

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

This Departmental is an Equal Opportunity and Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference

- APPLICATIONS** : **Mahikeng Head Office**, quoting the relevant reference, should be forwarded as follows: Management Echelon and the Directorate: Sustainable Resource Management: The Director Human Resource Management, Department of Agriculture and Rural Development, Private Bag X2039, Mmabatho, 2735, or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Road, Mmabatho, for attention Ms K Manoto
Taung Agricultural College and Irrigation and Dr Ruth Segomotsi Mompoti District Services : The District Director, Department of Agriculture and Rural Development, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, For Attention: Ms L Ntshingila
Veterinary Services and Ngaka Modiri Molema District Services: The District Director, Department of Agriculture and Rural Development, Ngaka Modiri Molema District Services, Private Bag X 106, Mmabatho, 2735, For Attention: Ms D Mmusi
Potchefstroom College of Agriculture and Research: The District Director, Department of Agriculture and Rural Development, Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom, For Attention: Ms: C Hilderbrand
- CLOSING DATE** : 17 April 2020
- NOTE** : Applications must be submitted on the prescribed form Z83 (fully completed), obtainable from any Public Service department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached), ID document and the names of three referees. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. Short-listed candidates may be subjected to security clearance, competency assessment and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The successful candidate will be required to enter into a performance agreement and to undergo a competency assessment. The Department reserves the right not to make appointments to the advertised posts. Faxed and late applications will not be considered. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.
- MANAGEMENT ECHELON**
- POST 12/115** : **HEAD OF DEPARTMENT REF.NO: NWDARD 01/03/2020**
(5-year contract)
- SALARY** : R1 521 591 per annum (Level 15) (all-inclusive flexible remuneration package) All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.
- CENTRE** : Mahikeng - Head Office
- REQUIREMENTS** : Post graduate (NQF 8) qualifications in Agriculture and/or Developmental studies as recognised by SAQA backed by at least 10 years' experience at Senior Management level in the public service environment. Proven strategic and leadership qualities, project and financial management skills. Additional formal qualifications in finance, project management, human resources management, supply chain management will serve as a strong motivation. A valid and unendorsed driver's license and the ability to drive a motor vehicle. Computer Literacy. Proven applicable knowledge of PFMA, Treasury Regulations, Supply Chain Policy framework, Public Service Act, 1994 and Public Service Regulations 2016, and the entire legislative framework within which public service operates is a must. Envisaged is an innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest standard of ethical and moral conduct and have the ability to communicate at all levels and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. Successful candidates will be subjected to a compulsory competency assessment at a venue and date determined by the Department.
- DUTIES** : Reporting to the MEC of Department of Agriculture and Rural Development, the incumbent will function as the Head of Department with the following main functions: Ensure compliance

with all the relevant legislative, statutory and regulatory requirements towards the achievement of departmental service delivery priorities and goals. Monitor, evaluate and regulate Agriculture, Rural Development and related functions. Manage the administration of Agriculture and Veterinary legislation, policies and coordination of Rural Development activities. Cooperative governance with National and Provincial government. Enforcing the implementation of the Public Finance Management Act. Preparation and monitoring of sound, sustainable and developmental departmental budgets. Sound Management of departmental financial assets and liabilities. Enhancements of sound cash management, accounting practices, policies and systems. Ensuring alignment of strategic plans and budgets to the Provincial Growth and Development Strategy. Provide policy direction to facilitate effective and efficient management of physical assets. Ensure the development and implementation of sound supply chain management policies, procedures and practices. Maintain and manage all transversal financial systems. Provide technical support on public private partnership projects to municipalities and provincial departments. Ensure effective implementation of accounting practices in line with generally recognized accounting practices. Prepare consolidated annual financial statements that reflect the financial position of the department. Implement and monitor compliance to national and provincial financial norms and standards by the department. Facilitate the establishment of risk management capacity in the departments. Ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate. Responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act, and Treasury Regulations, Public Service Act and the Public Service Regulations etc. Monitor and ensure compliance with all applicable legislation. Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the department.

