

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : 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** : Head of Department
- CLOSING DATE** : 18 February 2022 at 16:00
- NOTE** : Applicants must please use the new z83 which is effective as at 01 January 2021, obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by copies of educational qualifications, identity documents, a comprehensive Curriculum Vitae and valid Code EB vehicle driver's license with an exemption of applicants with disabilities (only shortlisted candidates will be required to bring certified copies to the interview). Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach copies of certificates of evaluation by SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. 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. 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 Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. 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.

MANAGEMENT ECHELON

- POST 04/231** : **CHIEF DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMMES REF NO: S4/3/4/5**
Branch: EPWP
- SALARY** : R1 251 183 per annum (to be structured according to individual needs), Salary level 14
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA. 5 years of experience at senior managerial level SMS Pre – Entry Certificate (issued by National School of Government). Valid Driver's Licence with the exception of people with disabilities. Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI).

DUTIES

Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

: Provide EPWP provincial coordination. Provide and coordinate the implementation of EPWP work opportunities across all sector departments in line with EPWP norms and standards. Facilitate strategic engagements with public bodies in the province across all sector. Coordinate and consolidate EPWP business plans. Manage stakeholder relationship. Maintaining functional steering committees and district forums in accordance with EPWP norms and standards. Promote visibility of the EPWP through marketing, branding and project profiling. Province support to lead sector departments and municipalities to undertake coordination. Provide EPWP monitoring and evaluation. Monitor the creation of work opportunities with respect to the targets of the different public bodies across different sector. Monitor projects in terms of compliance to EPWP norms. Provide evaluation of project/ programme impact. Provide capacity building of stakeholders and public bodies in terms of reporting. Promote the implementation of EPWP innovation and empowerment initiatives. Facilitate training of EPWP beneficiaries. Promote enterprise development. Contribute to the development of artisans. Contribute to the development of labour intensive practitioners. Facilitate and implement National Youth Services (NYS). Facilitate and implement contractor development programme. Facilitate the promotion of community development programmes through the implementation of EPWP flagship programmes and social facilitation that contributes to creation of work opportunities, asset creation and poverty alleviation. Provide technical support to EPWP stakeholders and public bodies. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Chief Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES

: Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 015 284 7353 /7586/7663/7606/7607/7627/7578.

POST 04/232

: **CHIEF DIRECTOR: PROPERTY AND FACILITIES REF NO: S4/3/36**
Branch: Property & Facilities Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 251 183 per annum (Level 14), (to be structured according to individual needs)
: Head Office, Polokwane
: An undergraduate qualification (NQF Level 7) as recognized by SAQA. 5 years of experience at senior managerial level. SMS Pre – Entry Certificate (issued by National School of Government). Valid Driver's Licence with the exception of people with disabilities. Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

DUTIES

: Manage the provision of acquisition and disposal management services. Manage and monitor the implementation of proclamations and inherent legislation applicable to acquisition of immovable assets. Manage and coordinate vesting of provincial immovable asset. Manage the coordination of zoning. Manage the provision of departmental asset disposal committee. Manage and facilitate the donation of state land or/and immovable property. Manage and facilitate the transfer of R293 towns to municipalities. Manage and monitor leases – in and leases-out for offices, shared offices and residential needs of the province which are applicable to all provincial departments. Manage the provision of property operations. Manage and oversee the determination of user immovable asset requirements. Manage and facilitate the development of user and custodian works plan. Manage the provision of immovable assets life cycles. Manage and provision the immovable asset register systems. Manage the provision of geographical

information services. Manage and provide the departmental immovable assets disposal committee. Manage and monitor the implementation of proclamations and inherent legislation applicable to acquisition of immovable assets. Manage and coordinate vesting and zoning of provincial immovable assets. Manage and oversee district performance and compliance to norms and standards in terms of management of district lease contracts. Manage the provision of budget and financial projections for payments of rates and taxes, municipal levies and valuation. Manage and oversee the payments of rates, taxes, municipal levies and valuation. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Chief Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipments. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Malose Moabelo, Matome Malemela, Mathume Mabilo, Mathebula Wineth at Tel No: 15 284 7353 /7586/7663/7606/7607/7627/7578.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.

APPLICATIONS : Applications must be sent to: The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549 Polokwane, 0700. Hand delivered at 21 Biccard Street, Polokwane. Hand delivered at 21 Rabe Street, Polokwane.

