

**PROVINCIAL ADMINISTRATION: LIMPOPO
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 Biccard Street, Polokwane.
- CLOSING DATE** : 28 March 2024 @13h00
- NOTE** : Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za. Applicants are to specify the Centre on Z83. 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. 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. 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 provide proof of such evaluation (when shortlisted). The Department reserves the right not to make any appointment(s) to the posts advertised. Please note: Due to austerity measure the Department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews. 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. Shortlisted candidates will be subjected to 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 09/83</u>	<u>CHIEF DIRECTOR: SPORT AND RECREATION REF NO: SAC 2024/01</u>
<u>SALARY</u>	R1 371 558 per annum
<u>CENTRE</u>	Head Office (Polokwane)
<u>REQUIREMENTS</u>	An undergraduate Qualification (NQF level 07) in Sports Science / Management qualification as recognized by SAQA. A minimum of five (5) years' experience at senior Management level. Extensive experience in sport and recreation services. SMS pre-entry certificate. A valid driver's license (with the exception of persons with disabilities). Core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge and skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant sport and recreation legislation. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.
<u>DUTIES</u>	Provide leadership and high-level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of the strategic plans of the chief directorate. Establish strategic direction of the branch to ensure alignment with business plans. Manage sport and recreation services. Coordinate processes for the upgrading of sport and recreation facilities created by local authorities. Develop and manage the implementation of seamless sport support programs, governance structures, coaching and technical officiating. Manage sport and recreation services. Ensure development and implementation of best practice manuals for the implementation of sport and recreation programs. Develop mechanisms for unlocking resources to extend the provision of sport and recreation services. Manage the development of provincial policy framework for sport and recreation governance. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Enhance and maintain employee motivation and cultivate a culture of performance management.
<u>ENQUIRIES</u>	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/84</u>	<u>DIRECTOR: COMMUNICATION AND INFORMATION TECHNOLOGY REF NO: SAC 2024/02</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>	Head Office (Polokwane)
<u>REQUIREMENTS</u>	An undergraduate qualification (NQF level 07) in Communication / Information Technology as recognized by SAQA. A minimum 5 years of experience at a Middle / Senior Managerial in Communications or IT. A valid driver's license (with the exception of persons with disabilities). Core and process competencies: Strategic Capability and Leadership, Co-ordination skills, Change Management, Financial Management, People Management and Empowerment, Problem Solving and analysis, Client orientation and Customer Focus, Good Communication, Planning and Organizing skills, Leadership skills and Strategic Planning policy analysis and development. Extensive knowledge and understanding of legislation in communication and ICT. Knowledge and

skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant communications and IT industries legislation. Understanding of the functioning of Public Service system and of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.

DUTIES : Provide leadership and strategic Direction to ensure alignment with business plan. Align the information management and information technology strategy with strategic direction, management plans and business processes of the Department. Promote effective management of Information and Information technology as a strategic resource. Administer and give technical support on the implementation and customization of national legislation on information technology. Manage the development of IT system and infrastructure architecture. Administer research and publication services. Manage the implementation of policies, guidelines and procedures regarding external communications. Coordinate the compilation of Departmental annual and occasional reports. Administer events management services. Advise on the development of events management policies and procedures. Oversee the development of events plan. Ensure effective and efficient provision of general records, knowledge and facilities management services. Manage and utilize human, physical and financial resources in accordance with relevant directives and legislation. Ensure preparation of budget are in line with the strategic plans and Department objectives.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

OTHER POSTS

POST 09/85 : **ASSISTANT DIRECTOR: PROVINCIAL RECORDS MANAGEMENT AND COLLECTIONS REF NO: SAC 2024/04**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 06) in Archives and Records Management as recognized by SAQA. A minimum of 3 years' experience in Archives and records management at salary level 7/8. A valid driver's license (with the exception of persons with disabilities). Skills and knowledge: Sound and in depth knowledge of All relevant Archive prescripts and all relevant legislative frameworks that govern the Records and Archives management. Project Management. Advanced computer skills. Planning and Organizing. Financial Management. Communication skills. Report writing skills. Advanced Human Resource management. Facilitation skills. Budgeting Research.

DUTIES : Ensure effective records management in the province. facilitate records appraisal and disposal services in the province. Assess and facilitate approval of classification systems to be applied by governmental bodies. Identify the conditions subject to which records may be microfilmed or electronically reproduced. Implement strategies for the management of electronic records systems in the province. Build capacity on archival techniques and records management. provide training in archival techniques and the management of records. Provide professional and technical support in aid of archival activities and the archival community. Ensure access to information concerning records through publications, exhibitions and the lending of records. develop and ensure implementation of provincial records management and collection policies. Draft and monitor implementation of policies in line with national and provincial legislation. advice on the implementation of acts, regulations and policies and procedures. Draft and ensure implementation of administrative systems and procedures to ensure coordination of activities. supervise employees to ensure an effective records management and collection service in the province. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

POST 09/86 : **ASSISTANT DIRECTOR: COMMUNICATION, PUBLIC RELATIONS AND MARKETING REF NO: SAC 2024/03**

SALARY CENTRE : R424 104 per annum
: Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 06) in Media Studies/ Communications/ Public Relation/ Events Management as recognized by SAQA. A minimum of 3 years' experience in Communications/ Public Relations/ Events Management at salary level 7/8. Graphic design is an added advantage. A valid driver's license (with the exception of persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of all relevant research and publication prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and Organizing. Corporate branding skills. Media Relations. Public Relations. Radio Communication Services. Communication skills. Writing skills in Communication. Public relations skills. Facilitation skills. Advanced research and photographing skills.
<u>DUTIES</u>	:	Enhance the Department corporate identity manual. Managing the corporate image. Ensure that departmental and provincial logos are properly used on banners, signboards, posters, letterheads, business cards, website and social media and nametags. Establish and maintain media relationship. Drawing a stakeholder list for distribution. Develop and distribute communication materials. Maintenance of departmental website and social media. Monitor and update social media and departmental websites. Writing articles for Departmental publications. Prepare and distribute media releases and send out media invitations for major events as stated on events calendar per quarter. Develop content and implement social media campaigns.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/87</u>	:	<u>ASSISTANT DIRECTOR: BRANDING AND ADVOCACY REF NO: SAC 2024/05</u> (one (1) year contract renewable based on performance for a period of three (3) years)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum. Plus 37% lieu of benefits Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Marketing, Communication, Business Management as recognized by SAQA. A minimum of 3 years' experience in Branding and Advocacy at salary level 7/8. Valid driver's license (with the exception of persons with disabilities). Knowledge and skills: Strong advocacy and marketing skills; library and information services knowledge and background. Must be self-motivated, much organized, positive and enthusiastic, highly professional with excellent verbal and written communication skills, presentation skills coupled with public relations skills, research and analysis skills, project management skills, and cost benefit analysis skills. Have working knowledge and understanding of social media platforms and Computer literate MS Office suite.
<u>DUTIES</u>	:	Ensure optimum visibility of all library and information services projects through the use of all available media. Developing and implementing marketing plan. Ensure development of the library projects. To develop and implement advocacy plan in consultation with the relevant stakeholders. Develop a budget for marketing plan. Preparing, planning and project managing the publication of all publicity material to maximize library project campaign. Creating marketing campaigns and working with district librarians to see them executed. Creating and developing cost effective and efficient ways to communicate the library marketing projects to the public. Evaluating the effectiveness of all marketing activity. Developing and implementing an internal and external marketing programme. Deliver library campaigns as agreed within timescales.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/88</u>	:	<u>LANGUAGE PRACTITIONER REF NO: SAC 2024/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Languages / Language Practice with specialization in Afrikaans as recognized by SAQA. A minimum of 2 years of experience in the Translation field. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Languages. Knowledge of Language policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders.

		Computer Literacy. Communication skills. Planning and organizing. Analytical and facilitation skills.
<u>DUTIES</u>	:	Translation of official documents from source language to target language. Proofread documents. Terminology development with language stakeholders. Promotion of Literature. Conduct workshop for authors. Promotion of multilingualism and indigenous knowledge systems.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/89</u>	:	<u>STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: SAC 2024/07</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognized by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS/BAS system. Knowledge of finance, administration, planning and organizing, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Closure of books on monthly and annually. Ensure clearance on PERSAL and PMG exceptions. Cash flow management. Reconcile funds requested by Treasury against total budget of the Department. Compile journals to Exchequer Grant account. Compile and submit financial statements to Provincial Treasury and Office of the Auditor General. Ensure that audit exceptions and findings from Auditor General relating to annual financial statements are responded to. Prepare bank reconciliation statement. Compare and reconcile bank statements with the Pay Master General (PMG) in BAS system to establish imbalances and rectify. Clearing of suspense accounts. Monitor and investigate all pending adjustment suspense account and allocate to relevant accounts. Prepare monthly suspense report for submission to Provincial Treasury.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/90</u>	:	<u>ADMINISTRATION OFFICER REF NO: SAC 2024/08 (X2 POSTS)</u> (One (1) year contract renewable based on performance for a period of three (3) years.
<u>SALARY</u>	:	R294 321 per annum. Plus 37% lieu benefit
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Public Administration / Management as recognised by SAQA. A minimum of 2 years' experience in Administration. A valid Driver's License (except for persons with disabilities). Knowledge and skills: Knowledge of Division of Revenue Act, PFMA, Treasury regulations, public service Regulations. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Coordinate the procurement processes of the Library Conditional Grant in line with the grant framework. Manage and monitor library grant budget as well as expenditure. Process payment of Library grant programmes and confirm payment with service providers. Process creditors payment and ensure safe keeping of payment vouchers as per file plan. Compile bas payments advices and processing payment of account. Process submissions for shifting/virement of funds. Clear suspense accounts. Prepare payment reports and attend to queries. Prepare monthly, quarterly and annual reports on the grant's expenditure. Ensure that service providers are paid timeously. Ensure submission of vouchers to auditors.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/91</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITION REF NO: SAC 2024/09</u> (One (1) year contract renewable based on performance for a period of three (3) years.
<u>SALARY</u>	:	R294 321 per annum. Plus 37% lieu benefit

<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification level 06 in Acquisition/ Logistic Management / Public Administration / Management / Supply Chain Management / Purchasing as recognized by SAQA. A minimum of 2 years' experience in Acquisition. A valid Driver's License (except for persons with disabilities). Knowledge and skills: Communication skills (verbal and written), Computer literacy, Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure.
<u>DUTIES</u>	:	Invite price quotations through approved Departmental Suppliers database. Compile bid documents for price quotations and bid administration. Capture approved requisitions / submissions into LOGIS. Adequate record keeping and administering of Departmental Contracts. Serve as Secretariat to Bid Evaluation Committee. Receive and process service rendered Tax invoices for payment.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/92</u>	:	<u>ARCHIVIST REF NO: SAC 2024/10</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Archives / Records Management as recognized by SAQA. A minimum of 2 years' experience in the Archives services environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skill. Training and presentation skills. Project management. Interviewing skills.
<u>DUTIES</u>	:	Design, evaluate, implement and maintain records classification systems. Design records classification systems in consultation with client offices, which includes all governmental bodies. Ensure that client offices submit draft records classification systems for evaluation and approval by the Provincial Archivist. Provide records management training. Facilitate planning for the courses through continuous liaison with stakeholders. Update the training manual and compile in line with policies and procedures. Conduct appraisal of records for disposal purposes. Conduct a contextual analysis, a comprehensive study of the organization concerned. Formulate a hypothesis on the overall value of records and records systems, indicating records with archival value and with little or no value. Conduct inspections to ensure compliance with proper records management practices. Draw up an annual inspection programme for approval and dissemination to the concerned offices. Provide professional support and advice to stakeholders. Conduct presentations on archives and records management based on the need or the requests received from the client offices. Participate in consultation meetings and for a to address relevant concerns and problems with regards to records management practices. Collect, arrange, describe and preserve non- public and public records. Promote and market archival functions and services. Conduct educational and public outreach programmes such as tours, lectures, classes and school visits. Undertake the identification, research, selection and display of items for exhibitions.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/93</u>	:	<u>LIBRARIAN REF NO: SAC 2024/11 (X5 POSTS)</u> Re-Advertisement
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Vhembe District Library Groblersdal Mapodile Orighstad Nirvana
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience in the library environment. A valid driver's license (except for persons with