ENQUIRIES :

Ms Y Modubu, Tel No: (018) 389 - 5638

OTHER POSTS

POST 12/116 :

STATE VETERINARIAN REF NO: NWDARD 02/03/2020 (4 POSTS)

Directorate - Veterinary Services

SALARY CENTRES REQUIREMENTS :

R733 257 per annum (Level 11) (all inclusive remuneration package)
Mahikeng, Ratlou, Lekwa-Taemane and Ventersdorp State Veterinary Offices.
An appropriate BVMCh or BVSc and registration with the South African Veterinary Council. Understanding of the application of the Animal Diseases Act (Act 35 of 1984). An understanding of the Meat Safety Act (Act 40 of 2000). A good understanding of the Import and Export facilitation protocols. Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes). A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof. Computer literacy. Valid driver's license.

DUTIES :

To provide risk assessment of potential hazardous situations in area that involve Animal Health. Managing and Co-ordinating the Brucellosis Scheme in the State Veterinary area. Assessing the prevalence of TB in the area and instituting the necessary control measures. Participating in the Departmental Primary Animal Health Care (PAHC) project through providing necessary secondary intervention function. Conducting risk assessment on all commodities that are destined for export. Ensure compliance of all imported commodities arriving in the State Veterinary area. Inspecting and registering all facilities that intend to export commodities out of South Africa. Preparing the State Veterinary office operational budget requirements and inputs into the Regional MTEF budgets. Preparing the work statistics and data management. Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS). Reporting to line function manager.

ENQUIRIES :

Dr LS Madyibi, Tel No: (018) 389 -5102/5057

POST 12/117 :

DEPUTY DIRECTOR - ARABLE FARMING REF NO: NWDARD 03/03/2020

Directorate - Dr Ruth Segomotsi Mompati District Services

SALARY CENTRE REQUIREMENTS :

R733 257 per annum (Level 11) (all inclusive remuneration package)
Dr Ruth Segomotsi District Office
An appropriate Master's degree in Arable Farming field/equivalent qualification in the Agricultural field. A minimum of 10 years' experience in agricultural and advisory services coupled with 5 year's managerial experience. Technical knowledge in the fields of Crops, Grain, Horticulture and project management. Advanced knowledge of economic and social agricultural issues with a good understanding of the department and service delivery imperatives. Knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Regulations and related prescripts. Project management, monitoring and evaluation skills. Good verbal and written communication, conflict management and leadership skills. Computer literacy and good Policy analysis and interpretation skills. Ability to communicate across all sectors. Willingness to travel and work irregular hours. A valid driver's license.

DUTIES :

Plan, Coordinate and manage extension services to farmers within a sub – district. Manage the development and implementation of Agricultural related projects. Support, advice and coordinate the implementation of the Integrated Food Security Strategy of South Africa (IFSS) and Extension Recovery Plan (ERP). Manage the sub-district's financial and human resources. Establish and maintain partnerships with other Departments, Municipalities NGO's and farmer organizations. Facilitate the integration of the departmental projects with municipal IDPs to promote intergraded planning and development within the sub-district

ENQUIRIES : Mr T Molema, Tel No: (053) 928 - 0630/1

POST 12/118 : **DEPUTY DIRECTOR - KGORA FARMER TRAINING CENTRE REF NO: NWDARD 05/03/2020**
Directorate - Ngaka Modiri Molema District Services

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (all inclusive remuneration package)
Kgora Farmer Training Centre - Mafikeng
Appropriate NQF level 7 qualifications in Agriculture, with proven experience in managing at least 1 commercial farming operation/farm. An appropriate Master's degree will be an added advantage. Registration with Agri-Seta as an Assessor (Registration as a Moderator will be an added advantage). Proven, applicable experience in FET accreditation and quality assurance. Public Service Supply Chain Management experience. Public Service Financial Management experience. Computer literacy (MS Office software packages). A valid, unendorsed Code C1 drivers Licence. Fluency in English and Afrikaans.

DUTIES : Responsible for the overall management of a 600 h.a. Kgora Farmer Training Centre and will, inter alia, ensure that the whole farm is commercially viable. Ensure that all farmer training objectives of the Province are realised. Training Centre responds as a strategic tool of the North West Department of Agriculture and Rural Development towards implementation of its agreements, MOUS and MOAs with sector role-players such as Grain SA, SAPA, SAPPO, ARC etc. Management of human and financial resources as well as assets towards the intended goals of the North West Province.

ENQUIRIES : Mr EK Mabiletsa, Tel No: (018) 384 -1504

POST 12/119 : **ASSISTANT DIRECTOR - LOCAL AGRICULTURAL OFFICE MANAGER REF NO: NWDARD 04/03/20 (3 POSTS)**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
Taung Irrigation Scheme, Lekwa-Teamane and Mamusa Local Agricultural Offices
An appropriate Bachelor Degree or equivalent qualification. At least 5 years' experience in the field of Agricultural Extension and Advisory service. A Postgraduate qualification in Extension will be an added advantage. Knowledge of public service prescripts. Conflict Management and Leadership Skills. Technical knowledge in the fields of crops, horticulture and livestock production. Knowledge of project management. Computer Literacy. Good communication skills. Driver's licence. Ability to work with developing and commercial farmers. Ability to work under pressure.

DUTIES : Manage the development and implementation of provision of Agricultural Extension. Manage the development and implementation of agricultural related project. Promote cooperative governance amongst stake holders. Manage the key performance areas of the managed. Compile and manage the utilisation of LAO budget and other resources. Compilation of reports. Report progress on LAO activities and liaise with other Departments, Municipalities, NGO's and farmer organisations in order to promote intergraded planning and development in the LAO.

ENQUIRIES : Mr T Molema, Tel No: (053) 927 - 1809/ 0432/

POST 12/120 : **REGISTRAR REF NO: NWDARD 11/03/2020**
Directorate - Taung Agricultural College and Irrigation

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
Taung Agricultural College
Appropriate Honours Degree in Education or Educational Psychology or Public Administration. Minimum of 3-5 years' experience of which three years must as supervisory level and/or further qualifications in Financial Management, preferably within the Public Service as well as experience and/or qualifications in Human Resource Management and/or law. Valid driver's licence. Experience in tertiary students administration, Excellent command of English & Setswana, Excellent command of Microsoft office programmes.

DUTIES : Render overall students administration support services (admissions, registration, graduations, student accommodation allocations, management of exams, tests, student fees, etc.). Establishing and maintaining of students administrative and management information systems. Arrange and conduct students disciplinary hearings. Enforce the College's General Rules & Regulations and recovery of students debts etc. Provide administrative role at the College Advisory Council.

ENQUIRIES : Mr M Chimbunde, Tel No: (053) 994 - 9800/(018) 299 – 6671

POST 12/121 : **ASSISTANT DIRECTOR - LAND USE MANAGEMENT REF NO: NWDARD 13/03/2020**
Directorate - Sustainable Resource Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
Mahikeng - Head Office
A Bachelors' Degree or equivalent in Agriculture or Land Management having majored in Land Use Planning A minimum of 5 years relevant working experience The following technical and generic competencies are required: Land use planning, environmental sciences, farm planning, agro ecosystems, spatial planning geographic information systems Ability to interact at strategic and operational level Knowledge of acts regulating land use and conservation of agricultural land Knowledge of agricultural prescripts Project management and problem solving skills Computer literacy and valid driver license