FOR ATTENTION : Head of Department

CLOSING DATE : 23 February 2022 at 15h30

NOTE : Applications must be submitted on the prescribed application form new Z83 of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. Applications must be submitted on Form Z83 obtainable from any Public Service department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource Management. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this 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. The closing date for submission of applications is the 23 February 2022 @15h30. Short-listed candidates will be subjected to a security clearance and pre-employment verifications. The Department reserves the right to appoint. The contents of this Circular will also be posted on the following websites: www.sac.limpopo.gov.za/www.limpopo.gov.za, and www.dpsa.gov.za

OTHER POSTS

<u>POST 04/233</u>	:	<u>LIBRARIAN REF NO: SAC 2022/01 (X14 POSTS)</u> (Two Months contract)
<u>SALARY CENTRE</u>	:	R261 372 per annum, plus 37% Lieu benefit
	:	Mahlabatheng Community Library Kgapane Community Library Jane Furse Community Library Timamogolo Modular Tshikonelo Modular Olifantshoek Modular Marblehall Community Library Leboneng Community Library Sekgopo Community Library Senwamokgope Community Library Mokwakwaila Community Library Manenzhe Community Library Masia Community Library Waterberg District Library
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & Information Studies/Science from an accredited institution of higher learning. Experience in the library environment will be an added advantage. Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies and procedures. Administration procedures including norms and standards. Basic numeracy. Organising and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	:	Ms Mothupi P.P at Tel No: 015 284 4032, Mr Monakedi J at Tel No: 015 284 4350 and Mr Letsoalo A at Tel No: 015 284 4326
<u>POST 04/234</u>	:	<u>LIBRARY ASSISTANT REF NO: SAC 2022/02 (X 96 POSTS) (1 LIBRARY ASSISTANT PER LIBRARY)</u> (Two Months contract)
<u>SALARY CENTRE</u>	:	R147 459 per annum plus 37% Lieu benefit
	:	Paganing Alldays Mogalakwena Capricorn District Eldorado Ga-Molepo Lebowakgomo Mankweng Mogwadi, Moletjle Morebeng Senwabrwana Siloe Nirvana Polokwane City Seleteng Seshego Fedile

Ramokgopa
Westernburg
Khuvhi
Makhahlule
Ntsako Matsakali
Masisi
Litshovu
Vuwani
Makhado
Mukondeni
Musina Nancefiled
Musina Public
Mutale
Nzhelele
Saselemani
Thulamela
Vhembe District Library
Modimolle Public Library
Mookgophong Town
Thabazimbi
Waterberg District
Babirwa
Bakgoma
Bela-Bela Town
Lephalale Public
Mahwelereng Public
Marapong
Northam
Rapotokwane
Roedtan
Shongoane
Thabo Mbeki/Witpoort
Vaalwater
Regorogile
Drakensig
Haenertsburg
Hoedspruit
Kgapanne
Letsitele Public
Maphalle
Metz Public
Modjadjiskloof
Mulati
Shiluvane
Soetfontein Public
Tzaneen District
Tzaneen Public
Leboneng
Giyani District
Giyani Public
Xihlovo
Selwane
Gravellote
Rixile
Phalaborwa
Muyexe
Zamani / Nkuri
Makhuva
Burgersfort Tubatse
Fetakgomo
Ga-Mapodile
Ga-Phaahla

		Groblersdal Jane Furse Marble Hall Orighstad Phatanswane Sekhukhune Rossenekal Library Vlakfontein Phokwane Library
<u>REQUIREMENTS</u>	:	An NQF level 4 (Grade 12) qualification as recognised by SAQA. Post matric qualification and work experience in library environment will be an added advantage. A valid driver's licence (with the exception of persons with disabilities). Skills and knowledge: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's licence (except for persons with disabilities). Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library materials. Provide support services for awareness and collection development. Assist with processing of library materials to be shelved ready. Assist the librarian in the day-to-day management and operation of the library. Sorting, shelving and shelf reading of library materials according to their categorization. Assist with executing library programmes and events. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Ms Mothupi P.P at Tel No: 015 284 4032, Mr Monakedi J Tel No: 015 284 4350 and Mr Letsoalo A at 015 284 4326
<u>POST 04/235</u>	:	<u>DRIVER/MESSENGER (MEC'S OFFICE) REF NO: SAC 2022/03</u> (Permanent position)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 per annum Head Office (Polokwane) NQF level 3 (Grade 10) or equivalent as recognised by SAQA / Seven (7) to twelve (12) months relevant experience. Valid driver's Licence and Public Drivers Licence (Attached proof) Competencies: Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail collection and delivery of documentation and related items in the department. Copy and fax documents and assist in the registry.
<u>ENQUIRIES</u>	:	Mr Musia Tel No: 015 284 4143 and Ms Ramavhanda N.D Tel No: 015 284 4038
<u>POST 04/236</u>	:	<u>CLEANERS REF NO: SAC 2022/04 (X192 POSTS)</u> (Two Months contract)
<u>SALARY CENTRE</u>	:	R104 073 per annum, plus 37% Lieu benefit Aganang (X2 Posts) Alldays (X2 Posts) Mogalakwena (X2 Posts) Capricorn District (X2 Posts) Eldorado (X2 Posts) Ga-Molepo (X2 Posts) Lebowakgomo (X2 Posts)

Mankweng (X2 Posts)
Mogwadi (X2 Posts)
Moletjle (X2 Posts)
Morebeng (X2 Posts)
Senwabarwana (X2 Posts)
Siloee (X2 Posts)
Nirvana (X2 Posts)
Polokwane City (X2 Posts)
Seleteng (X2 Posts)
Seshego (X2 Posts)
Fedile (X2 Posts)
Ramokgopa (X2 Posts)
Westernburg (X2 Posts)
Khuvhi (X2 Posts)
Makhahlule (X2 Posts)
Ntsako Matsakali (X2 Posts)
Masisi (X2 Posts)
Litshovu (X2 Posts)
Vuwani (X2 Posts)
Makhado (X2 Posts)
Mukondeni (X2 Posts)
Musina Nancefiled (X2 Posts)
Musina Public Library (X2 Posts)
Mutale (X2 Posts)
Nzhelele (X2 Posts)
Saselemani (X2 Posts)
Thulamela (X2 Posts)
Vhembe District Library (X2 Posts)
Modimolle Public Library (X2 Posts)
Mookgophong Town (X2 Posts)
Thabazimbi (X2 Posts)
Waterberg District (X2 Posts)
Babirwa (X2 Posts)
Bakgoma (X2 Posts)
Bela-Bela Town (X2 Posts)
Lephalale Public Library (X2 Posts)
Mahwelereng Public Library (X2 Posts)
Marapong (X2 Posts)
Northam, Rapotokwane, Roedtan, Shongoane, Thabo Mbeki/Witpoort, Vaalwater
(X2 Posts)
Regorogile (X2 Posts)
Drakensig (X2 Posts)
Haenertsburg (X2 Posts)
Hoedspruit (X2 Posts)
Kgapane (X2 Posts)
Letsitele Public (X2 Posts)
Maphalle (X2 Posts)
Metz Public (X2 Posts)
Modjadjiskloof (X2 Posts)
Mulati (X2 Posts)
Shiluvane (X2 Posts)
Soetfontein Public (X2 Posts)
Tzaneen District (X2 Posts)
Tzaneen Public (X2 Posts)
Leboneng (X2 Posts)
Giyani District (X2 Posts)
Giyani Public (X2 Posts)
Xihlovo (X2 Posts)
Selwane (X2 Posts)
Gravellote (X2 Posts)
Rixile (X2 Posts)
Phalaborwa (X2 Posts)

Muyexe (X2 Posts)
Zamani / Nkuri (X2 Posts)
Makhuva (X2 Posts)
Burgersfort Tubatse (X2 Posts)
Fetakgomo (X2 Posts)
Ga-Mapodile (X2 Posts)
Ga-Phaahla (X2 Posts)
Groblersdal (X2 Posts)
Jane Furse (X2 Posts)
Marble Hall (X2 Posts)
Orighstad (X2 Posts)
Phatanswane (X2 Posts)
Sekhukhune (X2 Posts)
Rossenekal Library (X2 Posts)
Vlakfontein (X2 Posts)
Phokwane Library (X2 Posts)

REQUIREMENTS

: An NQF level 1/ AET qualification as recognised by SAQA. Skills and knowledge:
Basic numeracy, basic literacy, basic operating equipment, language skills.

DUTIES

: Provision of cleaning services. Cleaning officers, corridors and boardrooms. Clean
general kitchens and restrooms. Keep and maintain cleaning materials and
equipment's.

ENQUIRIES

: Ms Mothupi P.P at Tel No: 015 284 4032, Mr Monakedi J at 015 284 4350 and Mr
Letsoalo A at 015 284 4326