ANNEXURE Q

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 the Department’s intent to promote representativeness (race, gender and disability) through the filling of this post. 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 X9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.

CLOSING DATE: 29 March 2019

NOTE: Correspondence will be limited with the shortlisted 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, criminal record verification and reference checks. Appointment to 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 the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill this advertised post. All costs associated with an applicant will be borne by the applicant. For applications to be accepted, applications must be submitted on 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. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. 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 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.
OTHER POST

POST 09/225 : CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL INFORMATION MANAGEMENT) REF NO: C2/19/1
Directorate: Environmental Research and Planning
Re-Advertisement (All applicants who previously applied NEED TO apply again as the previous applications WILL NOT be considered)

SALARY : R468 513 – R535 686 per annum (OSD)
CENTRE : Head Office: Polokwane
REQUIREMENTS : A NQF level 7 qualification or higher in Natural Sciences, Environmental Sciences Geographic Information Systems (GIS) or related fields. Three (3) years' experience in environmental information Management systems, environmental planning and integrated environmental management. Additional experience in any field of environmental information management systems including Remote Sensing and related fields will be an added advantage. 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. A valid driver’s license. 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 Tel No: (015) 293 8678

DEPARTMENT OF HEALTH

APPLICATIONS : All applications should be addressed to: The Head of the Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at No.18 College Street, New Building [Office No.060] Fidel Castro Building

CLOSING DATE : 22 March 2019

NOTE : Applications are hereby invited from suitable qualified candidates for a vacant post. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and Identity Document. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. NB 1: Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. NB 2: The Department of Health is an equal opportunity and Affirmative Action employer. NB: Kindly note that the following Knowledge, Skills, Training and Competencies Required applies to all the posts in Infrastructure Management except for the Deputy Directors posts. The built environment professionals / candidates incumbents will be responsible for provision of their respective expert inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for Health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of Health Department Projects. The ideal candidates must have: Ability to understand the Health Service Delivery Platform, indicators & service plan and how that links with infrastructure. Ability to undertake a risk analysis and undertake a risk
mitigation strategy. Ability to interpret existing and develop new Functional and Technical Norms and Standards. Ability to identify the required information fields and documents for use by Health. Ability to prepare reports, submissions and presentations. Have the ability to meet strict project deadlines-preparation of documentation, report writing, chairing and minute taking of site meetings. Have the ability to negotiate effectively with implementing agents and service providers and/or enforce conditions to ensure compliance with Service Delivery Agreements (SDA) and Departmental norms and standards. Have the ability to deal with stressful, pressurized and emergency working conditions. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand how to apply the SIPDM, IDMS and IDM Toolkit. Ability to understand how to identify the required information and documents for use by Health. Possess and uphold high levels of integrity. Knowledge of Public Finance Management Act, Division of Revenue Act, Treasury Regulations, Guidelines and Practice Notes, various contract options for infrastructure projects, Government Supply Chain Management Policies and all other infrastructure related legislation and policies. Good communication, Computer literacy, writing & presentation skills including interpersonal relations.

OTHER POSTS

POST 09/226  
CHIEF ENGINEER: MECHANICAL: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES (GRADE A-B) REF NO: LDH/01/03/19 (X1 POST)
Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process.

SALARY  
Grade A: R991 281 per annum (All inclusive remuneration package)  
Grade B: R1 202 988 per annum (All inclusive remuneration package)

CENTRE  
Provincial Office (Polokwane)

REQUIREMENTS  
Qualifications and Competencies: An appropriate Bachelor’s Degree in Mechanical Engineering. Registration as a Professional Engineer with ECSA. A minimum of Six [6] years’ relevant experience. Experience in a health care environment will be an added advantage. A valid drivers’ license [Attach copy].

DUTIES  
Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide effective engineering and project management services. Manage compliance with OHS and related legislation. Undertake research. Manage people and budgets.

