

**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** : The Director Human Resource Services
- CLOSING DATE** : 10 March 2023 at 16:00
- NOTE** : NB: Prospective Applicants should submit their applications on a new z83 form 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 accompanied by a comprehensive curriculum vitae (Certified copies of identity document, driver's license, and qualifications will be requested from shortlisted candidates only). The specific reference number for each post must be quoted on the space provided for on the Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (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. The recommended candidate(s) 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. The 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.

OTHER POST

- POST 07/265** : **DATA CAPTURER REF NO: S.4/3/4/6 (X4 POSTS)**
Component: Extended Public Works Programme
- SALARY** : R151 884 per annum (Level 04)
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 4) as recognized by South African Qualifications Authority (SAQA). Qualifications /Certificate in Data capturing will be an added advantage, MS Office Package / Computer Literacy. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of legislative framework governing the Public service. Knowledge of working procedures in terms of working environment. Job knowledge. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Good verbal and written communication skills.
- DUTIES** : Capture data from available records into required formats.e.g Database, tables and spreadsheets. Verify missing data and errors observed during data entry. Review and validate all data from the records. Submit data as required. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure that records and files are properly sorted and secured. Provide information to other components.
- ENQUIRIES** : Ms. Magdeline Mokonyane, Ms Ledwaba Elizabeth, Ms Mathebula Winneth, Ms. Phillipine Hanyane, Mr Malose Moabelo, Mr Mathume Mabilo, Mr Billy Seleka Tel No: 015 284 7353/ 7570/ 7578/ 7586/7663/ 7627/ 7607/ 7663.