		disabilities). Skills and knowledge: 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.
<u>DUTIES</u>	:	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. Analyse 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.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/94</u>	:	<u>SUPERVISOR: CLEANING SERVICES REF NO: SAC 2024/12</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office Polokwane
<u>REQUIREMENTS</u>	:	NQF level 4 / grade 12 certificate from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Skills and knowledge: Cleaning and Operating equipment. Health and safety. Computer literate. Interpersonal relationship. communication skills. Organizing skills.
<u>DUTIES</u>	:	Supervise the provisioning of cleaning, safeguarding & maintenance services. Ensure that all equipment for cleaning is in good working conditions and is effectively utilized. Identify hazards in the buildings/office areas such as those related to fire and electricity. Responsible for ordering, receiving, storage, stock control and stock taking. Perform administration functions associated with cleaning services. Supervise human and physical resources. Supervise and report on staff performance through the compilation of staff job description and performance work plans. Conduct performance reviews of staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144
<u>POST 09/95</u>	:	<u>REGISTRY CLERK REF NO: SAC 2024/13</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF 6 in Records Management / Archives will be an added advantage. Skills and knowledge: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Render demand and acquisition clerical support. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render logical support services. Opening and files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Process documents for archiving and/or disposal.

Conduct electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of archived documents.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

POST 09/96 : **ADMINISTRATION CLERK: TRANSPORT SERVICES REF NO: SAC 2024/14**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Head Office (Polokwane)
: NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Logistics / Transport Management as recognized by SAQA will be an added advantage. Skills and knowledge: Knowledge and understanding of Transport policies guiding the use of Government owned transport and Subsidized motor transport. Understanding of log sheet. Computer skill, communication skills; Planning and organizing. Basic Numeracy. Report writing, Co-ordination skills and Customer care.

DUTIES : Provide support services with regards to fleet management. Facilitate fleet maintenance and repair authorizations/ receive & capture all authorizations requests from service provider. Arrange bookings for servicing and maintenance of vehicles. Facilitate the signing of all transport authorizations and file the records thereof. Reconcile official kilometres with regards to petrol consumption and conduct pre and post inspection of vehicles. Maintain an active fleet register. Provide support services with regards to travel claims. Verify claims for correctness and submit for payment. Support the supervisor by obtaining outstanding travel related documents from users and check for compliance. liaise with stakeholders with the objective of sourcing and securing supporting documentation for travel claims. Render general clerical support services. Provide logistical support for transports committees. Provide clerical support for acquisition of subsidized and departmental vehicles. Record, organize, store, capture and retrieve transport related correspondence and data. Update registers and statistics. Keep and maintain the filing system for the component. Type routine letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

POST 09/97 : **LIBRARY ASSISTANT REF NO: SAC 2024/15 (X5 POSTS)**
Re-advertisement

SALARY CENTRE : R171 537 per annum (Level 04)
: Morebeng
: Capricorn District Library
: Vlaakfontein
: Soetfontein
: Bakgoma

REQUIREMENTS : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organizing skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

DUTIES : Provision of clerical support services within the library. Provide support services for library administration. Computerization of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer

related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144

POST 09/98 : **CLEANER REF NO: SAC 2024/16 (X2 POSTS)**

SALARY : R125 373 per annum (Level 02)
CENTRE : Mopani District and Waterberg District
REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Knowledge and skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organizing skills.

DUTIES : Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.

ENQUIRIES : Mr Musia N, Ms. Monama RME, Ms Langa L and Ms Makaulule MM Tel No: (015) 284 4143/ 4350/ 4109/ 4144