ENQUIRIES  
Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/227  
DEPUTY DIRECTOR: INFRASTRUCTURE DEVELOPMENT [INFRASTRUCTURE PROGRAMME DELIVERY] REF NO: LDH/02/03/19 (X2 POSTS)

SALARY  
R697 011 per annum (Level 11) [All inclusive remuneration package]

CENTRE  
Provincial Office [Polokwane]

REQUIREMENTS  
Qualifications and Competencies: A recognized Bachelor’s degree in Quantity Surveying / Architecture / Engineering / Town Planning or any relevant built environment bachelor’s degree. Minimum of three [3] years’ experience. OR a recognized National Diploma in the built environment field plus three to five [3-5] years practical experience in a health infrastructure environment. OR a recognized N6 qualification in engineering with proven completion of practical experience plus at least 5 years experience in a health infrastructure environment. For each of the above: A certificate in Health Facility Planning and Design will be an added
advantage. A valid drivers’ license [Attach copy]. Computer literacy. Knowledge and Skills: The ability to evaluate Infrastructure Development technical report and data (design report, architectural drawings, etc.). A comprehensive practical knowledge on Health Facility Planning. Good communication, report writing, excellent presentation skills, Good interpersonal relations. Proven project management experience. Understanding of procurement processes and cash flow management.

**DUTIES**

Guide, conduct and participate in the Health Brief sessions with Site Commissioning Teams. Participate in the Health Facility Design processes. Monitor and evaluate the facility structures to ensure adherence to laid down standards to ensure and enhance project quality. Monitor Cash Flow projections and ensure that physical performance is matched by projected spending rates. Ensure that inevitable scope changes are managed within approval processes and procedures. Provide inputs for the compilation of Business Cases and Project Implementation Plans. Attend Site meetings (Progress as well as Site Inspection Meetings) and provide feedback to the Infrastructure Structure Management Branch. Update data on reporting systems, compile monthly and quarterly reports. Provide guidance and coordinate commissioning of the completed projects and other Infrastructure Development matters to members of Commissioning Teams.

**ENQUIRIES**

Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

**POST 09/228**

**DEPUTY DIRECTOR: MAINTENANCE SERVICES; INFRASTRUCTURE MAINTENANCE SERVICES ENGINEERING AND TECHNICAL SUPPORT SERVICES REF NO: LDH/03/03/19 (X2 POSTS)**

Main Role: To perform and manage technical services and support in engineering research, design, manufacturing, operations and maintenance.

**SALARY**

R697 011 per annum [All inclusive remuneration package]

**CENTRE**

Provincial Office [Polokwane]

**REQUIREMENTS**


**DUTIES**

Manage technical services, workshops and technical office activities in conjunction with engineering manager. Design and manage maintenance strategy and system for day-to-day, emergency and routine/preventive maintenance. Guide the development of maintenance plans by Maintenance Hubs. Oversee, plan and control the performance of maintenance at healthcare facilities. Manage people. Manage budgets.

**ENQUIRIES**

Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

**POST 09/229**

**ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING [GRADE A-C] REF NO: LDH/04/03/19 (X1 POST)**

Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.

**SALARY**

Grade A: R679 338 per annum (All inclusive Remuneration Package)
Grade B: R769 611 per annum (All inclusive Remuneration Package)
Grade C: R879 975 per annum (All inclusive Remuneration Package)

**CENTRE**

Provincial Office [Polokwane]
**REQUIREMENTS**: Qualifications and Competencies: An appropriate Bachelor’s Degree in Electrical Engineering. Registration as a Professional Engineer with ECSA. Minimum of three [3] years’ relevant experience post qualification. A valid drivers’ license [Attach copy].


**ENQUIRIES**: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

**POST 09/230**

**ELECTRICAL ENGINEER: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/05/03/19 (X1 POST)**

Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.

**SALARY**

- Grade A: R679 338 per annum (All inclusive Remuneration Package)
- Grade B: R769 611 per annum (All inclusive Remuneration Package)
- Grade C: R879 975 per annum (All inclusive Remuneration Package)

**CENTRE**

- Provincial Office [Polokwane]

**REQUIREMENTS**

Qualifications and Competencies: An appropriate Bachelor’s Degree in Electrical Engineering. Registered as a Professional Engineer with ECSA. A minimum of three [3] years relevant experience. A valid drivers’ license [Attach copy].

