

**PROVINCIAL ADMINISTRATION: LIMPOPO  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 20 May 2022 at 16h00.
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae as well as a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. Only shortlisted candidates will be required to submit certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required). The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. 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 ninety (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, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: The contents of the advertised vacant posts will also be posted on the following website: [www.limpopo.gov.za](http://www.limpopo.gov.za).

**OTHER POST**

- POST 15/201** : **MESSENGER REF NO: OTP: 06 /22 / 01 (X1 POST)**  
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY** : R104 073 per annum (Level 02)
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF level 3 (Grade 10). No experience. A valid driver's license with the exception of people with disability. Public permit driver's license.
- DUTIES** : The successful candidate will be required to: Collect and deliver documents and related items. Record documents in the mail register. Keep mail record. Copy and fax documents. Assist in the registry.
- ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: 015 287 6293 / 6441 / 6665 / 6027 respectively.