

**PROVINCIAL ADMINISTRATION: LIMPOPO**  
**DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**  
 Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

- APPLICATIONS** : All applications should be forwarded to: The Department of Public Works, Roads and Infrastructure, Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- FOR ATTENTION** : Acting Director HR Services, Tel No: 015 284 7466
- CLOSING DATE** : 12 February 2021
- NOTE** : Applications must be submitted on new Z83 obtainable from any public service department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Applications must be completed in full, accompanied by certified copies of identity documents, valid driver's license (will serve as an added advantage), educational qualifications and a comprehensive Curriculum Vitae or resume. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on the new Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by SAQA. All shortlisted candidates will be subjected to a suitability check and verification of qualifications. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Due to a large number of application we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Administrative Justice Act (PAJA Act No. 3 of 2000)

**OTHER POST**

- POST 02/143** : **DATA CAPTURE: EPWP REF NO: S4/3/4/6/2020/1 (X10 POSTS)**  
(One Year Contract Positions)
- SALARY** : R145 281 per annum (Level 04)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : NQF Level 04 Certificate plus Computer Literacy. Good interpersonal relations. Ability to work under pressure. Drivers licence will be an added advantage.
- DUTIES** : The incumbent will be responsible for EPWP raw data collection, cleaning and capturing. Generate system reports when required. Maintain accurate data. Ensure confidentiality on all collected and stored data.
- ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Philippine Hanyane, Mr Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, Ms. Mathebula Winneth and Mr. Mathume Mabilo at 015 284 7353/7586/7663/7606/7607/7627