**DUTIES**

- Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide effective engineering and project management services. Undertake research.

**ENQUIRIES**: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

**POST 09/231**

**MECHANICAL ENGINEER: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/06/03/19 (X1 POST)**

Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.

**SALARY**

- Grade A: R679 338 per annum (All inclusive Remuneration Package)
- Grade B: R769 611 per annum (All inclusive Remuneration Package)
- Grade C: R879 975 per annum (All inclusive Remuneration Package)

**CENTRE**

- Provincial Office [Polokwane]

**REQUIREMENTS**

Qualifications and Competencies: An appropriate Bachelor’s Degree in Mechanical Engineering. Registration as a Professional Engineer with ECSA. A minimum of three [3] years relevant experience. A valid drivers’ license [Attach copy].

**DUTIES**

- Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide effective engineering and project management services. Undertake research.
organizational objectives. Provide effective engineering and project management services. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/232: MECHANICAL ENGINEER: INFRASTRUCTURE PLANNING [GRADE A-C] REF NO: LDH/07/03/19 (X1 POST)
Main Role: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on mechanical installations.

SALARY:
- Grade A: R679 338 per annum (All inclusive Remuneration Package)
- Grade B: R769 611 per annum (All inclusive Remuneration Package)
- Grade C: R879 975 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS:

DUTIES:

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/233: QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING [GRADE A-C] REF NO: LDH/08/03/19 (X1 POST)
Main Role: To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for Health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of Health Department Projects.

SALARY:
- Grade A: R585 366 per annum (All inclusive Remuneration Package)
- Grade B: R669 300 per annum (All inclusive Remuneration Package)
- Grade C: R758 241 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS:

DUTIES:
- Customize quantity surveying and cost norms/standards for all health facilities. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/234: ARCHITECT: INFRASTRUCTURE PROGRAMME DELIVERY [GRADE A-C] REF NO: LDH/09/03/19 (X1 POST)
Main Role: Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].

SALARY:
- Grade A: R585 366 per annum (All inclusive Remuneration Package)
- Grade B: R669 300 per annum (All inclusive Remuneration Package)
Grade C: R758 241 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]


DUTIES: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/235: CANDIDATE ENGINEER CIVIL/STRUCTURAL: INFRASTRUCTURE MANAGEMENT REF NO: LDH/10/03/19 (X2 POSTS) (Five Year Contract)
Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

SALARY: Grade A: R585 366 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS: Qualifications and Competencies: An appropriate Bachelor’s Degree in Civil/Structural Engineering. Registration as a Candidate Engineer with ECSA. A valid drivers’ license [Attach copy].

DUTIES: Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s].

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/236: CANDIDATE QUANTITY SURVEYOR: INFRASTRUCTURE MANAGEMENT REF NO: LDH/11/03/19 (X1 POST) [Five Year Contract]
Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).

SALARY: R506 682 per annum [All inclusive remuneration package]

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS: Qualifications and Competencies: An appropriate Bachelor’s Degree in Quantity Surveying. Registration as a Candidate Quantity Surveyor with SACQSP. A valid drivers’ license [Attach copy].

DUTIES: Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours
POST 09/237 : CANDIDATE ARCHITECT: INFRASTRUCTURE MANAGEMENT REF NO: LDH/12/03/19 (X2 POSTS)

[Five Year Contract]
Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

SALARY : R506 682 per annum [All inclusive remuneration package]
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Competencies: An appropriate Bachelor’s Degree in Architecture. Registration as a Candidate Architect with SACAP. A valid drivers’ license [Attach copy].
DUTIES : Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research.
ENQUIRIES : Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/238 : ENGINEERING TECHNICIAN-MECHANICAL: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/13/03/19 (X1 POST)

Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.

