

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as it appears below.

- APPLICATIONS** : should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700 or delivered personally at 28 Market Street (next to UNISA) Registry Office (First floor).
- CLOSING DATE** : 25 August 2023
- NOTE** : Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. SMS candidates are required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <https://www.thensg.govza/training-course/sms-pre-entryprogramme>. "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. 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. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants 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. NB: Faxed or e-mailed applications will not be considered. This advert will also be available on the following website:www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment in respect of the advertised post.

MANAGEMENT ECHELON

- POST 28/257** : **DEPUTY DIRECTOR-GENERAL: INTERGRATED SUSTAINABLE HUMAN SETTLEMENTS REF NO: COGHSTA 01/23**
Branch: ISHS
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive salary package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) and a post graduate qualification in Build Environment (NQF level 8) as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, Professional registration will be an added advantage and Valid driver's license (with exception of person with disability).Core And Process Competencies: Expert knowledge of operation, project and programme management with an ability to implement programmes and projects timeously; Knowledge of Development Planning

principles; Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service, e.g. Public Service Act, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills & Knowledge: Advanced Strategic Planning; Project and programme management; Financial Management; Change Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (written and verbal) and negotiation skills; Policy Formulation; Research and Computer Utilization.

DUTIES : Provide leadership and oversight on human settlement programs performance and technical services; Develop strategies to accelerate housing delivery in the Province; Oversee and ensure human settlements planning, delivery, performance and stakeholder management. Render human settlements administration services and manage state owned immovable assets. Provide leadership and oversight on development of a framework to direct the development of credible business plans for human settlements.

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

POST 28/258 : **CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT REF NO: COGHSTA 02/23**
Branch: ISHS

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive salary package)
: Polokwane

: An undergraduate qualification (NQF Level 7) in Build Environment as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and Valid driver's license (with exception of person with disability). Core And Process Competencies: Proven experience in both project and programme management and evaluation. Sound and in-depth knowledge of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations Act, PFMA, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act), National Building Regulation and Standard Act of 1997. Skills & Knowledge: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Policy Formulation; Research and Computer Utilization.

DUTIES : Manage Planning and Implementation of all Human Settlements and Housing Programmes which includes amongst others Rural Housing, Enhanced People's housing Process, Community Residential Units, Emergency and Disaster housing, Social Housing, Farmworker housing, Financed Linked Subsidy Programme, Engineering bulk and reticulation infrastructure and Eradication of Asbestos programme; Ensure compliance with all built environment and Housing legislative frameworks which include amongst others Building Regulations, National Environmental Management Act(NEMA),Housing Consumers Protection Measures Act and DoRA, Facilitate responses to queries from SCOPA, AGSA and other stakeholders; Manage resources (financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

POST 28/259 : **CHIEF DIRECTOR: HUMAN SETTLEMENT ADMINISTRATION AND PROPERTY MANAGEMENT REF NO: COGHSTA 03/23**
Branch: ISHS

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive salary package)
: Polokwane

: An undergraduate qualification in Built Environment or Property Management/ Property Studies/Public Management (NQF Level 7) as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and Valid driver's

license (with exception of person with disability). Core And Process Competencies: Knowledge of Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills And Knowledge: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication and Negotiation skills; Policy Formulation; Research and Computer Utilization.

DUTIES : Manage Human Settlement subsidy administration; Manage Human Settlements contracts; Provide secretariat to Human Settlement statutory bodies; Provide property management and policy development services. Develop an immovable asset management plan. Provide property research and immovable asset management support; Manage debtors control system and township registers; ensure effective and efficient lease agreement management and property disposal; Oversee the effective management of assets register; Manage resources (Financial, human and physical).

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223

OTHER POSTS

POST 28/260 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGHSTA 25/22**
Branch: Financial Management Services

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: An undergraduate qualification in Accounting, Financial Management, Supply Chain Management (NQF 6) as recognized SAQA; A minimum of 3 years' experience in a Supply Chain Management or Contract Management. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA) etc. Skills & Knowledge: Negotiation skills; Presentation skills; Time management; Financial management skills. Strategic Capability and Leadership, People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus and Communication. Knowledge & Skills: Good interpersonal skills, Communication skills to interface with people from diverse backgrounds. Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook).

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer timely review of contracts variations. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270

- POST 28/261** : **DRIVERS (CONTRACT LINKED TO TERM OF OFFICE FOR CHAIRPERSON & DEPUTY CHAIRPERSON) (SECRETARIAT HOUSE OF TRADITIONAL LEADERS REF NO: COGHSTA 05/23 (X2 POSTS))**
Branch: Traditional Affairs
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)
: Polokwane
: Grade 10. Valid driver's license. Minimum of 1-2 years proven experience as a Driver. Availability to occasionally take weekend and night shifts. A polite and professional disposition. Core And Process Competencies: Skills & Knowledge: Understanding of Security operations and procedures; Able to exercise good judgement and decision making; A high level of discretion, commitment and reliability; A flexible attitude, good judgement and the ability to work effectively as part of a team; Skills in: Good Communication, Excellent punctuality and time management.
- DUTIES** : Transport the Chairperson & Deputy Chairperson daily to their desired official engagements. Collect and deliver documents for the Chairperson & Deputy Chairperson; Maintaining the vehicle safe and clean; Render ad-hoc general support function in the office of the Chairperson & Deputy Chairperson; Keeping track of mileage, fuel, and toll expenses; Maintain knowledge on the policies and procedures that applies in the work environment.
- ENQUIRIES** : Ms Monyela Hlokammoni Tel No: (015) 294 2073/Ms Masha Raisebe Tel No: (015) 294 2068

DEPARTMENT OF SPORT, ARTS AND CULTURE

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** : Send Your application quoting the relevant reference number, position, and management area on the new Z83 to: Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X9549, Polokwane, 0700 or Hand delivered at 21 Rabe Street, Polokwane.
- CLOSING DATE** : 25 August 2023 at 13h00.
- NOTE** : Applications must be submitted on the prescribed new Z.83 form 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. 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 Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to submit proof of SAQA verifications WHEN shortlisted. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". Women and People with Disabilities are encouraged to apply. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the new Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the

information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Department reserves the right not to make any appointment(s) to the posts advertised. A specific reference number for the post applied for must be quoted in the space provided on new Z83 form. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. 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 (3) 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. Applications which are forwarded / submitted to the wrong address will not be considered. All shortlisted candidates for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Program as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training program which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme Short-listed candidates will be subjected to a security clearance and pre-employment verifications. 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 their financial interest in accordance with the prescribed regulations.

MANAGEMENT ECHELON

<u>POST 28/262</u>	:	<u>DIRECTOR: DISTRICT COORDINATION REF NO: DSAC 2023/01 (X3 POSTS)</u>
<u>SALARY</u>	:	R1 162 200 per annum, (all-inclusive remuneration package of which 30% may be structured according to the individual's needs.
<u>CENTRE</u>	:	Sekhukhune District Office Waterberg District office Capricorn District office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by South Africa Qualification Authority (SAQA). Five (5) years' experiences at (MMS) Middle Management Services level. Experience in the relevant field will be an added advantage. Experience in working in the sport, arts and culture environment will be an added advantage. A valid driver's license (except for persons with disability). core and process Competencies. Strategic Capability and Leadership Good Communication skills. People Management and Empowerment Programme, Project management, Financial Management, Strategic Planning, Change Management Knowledge Management, Service Delivery Innovation, Policy analysis and development, Leadership skills. Analytical skills, Change and knowledge management. Planning and organization skills, Problem Solving Problem solving and analysis, Client Orientation and Customer focus, Communication. Planning & organizing, Time Management, Team player, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills. knowledge and skills: Sound understanding of the Public Service System. Knowledge and understanding of the legislative framework governing the Public Service. Extensive knowledge and understanding of Public Service Policies and procedures. Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills.

DUTIES

: Provide leadership and strategic direction in the division. Establish strategic direction of the district and ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Implement and report on strategic frameworks in the area of functional responsibility. Monitor the attainability & sustainability of performance standards as per departmental objectives. Oversee the development of divisional Operational Plans in the districts. Manage the implementation of policies & procedures related to the functioning of the district. Facilitate and ensure an overall system for implementation and monitoring of departmental services within the district. Promote an integrated service delivery system and ensure that service delivery is in line with the strategic objectives of the department. Participate in the development and revision of internal policies and procedures. Ensure promotion of programs in line with national and provincial strategies. Overall management, monitoring and evaluation of the provision of departmental services in the district. Manage the performance of the district in line with applicable mandates and laid down standards and norms. Devise an appropriate monitoring mechanism to promote effective use of resources. Analyse trends and weaknesses associated with service delivery at community level and develop a service delivery improvement plan. formulate and manage the district's budget against its strategic objectives. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by projecting, monitoring & reporting expenditure. Ensure that spending is maximized in line with strategic objectives and the relevant prescripts. manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of employees. Ensure capacity and development of Archivists. Enhance and maintain employee motivation and cultivate a culture of performance management. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline.

ENQUIRIES

: Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

OTHER POSTS

POST 28/263

: **DEPUTY DIRECTOR: INTERNAL CONTROL & COMPLIANCE REF NO: DSAC 2023/02**

SALARY

: R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE

: Head Office

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognised by SAQA. An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting/Risk Management/Auditing. Three (3) years' experiences at Assistant Director level. Five (5) years' experiences in Finance / Auditing environment. A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation Knowledge of PFMA, Risk Management, project management, revenue and expenditure, assets and liability management, public service policies. Must have computer skills, communication skills, negotiation skills and ability to work under pressure and ability to work with the team.

DUTIES

: Monitor compliance regarding rules and regulations, conducting of compliance audits. Checking expenditure payment vouchers, revenue collection and payrolls for compliance. Conduct inspection on assets management and stores. Utilization of previous audit management letters as guidance for non-compliances to do the auditing. Report on the audit findings. Conducting special audits. Ensure that attributes of accounting system are in place. Develop and coordinate the delivery of plans to put compliance activities where it is otherwise absent. Coordinate internal and external audit management letters. Distribution of information to relevant units. Ensure that responses are provided on time. Assist the unit in responding to the queries. Facilitate the responses between the Auditors and the Department. Ensure that the draft report from the auditors is responded to on time. Facilitate the meeting

between the auditors and the relevant units. Conduct follow up on non-responding to the queries. Coordinate and support the operation of both auditor general and internal audit. Monitor implementation of scope resolutions. Forwarding of SCOPA resolutions to the units concerned for responses. Call a meeting to discuss the responses before forwarding them to the legislature. Ensure that relevant attachments are forwarded with the report. Compile a monthly report on progress on the resolutions. Await a request on progress from the legislature. Manage investigation of all fraud and corruption cases. Develop the fraud prevention plan for the department. Ensure registration of all department of incidents of fraud and corruption with statistics and status of each. Coordinate and manage the development of a fraud and corruption information data base to support investigation. Investigate and follow up on detected high profile irregularities. Conduct fraud risk assessment to profile the department. Develop and monitor adherence to anti-fraud corruption system, policies, and standard operating procedure. Provide advisory services on fraud prevention strategies, risks, and fraud response plan. Testify in criminal and disciplinary proceedings. Liaise and ensure registration of criminal cases with south African laws agencies. Manage investigative plans, plans and procedure, finding and recommendations. Provide report to oversight structure. Monitor implementation of recommendations provided by oversight structures. management of human and financial capital in the division. Manage the performance and development of employees within the division. Develop, implement, and monitor services standards and operational plans. Develop, review, and ensure compliance to applicable policies and strategies. Conduct budget planning and monitor utilization in accordance with applicable prescripts. Proper management and accountability for assets of the division. motivate and inspire employees to attain organizational objectives. Manage and control the annual operational budget.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/264 : **DEPUTY DIRECTOR: HOD'S OFFICE REF NO: DSAC 2023/03**

SALARY : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Development Studies / Administration or equivalent will be an added advantage. Three (3) years' experience Assistant Director level. Five (5) years' experiences in Admin environment and management of programmes. A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Knowledge in strategic planning and frameworks. Multilateral economic agreements. Research, growth, and development strategies. General knowledge Project Management. Advanced computer skills. Planning and Organising Financial Management, Communication skills, Report writing skills, Advance Human Resource management, Facilitation, Budgeting, Research and Planning.

DUTIES : To provide operational management support services to the Head of the Department. To Manage the administrative and coordination activities within the office of the HOD for decision. Processing of documents dealing with ongoing internal operations of the department. Ensure implementation of HOD Forum resolutions and report on progress. Management and allocation of strategic correspondence received by the department and tasking relevant officials to deal with them. Coordination of strategic decisions from various internal and external forums including meetings chaired by the HOD. Ensure effective coordination on the implementation of decisions from all decisions making forum. Liaise with Office of the MEC, Clusters, Portfolio Committee, and other oversight bodies. Arrange and organize the HoD's yearly program and coordinate the following meetings: Cluster committee meeting, Attendance of HoD meetings; departmental Executive Management meetings; General Management Meetings; and meetings with external stakeholders. Provide

secretarial services during meetings with executive management, senior management, and cluster champions. Manage and utilize the components' resources in accordance with relevant directives and legislations. Manage performance of employees within the division. Motivate and inspire employees to attain organizational objectives. Ensure capacity and development of staff. Develop and review the division's plans. Develop, implement, and monitor service standards and operational plans. Evaluate and monitor performance and appraisal of employees. Develop, review, and ensure compliance to applicable policies and prescripts. Conduct budget planning and ensure proper utilization of resources in accordance with applicable prescripts. Ensure proper management and accountability for assets of the division.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/265 : **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: DSAC 2023/04**

SALARY : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 7) SCM, Accounting, Financial Management or equivalent as recognized by SAQA. Three (3) to five (5) years relevant experience of which three years must be at junior management / Assistant Director level in SCM: Demand Management. A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Principles and other relevant legislative frameworks governing the Public Service. Computer literacy, Project Management, reporting skills, Good Managerial skills, Strategic Thinking, applying technology, Budgeting and Financial Management, Communication skills Information Management, Citizen focus and responsive, Interpersonal skills, Planning and Organising, Problem-solving, Decision-making Ability to work under pressure and High level of ethics.

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Demand Management. Design and develop demand management policies processes and procedures. Perform strategic and annual supply chain demand management planning. Monitor and review the demand management activities. Develop and obtain approval for the procurement management plan. Determine whether specifications should contain any special conditions. Compile tender/quotation specifications as required. Determine whether specification for the relevant commodity exists, if not oversee the collection and collect information and compile specification/terms of reference. Ensure alignment of needs with available budget as well as monitor and report on spending patterns. Manage a supplier database Conduct in-depth analysis of expenditure, industry, and commodity, Compile and publish request for proposals where required. Promote correct implementation and sound demand management practices. Inform, guide and advice departmental employees on demand management matters to Demand Management. Liaise with programme managers on demand planning and matters relating to Demand Management. Manage the Sub Directorate: Supply Chain Demand Management and undertake all administrative functions required about financial and HR administration. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

<u>POST 28/266</u>	:	<u>ASSISTANT DIRECTOR: ARTS AND CULTURE REF NO: DSAC 2023/05</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 6) as recognized by SAQA in Arts/Social Science will be an added advantage. (2) to (3) years relevant experience in Arts and culture at lower management post (level 7/8). A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Sound and in-depth knowledge of relevant Arts and Cultural prescripts and all relevant legislative frameworks that govern the public service. Project Management, Advanced computer skills, Planning and Organising, Financial management, Communication skills, Report writing skills, Advanced human resource management, facilitation, Budgeting, Research.
<u>DUTIES</u>	:	Facilitate the development of visual and performing Arts in the District, Implement and maintain policies related to visual and performing, Render professional advice to all relevant stakeholders on visual and performing arts activities, Establish and maintain visual arts committees in the province, Provide support, including but not limited to financial support, to any person or institutions needing assistance, Organize regular trainings and create marketing platforms to ensure sustainability of the industry. Facilitate the development and promoting of emerging Artists as well as monito projects related to visual and performing arts, Facilitate the development and distribution of local film and video, supervise employees to ensure an effective visual and performing arts service. manage the development of database for visual artist and crafters, identity potential artists through competitions, auditions and selections, identity and monitor visual and performing arts project. nurture emerging artists, promote artists through festivals, exhibitions and cultural exchange program, provide opportunities to previously disadvantaged communities, identify and nurture talent in film and video, promote the use of local content on television, develop and implement a marketing plan for film and video, implement and maintain film and video policies and procedures, General supervision of employees, allocate duties and do quality control of the work delivered by supervisors, manage performance, conduct and discipline of supervisees, develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/267</u>	:	<u>ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: DSAC 2023/06</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by the South African Qualifications Authority (SAQA). An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting or Financial Management will be an added advantage. (2) to (3) years relevant experience in SCM: Assets Management at lower management post (level 7/8). A valid driver's license (except for persons with disabilities). Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation. Communication skills. Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Principles and other relevant legislative frameworks governing the Public Service. Computer literacy, Project Management, reporting skills, Good Managerial skills, applying technology, Budgeting and Financial Management, Communication skills, Information Management Citizen focus and responsive, Interpersonal skills, Planning and Organising, Problem solving and Decision making and Ability to work under pressure.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Ensure receipt of all moveable assets. Perform quantity and quality control. Allocate inventory and bar code to assets. Capture asset information in the relevant registers. Monitor

and review the allocation of assets to asset holders. Ensure allocation of assets according to furniture and equipment policy and procedures of the department. Capture asset information on the inventory list (room list) of the asset holder. Issue asset and inventory list (room list) list to asset holder. Ensure delivery of assets to asset holders. Ensure approval of the moveable asset register. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilization functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement, and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/268 : **LIBRARIAN REF NO: DSAC 2023/07**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Head Office (Polokwane)
: An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in library and Information Studies/Science from an accredited institution of higher learning. Two (2) years of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Inform users of special library collection, display library material during/departmental events, compile bibliographies, conduct orientation on library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day today library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyze and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications and corrigenda, monitor the circulation of library resources, 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.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/269 : **HUMAN RESOURCE PRACTITIONER: (ORGANIZATIONAL DEVELOPMENT AND HUMAN RESOURCE PLANNING) REF NO: DSAC 2023/08 2023/08**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 06 as recognized by SAQA. Qualification in Human Resources Management or Public Management / Administration from a recognized institution of higher education will be an added advantage. Two (2) years of Experience in Human Resource Management (Organizational Development and Human Resource Planning). A valid Driver's License (except for persons with disabilities). PERSAL Certificates/Results. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, Basic Condition of Employment Act, Labour Relations Act, Employment Equity Act (EEA), Batho Pele Principles, Skills Development Act, HR Related systems etc. Negotiation skills, presentation skills, People management skills, Time management, Communication, both formal, and informal. Project management, Financial Management, PERSAL, Computer and Organizing and planning.

DUTIES : Ensure effective capturing of the Organisational Structure on the PERSAL System. Facilitate the development and Implementation of Employment Equity Plan, Facilitate the Development, and Implementation of Human Resource Plan. Provide personnel costing service (Head Count). Prepare statistical reports on Human Resource Administration issues. Liaise with customers and stakeholders on HR matters.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/270 : **ADMINISTRATION OFFICER REF NO: DSAC 2023/09**

SALARY : R294 321 per annum (Level 07)
CENTRE : Vhembe District Office
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Minimum of two (2) years' experience in Admin. A valid driver's license (except for persons with disabilities). People Management. Time Management. Policy analysis. Communication skills. Change Management. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Computer Literacy.

DUTIES : Render transport administration services in the district. Issuing of vehicle as per need on of approved itinerary. Manage vehicle control register. Conduct inspection of government vehicle are closed, and log sheet are submitted to head office monthly. Facilitate government vehicles services and repairs. Ensure vehicle are taken to government garage for inspection. Ensure that accidents are reported to police station and submit accidents reports to head office. Render office services and administration support. Provide secretariat services for the district. Render telecommunication services. Maintain leave and attendance registers. Monitor cleaning and maintenance services. Render OHS services in the district. Conduct ohs inspections and submit report to head office. Identify potential hazard and major incidents. Render logistics management services. Consolidate stationery and cleaning material request and submit SLD to head office, issue stock to officials in the district and maintain stock registers. Render records management services. Maintain records management filling system, ensure safe keeping of records, and manage records registers.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/271 : **PERSONAL AIDE REF NO: DSAC 2023/10**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 06) as recognized by the South African Qualifications Authority (SAQA). Must have English (communication at

		level 3) must have Knowledge of working with blind people. Office Administration Certificate will be an added advantage, A minimum of 1 to 2 years' experience in working with blind people. sign language will be an added advantage. A valid driver's license (except for persons with disabilities). People Management. Time Management. Change Management. Project Management. Knowledge and Change Management. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Computer Literacy.
<u>DUTIES</u>	:	Provide Disability Support. Provide driver and messenger service to a disabled person, Read printed documents to a disabled person when required, ensure logistical support during attendance of meetings and workshops to be attended by the disabled person, manage travel documentation when accompanying a disabled person, provide administrative support to the disabled person, manage calendar and correspondence, Facilitate the preparation and dissemination of memos, receive information in various forms and determine the appropriate method of processing. Render general and technical support in planning and implementation of projects / programs. Coordinate meetings monthly to committees and forums. Compile monthly and quarterly reports. Take minutes and manage the register, participate in meetings. Provide General administration services. Develop database of relevant stakeholders within the unit and distribute information. Keep all the records and file them according to the departmental file plan, Update the collected information, Liaise with relevant stakeholders daily.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/272</u>	:	<u>HERITAGE PRACTITIONER REF NO: DSAC 2023/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Schoemansdal Museum: Vhembe District
	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority (SAQA). Must have a qualification in Heritage and Culture Science, Social Science, or equivalent qualification. Minimum of two (2) years' experience within the environment. A valid driver's license (except for persons with disabilities).
<u>DUTIES</u>	:	Manage and maintain traditional museum structure and facilities. Render day to day management and administration function of the museum. provide guidance and directive to staff involved in the museum and heritage services. Manage all museum assets, update office inventory registers, livestock, and assets verifications. Manage museum collection and archaeological storerooms. Conducting research on the new museum objects acquired. Develop a register for all archaeological artefacts. Market the museum through exhibitions. Ensure museum participate in exhibitions during departmental events, shows, festivals etc. Support identification of and preservation of museum and heritage resources in communities. Manage museum collections.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/273</u>	:	<u>LIBRARIAN REF NO: DSAC 2023/12 (X100 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07)
	:	Vhembe District (X19 Posts)
	:	Thulamela (X1 Post)
	:	Saselemane (X1 Post)
	:	Musina-Nancefield (X1 Post)
	:	Mutale (X1 Post)
	:	Tshitale (X1 Post)
	:	Makahlule (X1 Post)
	:	Masisi (X1 Post)
	:	Litshovhu (X1 Post)
	:	Ntsako-Matsakali (X1 Post)
	:	Vuwani (X1 Post)
	:	Vhembe District (X3 Posts)
	:	Musina (X1 Post)
	:	Nzhelele (X1 Post)

Khubvi/Murongwe (X1 Post)
 Olifantshoek (X1 Post)
 Mukondeni (X1 Post)
 Ha Masia (X1 Post)
 Waterberg District (X21 Posts)
 Modimolle (X1 Post)
 Roedtan (X2 Posts)
 Rapotokwane (X1 Post)
 Regorogile/Rooiberg (X1 Post)
 Shongoane (X1 Post)
 Bakgoma (X1 Post)
 Mookgopong Township (X1 Post)
 Mookgopong Town (X1 Post)
 Vaalwater (X1 Post)
 Mahlabathini (X2 Posts)
 Bela Bela Town (X1 Post)
 Northam (X1 Post)
 Waterberg (X3 Posts)
 Bele Bela Township (X1 Post)
 Thabazimbi (X1 Post)
 Mahwelereng (X1 Post)
 Phagameng (X1 Post)
 Mopani District (X28 Posts)
Tzaneen:
 Tzaneen District Library (X2 Posts)
 Letsitele (X1 Post)
 Shiluvane (X1 Post)
 Mulati (X1 Post)
 Haenertsburg (X1 Post)
 Runnymede (X1 Post)
 Motupa (X1 Post)
 Modjadjiskloof (X1 Post)
 Kgapane (X1 Post)
 Soetfontein (X1 Post)
 Maphalle (X1 Post)
 Sekgopo (X1 Post)
 Mokwakwaila (X1 Post)
 Hoedspruit (X1 Post)
 Mets (X1 Post)
 Drakensig (X1 Post)
Giyani:
 Xihlovo (X1 Post)
 Rixile (X1 Post)
 Muyexe (X1 Post)
 Phalaborwa (X1 Post)
 Makhuva (X1 Post)
 Selwane (X1 Post)
 Zamani-Nkuri (X1 Post)
 Gravelote (X1 Post)
 Leboneng (X1 Post)
 Mavalani (X1 Post)
 Giyani District Library (X1 Post)
 Sekhukhune District (X13 Posts)
 Vlakfontein (X1 Post)
 Sekhukhune District (X2 Posts)
 Groblersdal (X1 Post)
 Mapodile (X1 Post)
 Ga- Phaahla (X1 Post)
 Phatantswane (X1 Post)
 Ohrigstad (X1 Post)
 Phokwane (X1 Post)
 Fetakgomo (X1 Post)
 Marble Hall (X1 Post)
 Rossenekal (1 Post)
 Jane Furse (1 Post)
Capricorn District: (X19 Posts)
 Mogwadi (X1 Post)

Capricorn District (X3 Posts)
 Alldays (X1 Post)
 Seleteng (X1 Post)
 Molepo (X1 Post)
 Morebeng (1 Post)
 Matlala (X1 Post)
 Lebowagomo (X1 Post)
 Eldorado (X2 Posts)
 Fedile (X1 Post)
 Ramokgopa (X1 Post)
 Moletjie (X1 Post)
 Seshego (X1 Post)
 Polokwane (X1 Post)
 Mankweng (X1 Post)
 Nirvana (X1 Post)

REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies/Science from an accredited institution of higher learning. Two (2) years of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : 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.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/274 : **HUMAN RESOURCE CLERK REF NO: DSAC 2023/13**

SALARY : R202 233 per annum (Level 05)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. Qualification in Human Resources Management or Public Management from a recognized institution of higher education will be an added advantage. Experience in Human Resource Management will be an added advantage. A valid Driver's License (except for persons with disabilities). PERSAL Certificates/Results will be an added advantage. Knowledge of HR duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Competencies: Computer skills, planning and organization skills, good verbal and written communication skills, teamwork, interpersonal relations flexibility, and problem-solving skills.

DUTIES : Implement Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions). Relocation, Capture transactions on PERSAL. Prepare statistical reports on Human Resource Administration issues. Liaise with customers and stakeholders on HR matters.

ENQUIRIES : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350

POST 28/275 : **MUSEUM ASSISTANT REF NO: DSAC 2023/14**

SALARY : R171 537 per annum (Level 04)

<u>CENTRE REQUIREMENTS</u>	:	Dzata Museum: Vhembe District
	:	Must have a Grade 12 Matric / National Certificate or NQF level 4 Qualification. A Qualification in Museum studies will be an added advantage. A valid driver's license (except for persons with disabilities).
<u>DUTIES</u>	:	Ensure customer care, by Providing a welcoming experience to all museum visitors and ensure that they are treated with respect and friendliness. Ensure that all enquiries are answered promptly, efficiently, accurately and in a friendly manner. Always undertake museum reception duties as required. To undertake a duty round of the museum before the opening. To assist visitors in a courteous and efficient manner and, where possible, to answer their questions regarding the displays, general history of the locality and museum services. General care of exhibitions or displays, Ensure the improved museum collections storage conditions, access, and recorded data analysis. Undertake collection inventory projects and search for collection items as required. Notify Museum Human Scientist of any pests, damage, or potential damage in the collection store. Ensure collection items are accurately recorded and described and their storage location is known. To supervise the museum's exhibitions and exercise control over visitors where necessary. Coordinate the cleaning and maintenance of premises. To ensure that the galleries, toilets, and other public areas of the museum are clean and welcoming before the museum opens to the public. Ensure that museum exhibitions or displays are clean and undertake additional cleaning as required. Assist with the coordination of museum maintenance programmer and projects. Performs Museum Clerical Functions, by Providing administrative support to the Museum Assistant Director, Museum Human Scientist, and other staff as required. Assist with maintenance of records management systems, according to agreed file structure. To coordinate museum entrance fees and sell museum shop products to the public when necessary. Assists with special events, including coordination of museum special programmes, and related activities. Assists with administrative and facility operations tasks, and performs other related duties as required. Ensure Occupational Health and Safety, Observe all occupational safety and health policies, procedures, and rules accordingly. Ensure that all work-related accidents, incidents, and illnesses are reported appropriately. Conducts monthly occupational health and safety reports to identify the potential hazards for safety of all museum staff and visitors. To be conversant with the museum's fire regulations and emergency procedures. To patrol the museum displays and buildings during operating hours and clear in event of an emergency.
<u>ENQUIRIES</u>	:	Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350
<u>POST 28/276</u>	:	<u>LIBRARY ASSISTANT REF NO: DSAC 2023/15 (X96 POSTS)</u>
<u>SALARY CENTRE</u>	:	R171 537 per annum (Level 04)
	:	Vhembe District (X19 Posts)
		Thulamela (X1 Post)
		Mukondeni (X1 Post)
		Musina (X1 Post)
		Mutale (X1 Post)
		Vhembe District (X1 Post)
		Saseleman (X1 Post)
		Nzhelele (X1 Post)
		Musina-Nancefield (X1 Post)
		Makahluli (X1 Post)
		Ntsako-Matsakali (X1 Post)
		Masisi (X1 Post)
		Lushovhu (X1 Post)
		Khubvi/Murongwe (X1 Post)
		Tshitale (X1 Post)
		Mananzhe (X1 Post)
		Tshikonelo (X1 Post)
		Vuwani (X1 Post)
		Ha-Masiya (X1 Post)
		Olifantshoek (X1 Post)
		Waterberg District (X18 Posts)
		Waterberg (X3 Posts)

Modimolle (X1 Post)
 Vaalwater (X1 Post)
 Bela Bela Town (X1 Post)
 Lephalale (X1 Post)
 Mahlabathini (X1 Post)
 Mookgopong Town (X1 Post)
 Northam (X1 Post)
 Thabazimbi (X1 Post)
 Rapotokwane (X1 Post)
 Shongoane (X1 Post)
 Phagameng (X1 Post)
 Mookgopong Township (X1 Post)
 Regorogile/Rooiberg (X1 Post)
 Bakgoma (X1 Post)
 Roedtan (X1 Post)
 Mopani District (X30 Posts)
 Mashishimale (X1 Post)
 Giyani public Library (X1 Post)
 Makhuvha (X1 Post)
 Selwane (X1 Post)
 Xihlovo (X1 Post)
 Muyexe (X1 Post)
 Gravelote (X1 Post)
 Leboneng (X1 Post)
 Rixile (X1 Post)
 Zamani-Nkuri (X1 Post)
 Phalaborwa (X1 Post)
 Mulati (X2 Posts)
 Shiluvani (X1 Post)
 Tzanneen (X1 Post)
 Runnymede (X2 Posts)
 Mutupa (X1 Post)
 Mavalani (X1 Post)
 Modjadjiskloof (X1 Post)
 Kgapane (X1 Post)
 Soetfontein (X1 Post)
 Maphalle (X1 Post)
 Mokwakwaila (X1 Post)
 Sekgopo (X1 Post)
 Hoedspruit (X1 Post)
 Timamogolo (X1 Post)
 Drankesig (X1 Post)
 Metz (X2 Posts)
 Sekhukhune District (X13 Posts)
 Fetakgomo (X1 Post)
 Marble Hall (X1 Post)
 Ga-Phaahla (X1 Post)
 Vlakfontein (X1 Post)
 Ohristad (X1 Post)
 Sekhukhune District Library (X1 Post)
 Burgersfort / Tubatse (X1 Post)
 Phokwane (X1 Post)
 Rosenekal (X1 Post)
 Grobbelarsdal (X1 Post)
 Mapodile (X1 Post)
 Phatantswane (X1 Post)
 Jane Furse (X1 Post)
 Capricorn District (X16 Posts)
 Alldays (X1 Post)
 Lebowakgomo, Molepo (X1 Post)
 Seleteng (X1 Post)
 Mankweng (X1 Post)
 Nirvana (X1 Post)
 Fedile (X1 Post)
 Ramokgopa (X1 Post)
 Moletjie (X1 Post)
 Seshego (X1 Post)

Alldays (X1 Post)
Senwabarana (X1 Post)
Capricorn District (X1 Post)
Eldorado (X1 Post)
Mokgwadi (X1 Post)
Morebeng (X1 Post)

- REQUIREMENTS** : An NQF level 4 (Grade 12) qualification as recognised by SAQA. Qualification in Library & Information studies /Science from an accredited institution of higher learning will be an added advantage. Work Experience in library environment will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organizing skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's license (except for persons with disabilities). Ability to work under pressure.
- DUTIES** : Provision of clerical support services within the library. Provide support services for library administration. Computerizations 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 shelving 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.
- ENQUIRIES** : Ms Ramavhanda ND Tel No: (015) 284 4038, Ms Makaulule MM Tel No: (015) 284 4144, Ms Mokwele MM Tel No: (015) 284 4310 and Ms Monama Refilwe Tel No: (015) 284 4350