<u>DUTIES</u>	:	Development of Agro ecosystems Management Plans Development of Farm Management Plans Promote land use in line with the relevant legislations (CARA, Subdivision of Agricultural Land SALA) Provide recommendations on applications for rezoning and sub-division of agricultural land in relation to inter alia: natural resource assessment, farm potential assessment, reviews/make recommendations/interrogate municipal plans, and farm planning layout (stock watering and camps, run off control on arable land) Geographic Information System (GIS) Supervise a multi-disciplinary team of agricultural scientist and technicians to carry out natural resource identification and utilisation Responsible for the professional management of agricultural land use planning, land use management, resource planning, conservation and GIS, oversee development of farm plans and agro ecosystems. Assist the director in the compilation of reports Assist in the implementation of agricultural policy in the province Overall management of key performance areas of subordinates
<u>ENQUIRIES</u>	:	Mr M Bodibe, Tel No: (018) 389 - 5540
<u>POST 12/122</u>	:	<u>ASSISTANT DIRECTOR - QUALITY ASSURANCE REF NO: NWDARD 06/03/2020</u> Directorate - Potchefstroom Agricultural College and Research
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Potchefstroom College of Agriculture
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Agriculture/ Relevant Honour's degree will be an added advantage. Minimum of 3 years' appropriate experience in a higher education environment, of which at least 1 year should be in a management position. Sound knowledge of accreditation and Quality Assurance duties. Good verbal and written communication skills. Computer Literacy. Valid Driver's License. Good Interpersonal Relations.
<u>DUTIES</u>	:	Provision of structured Agricultural training in the Higher Education and Training (HET band). Manage compliance to the Higher Education Quality Management system. Overall financial management in compliance with the PFMA and PPPFA. Management of academic staff. Provision of marketing services for the institution.
<u>ENQUIRIES</u>	:	Ms OU Sebitloane, Tel No: (018) 285 0700/ 10
<u>POST 12/123</u>	:	<u>LECTURER -BEEF CATTLE PRODUCTION AND ANIMAL BREEDING REF NO: NWDARD 07/03/20</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Potchefstroom College of Agriculture
<u>REQUIREMENTS</u>	:	Bachelor of Science in Agriculture (Beef or Large Stock). Minimum of 3 years' experience in the higher education environment. Postgraduate qualification in Higher Education will be an added advantage. Knowledge of research methodology will be an added advantage. Computer Literacy (MS Office). Valid Driver's License. Presentation skills. Fluency in English. Good verbal and written communication skills. Good Interpersonal Relationship skills
<u>DUTIES</u>	:	Plan and design course material in Beef Cattle Production, Animal Breeding and their research. Present lectures in this field to second and final year students. Render technical support and assist in all animal farming disciplines. Manage and oversee students seminars and research work. Conduct continuous student assessments and evaluation.
<u>ENQUIRIES</u>	:	Mr S Manyedi and/ or Mr M Moneoang, Tel No: (018) 285 – 0700
<u>POST 12/124</u>	:	<u>LECTURER - SOIL SCIENCE & FERTILITY REF NO: NWDARD (08/03/20</u>
<u>SALARY</u>	:	R316 791 (Level 08)
<u>CENTRE</u>	:	Potchefstroom College of Agriculture
<u>REQUIREMENTS</u>	:	A relevant four (4) year Bachelor's degree in Agriculture or equivalent NQF 7 qualification specializing in Soil science or related field. At least three (3) years working experience in agricultural teaching and learning environment. Post qualification experience in an agricultural field or training environment. Registration with subject related scientific organisation is recommended. Computer literacy (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Teaching and learning in the disciplines of Soil science, Soil fertility and any other related subjects falling within the plant production department. Preparation and development of learning and assessment materials. Presentation of lectures, tutorials and practical, on and off-campus. Liaise with industry and other stakeholders regarding curricula, excursions, and research and community projects. Curriculum review. Responsible for administrative tasks relating to the relevant learning programmes of the Department.
<u>ENQUIRIES</u>	:	Mr T Aphane, Tel No: (018) 285 – 0713
<u>POST 12/125</u>	:	<u>LECTURER - ANIMAL HEALTH REF NO: NWDARD 09/03/20</u>
<u>SALARY</u>	:	R316 791. per annum (Level 08)
<u>CENTRE</u>	:	Potchefstroom College of Agriculture
<u>REQUIREMENTS</u>	:	NQF Level 8 qualification in Animal-health. Relevant Master's degree will be an added advantage. A minimum of 2 years teaching and/or research or industry experience on related subject field. Computer literacy (MS office software packages). Registration with South African Veterinary Council. Valid driver's license.
<u>DUTIES</u>	:	Plan and design course material for Animal-health and other subject related to Animal production. Presentation of lecturers, tutorial and practical Comprehensive students assessment and evaluation. Render technical support with regard to health and husbandry practices for all college livestock. Curriculum development. Liaise with industry and other stakeholders regarding curricula, excursion, research and community projects.
<u>ENQUIRIES</u>	:	Mr M.S. Moneoang, Tel No: (018) 285-0704

POST 12/126 : **LECTURER - SYSTEM ADMINISTRATION REF NO: NWDARD 10/03/20**

SALARY : R316 791 per annum (Level 08)
CENTRE : Potchefstroom College of Agriculture
REQUIREMENTS : National Diploma/Degree (NQF 7) in Information Technology Information Systems/Computer Science. Minimum of 2 year's working experience in an administration environment. Sound knowledge of administrative and clerical procedures and systems, e.g. managing files, data and records. Good organising and interpersonal skills. Good verbal and written communication skills.

DUTIES : Process enrolment and admission of student on the IT System. Registration of relevant subjects per semester. Generate proof of registration letters and proof of residence. Print student cards. Generate class lists per subject. Process assessment outcomes on the IT system. Create predicates and publish on the notice boards. Generate and issue student progress reports. Generate academic records /or transcripts. Print certificates for graduates. Prepare reports for council committees and management meetings.

ENQUIRIES : Ms OU Sebitloane, Tel No: (018) 285 0700/10

POST 12/127 : **LIBRARIAN REF.NO: NWDARD 12/03/20**

SALARY : R208 584 per annum (Level 06)
CENTRE : Taung Agricultural College
REQUIREMENTS : A Bachelor's degree in Library Science/Information Science/B Bibl or equivalent An honours added advantage At least 1 year working experience in Library and Information systems environment Knowledge of e-resources and ways of providing access to Library material Minimum Code EB Drivers Licence Fluency in English Computer Literacy (Ms office suite) Knowledge of INNOPAC system.

DUTIES : Render an effective and efficient library and information system Manage all services and operational activities associated with periodicals Purchasing of serials from identified vendors/suppliers and management of renewals and cancelation Perform administrative and supervisory services Facilitate bibliographic description through classification and cataloguing of library material Oversee preparation of serials for binding to ensure effective circulation and administration of journal Facilitate technical processing of serial records for new titles, title changes and frequency changes Investigate and coordinate communications with vendors, information technology, library staff and users on alleged breached of licence resources Prepare annual monthly, quarterly and annual reports.

ENQUIRIES : Mr M Chimbunde, tel: (053) 994 – 9800

**SOUTH AFRICAN POLICE SERVICE
(NORTH WEST)**

APPLICATIONS : The Provincial Head Personnel Management, Recruitment Office: Appointments, Private Bag X801, Potchefstroom, 2520. Hand delivery address: 123 Peter Mokaba Street, Potchefstroom

CLOSING DATE : 15 April 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)

NOTE : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POSTS 12/128

GENERAL WORKERS

SALARY CENTRE

R102 534 per annum (Level 02) - Public Service Act, 1994 (Act 103 of 1994)
South African Police Service, North West
Boons SAPS Ref No: NW01/03/2020 (X2 posts)
Coligny SAPS Ref No: NW02/03/2020
Zeerust SAPS Ref No: NW03/03/2020 (X2 posts)
Hebron SAPS Ref No: NW04/03/2020
Madibogo SAPS Ref No: NW05/03/2020
Marikana SAPS Ref No: NW06/03/2020
Mooinooi SAPS Ref No: NW07/03/2020
Stella SAPS - Ref No: NW08/03/2020
Tlhabane SAPS - Ref No: NW09/03/2020
Vorstershoop SAPS - Ref No: NW10/03/2020
Mahikeng Stock Theft Unit Ref No: NW11/03/2020 (X2 posts)
Lichtenburg K9 Unit Ref No: NW12/03/2020
Zeerust K9 Unit Ref No: NW13/03/2020
Hartbeespoortdam K9 Unit Ref No: NW14/03/2020
Itsoseng SAPS - Ref No: NW15/03/2020
Ikageng SAPS - Ref No: NW16/03/2020
Mmabatho SAPS - Ref No: NW17/03/2020
Piet Plessis SAPS - Ref No: NW18/03/2020
Boitekong SAPS - Ref No: NW19/03/2020
Makgobistad SAPS - Ref No: NC20/03/2020

REQUIREMENTS

Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours.

DUTIES

Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dust working the environment Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

Captain Mpela/Personnel Officers Appie/Dikane Tel No: (018) 299 7320/7139/7608/7732