SALARY : Grade A: R293 652 per annum [All inclusive remuneration package]
           Grade B: R334 179 per annum [All inclusive remuneration package]
           Grade C: R380 364 per annum [All inclusive remuneration package]
CENTRE : Provincial Office [Polokwane]
DUTIES : Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyse data on use of utilities by Health Facilities. Undertake research.
ENQUIRIES : Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/239 : ENGINEERING TECHNICIAN-ELECTRICAL: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/14/03/19 (X1 POST)

Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.

SALARY : Grade A: R293 652 per annum [All inclusive remuneration package]
           Grade B: R334 179 per annum [All inclusive remuneration package]
           Grade C: R380 364 per annum [All inclusive remuneration package]
CENTRE : Provincial Office [Polokwane]
**DUTIES**

Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyze data on use of utilities by Health Facilities. Undertake research.

**ENQUIRIES**

Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

**POST 09/240**

**STATE ACCOUNTANT: INFRASTRUCTURE MANAGEMENT REF NO: LDH/15/03/19 (X1 POST)**

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Provincial Office [Polokwane]

**REQUIREMENTS**

Qualifications and Competencies: An appropriate Bachelor’s degree /National Diploma in Financial Management or equivalent qualification at NQF level 6. A minimum of three years relevant experience in Financial Administration Environment. A valid driver’s license (Attach copy). Knowledge and Skills: An understanding of Public Sector Financial Management and the relevant prescripts, / provision of the PFMA and Treasury regulations. Good understanding of PERSAL, BAS, and any of the State financial systems and computer literacy. Well-developed skills in communication, presentation, project management, interpersonal and people management. Good understanding of Preferential Procurement Policy Framework Act and Departmental procurement policy.

**DUTIES**

To assist with the coordination of all Financial Management functions. Extract, analyze and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

**ENQUIRIES**

Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

**POST 09/241**

**ADMINISTRATIVE OFFICER-PROPERTY MANAGEMENT INFRASTRUCTURE PLANNING REF NO: LDH/16/03/19**

One (01) Permanent Post, Two (2) Contract Posts [12 Months Renewable Up To 5 Years]

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Provincial Office [Polokwane]

**REQUIREMENTS**

Qualifications and Competencies: A National Diploma in Property Management/Facilities Management or equivalent qualification at NQF level 6. Minimum of at least 12 months experience in property/ facilities management environment is a requirement. Knowledge and Skills: Ability to synthesize, collate, analyze and present information for utilization by various stakeholders. Methodical, accurate, detailed, time and task oriented. A problem solver, willingness to work under pressure and meet deadlines. Good organizational abilities, interpersonal, communication and negotiation skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Database Management). Possess positive attitude and a team player. Working knowledge and understanding of the legislative framework governing the Public Service and immovable asset management.

**DUTIES**

Provide property management administrative support to the infrastructure management branch. Compile, update and maintain a document and electronic management system for projects and immovable assets. Receive analyze and interpret documents. Establish and maintain a proper filing system and record management procedure. Assist with compilation of written reports and PowerPoint Presentations.
ENQUIRIES : Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/242 : ADMINISTRATIVE CLERKS- INFRASTRUCTURE MANAGEMENT REF NO: LDH/17/03/19 (X4 POSTS)

Contract Posts [12 Months Renewable Up To 5 Years]

SALARY : R163 563 per annum (Level 05)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Competencies: A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4. A technical or built environment certificate or qualification will serve as an added advantage. Knowledge and Skills: Ability to synthesize, collate, analyze and present information for utilization by various stakeholders. Methodical, accurate, detailed, time and task oriented. A problem solver, willingness to work under pressure and meet deadlines. Good organizational abilities, interpersonal, communication and negotiation skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Database Management). Possess positive attitude and a team player. Working knowledge and understanding of the legislative framework governing the Public Service and immovable asset management.
DUTIES : Provide property management administrative support to the infrastructure management branch. Compile, update and maintain a document and electronic management system for projects and immovable assets. Receive analyze and interpret documents. Establish and maintain a proper filing system and record management procedure. Assist with compilation of written reports and PowerPoint Presentations.

ENQUIRIES : Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours