and Mr. Hobyane M.D ☎015 812 3210 Mr. Gololo PL and Ms. Sebatjane LD ☎015 632 8600
<u>POST 20/291</u>	:	<u>GENERAL WORKER REF NO: LDARD 57/18 (1 POST)</u>
<u>SALARY CENTRE</u>	:	R90 234 per annum (Level 02) Mopani District: Maruleng
<u>REQUIREMENTS</u>	:	Grade 10/AET (ABET) level 3 or equivalent qualification. Knowledge, Competencies and Skills: Able to read and write. Knowledge of gardening equipment and appliances. Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills. Good interpersonal relations.
<u>DUTIES</u>	:	Maintenance and cleaning of premises and surroundings. Maintain garden. Provide assistance on the loading and offloading of goods and other related general work activities.
<u>ENQUIRIES</u>	:	Mopani District: Mr. Zitha SS and Mr. Hobyane M.D ☎015 812 3210
<u>POST 20/292</u>	:	<u>REDLINE GATE GUARD (08 POSTS)</u>
<u>SALARY CENTRE</u>	:	R90 234 per annum (Level 02) Vhembe District: Thulamela (Ref No: LDARD 46/18) (02 Posts) and Mutale (Ref No: LDARD 47/18) (02 Posts) Mopani District: Giyani (Ref No: LDARD 48/18) (02 Posts); Phalaborwa (Ref No: LDARD 49/18) (02 Posts)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification. Experience in Security Services or PSIRA will serve as an added advantage. Knowledge, Skills and Competencies: Ability to read and write. Knowledge of security services. Good Communication Skills, Good Interpersonal relations and report writing skills.
<u>DUTIES</u>	:	Keep and maintain redline gate Write or endorse all permits for animal and plant products passing through the redline gate. Inspection and registration of all vehicles passing through the redline gate. Report to the police and office damage on the redline fence. Tracing animals crossing the redline fence. Daily patrol of the redline fence. Repair all fence breaks. Clearing bushes alongside the redline fence Experience in security services will be an added advantage.
<u>ENQUIRIES</u>	:	Vhembe District: Ms. Rathogwa M and Mr. Netshiombo DG ☎015 963 2005/7 Mopani District: Mr. Zitha SS and Mr. Hobyane M.D ☎015 812 3210
<u>POST 20/293</u>	:	<u>CLEANER (09 POSTS)</u>
<u>SALARY CENTRE</u>	:	R90 234 per annum (Level 02) Tomp Seleka College Ref No: LDARD 50/18 (02 Posts) Madzivhandila College Ref No: LDARD 51/18 (07 Posts)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification. Experience in cleaning services and knowledge of cleaning material will serve as an added advantage. Knowledge, Skills and Competencies: Able to read and write. Ability to work in different environmental conditions. Knowledge of cleaning products/ materials and equipment's. Be able to work in a team. Be able to perform manual work. Show commitment and loyalty.

DUTIES

Must be punctual, productive and show good behaviour towards customers. Communication skills. Good interpersonal relations. Knowledge of Batho Pele Principle.

: Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment's. Advise supervisor of any other area needing special attention in their working area.

ENQUIRIES

: Ms Thema T.M, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3124/3395/3528