

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY**

The Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. All positions are targeting Women and Person with Disabilities.

APPLICATIONS

- : Applications must be submitted via e-Recruitment system through the link at <http://erecruitment.limpopo.gov.za> and on new z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Quoting the relevant references should be forwarded as follows The Head of Department (For Head Office posts):
- Department of Transport and Community Safety**, Private Bag X9491, Polokwane, 0700 or handed in at Phamoko Towers Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.
- Capricorn District**, 39 Church Street, Polokwane, The Director, Private Bag X9324, Polokwane 0700, at 073 170 6748.
- Sekhukhune District**, Lebowakgomo Govt. Complex. The Director, Private Bag X61, Lebowakgomo, 0737, Tel No: (015) 633 5150.
- Waterberg District**, NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X1038, Modimolle, 0510, Tel No: (014) 718 2300/2311/2310.
- Mopani District**, Giyani Govt, Complex. The Director, Private Bag X9679, Giyani, 0826, Tel No: (015) 811 7000.
- Vhembe District**, Thohoyandou Govt. Complex the Director, Private Bag X2145, Sibasa, 0970, Tel No: (015) 960 3000.

CLOSING DATE

: 14 March 2025 at 16h00

NOTE

: Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates. The following must be considered in relation to the completion of the 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. Applicants are required to submit Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The employer reserves the right to fill or not to fill the posts. Failure to submit the requested documents will result in your application not being considered. Due to austerity measures the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. 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. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only; due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

- POST 08/33** : **DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: LDTCS 001/2025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in Transport Management or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Economics will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (with the exception of people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
- DUTIES** : Implement the Provincial Transport Strategy, Promote Economic Development through provision of Public Transport Services, Manage funding of Public Transport Services, Implement and Monitor Public Transport legislation and development of related policies, Provide leadership and strategic direction in the Directorate, Manage the component's resources against its strategic objectives.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/34** : **DIRECTOR: GOVERNMENT FLEET REF NO: LDTCS 002/2025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport/Fleet Management will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field, Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
- DUTIES** : Ensure management and maintenance of pool vehicles. Ensure provision of subsidised vehicles. Ensure provision of Provincial fleet support and monitoring. Ensure provision of vehicle fleet technical support. Provide leadership and strategic direction in the directorate. Manage the component's resources against its strategic objectives.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/35** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LDTCS 003/2025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in Public Administration/ Human Resource Management or related qualification as recognized by South African Qualifications Authority (SAQA). A postgraduate qualification in Human Resource Management will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (with exception of people with disabilities). Core And Process

Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; knowledge of PERSAL; Knowledge of Change management principles; knowledge of retention practise and principles; knowledge and experience in the HR field; knowledge of PMDS; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.

- DUTIES** : Provide leadership and strategic direction in the Directorate. Manage human resource administration services. Manage the co-ordination of capacity development programs. Manage the implementation of performance management development system in line with government directives. Manage and facilitate the human resource strategy, planning and information systems. Manage organisational design, job evaluation and process improvement. Manage the component's resources against its strategic objectives.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

OTHER POSTS

POST 08/36 : **DEPUTY DIRECTOR: SYSTEMS AND APPLICATIONS REF NO: LDTCS 004 /2025**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE REQUIREMENTS : Head Office (Polokwane)
: An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 in ICT. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Computer Literacy (Microsoft Office Package). Valid driver's license (with the exception of people with disabilities). Core And Process Competencies: 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, Communication. Knowledge and Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing information and communication technology (ICT) in the public service and generally.

DUTIES : Manage the development of web-based application system, Manage the development of portal, Manage and maintain systems and applications, Manage the implementation and maintenance of SharePoint Portal Electronic Document and Records Management System.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

POST 08/37 : **DEPUTY DIRECTOR: NATIS ADMINISTRATION REF NO: LDTCS 005 /2025**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE REQUIREMENTS : Head Office (Polokwane)
: An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A certificate in systems administration will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Computer Literacy (Microsoft Office Package). Valid driver's license (with the exception of people with disabilities). Core And Process Competencies: 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, Communication. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulations etc.

DUTIES : Manage performance of sensitive transactions in the Help Desk, Manage the coordination of procurement of NaTis Equipment, Manage coordination of procurement of NaTIS training.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

POST 08/38 : **DEPUTY DIRECTOR: TRANSPORT OPERATIONS REF NO: LDTCS 006 /2025**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government

	:	Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Waterberg District (Modimolle) Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Management / Logistics will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (Except for people with disabilities). Core And Process Competencies: 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, Communication. Knowledge And Skills: Computer Literacy, Knowledge of Public Transport products and programs, Public Transport history and current situation in SA, PFMA and Treasury regulations, Knowledge of Public Service Policies and Procedures, Communication skills, Conflict Management, Public relations, Analytical thinking, and strategic Management.
<u>DUTIES</u>	:	Manage the registration and licensing of public transport and transport operators. Manage transport operator conflicts. Monitor transport operator safety and compliance. Monitor implementation of rural transport strategy.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/39</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL SECRETARIAT FOR POLICE SERVICE REF NO: LDTCS 007 /2025</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune District (Lebowakgomo) An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Police Science/Policing will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Computer Literacy (Microsoft Office Package). Valid driver's license (with the exception of people with disabilities). Core and Process Competencies: 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, Communication. knowledge and skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulations etc.
<u>DUTIES</u>	:	Oversee monitoring services, delivery of the SAPS and police conduct, conduct customer survey within the police service, Monitor SAPS specialized units, oversee implementation of social crime prevention programs and promote good relationship between community and police, Overall management of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/40</u>	:	<u>CHIEF PROVINCIAL INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mopani District (Mooketsi TCC) Ref No: LDTCS 008 /2025 Capricorn District (Sekgosese Traffic Station) Ref No: LDTCS 009 /2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA. 7-10 years working experience in traffic law enforcement field, 3-5 years' experience at supervisory level, A recognized Road Traffic Diploma, No criminal record, Valid driver's license, at least Code B. Core And Process Competencies: Extensive knowledge of Traffic Management policies and regulations, Relevant Legislations and Traffic Management regulations, Communications skills, Problem Solving and Analysis, Knowledge Management, Service Delivery Innovation, Client Orientation and Customer focus.
<u>DUTIES</u>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and Other relevant Legislation. Overall management of the traffic station/traffic control center. Manage joint law enforcement activities and projects (Co-Operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all the administrative activities and related duties.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/41</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: VOCATIONAL (FORMAL) TRAINING REF NO: LDTCS 017/2025</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Limpopo Traffic College (Mutale)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Road Traffic / Traffic Management will be an added advantage. 3 - 5 years' experience in Traffic Law Enforcement at supervisory level on the same field or related field, A certificate for Facilitators, Assessors, and Moderators will be an added advantage, Valid Driver's Licence (Except for people with disabilities). No criminal records. Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Supply chain management, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Implement vocational (formal) training at the college, conduct training assessment, Conduct evaluation programs, Perform Law Enforcement duties, Provide Vocational (formal) training programs.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/42</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: IN-SERVICE & FIELD TRAINING REF NO: LDTCS 018/2025</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Limpopo Traffic College (Mutale)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Road Traffic / Traffic Management will be an added advantage. 3 - 5 years' experience in Traffic Law Enforcement at supervisory level on the same field or related field, A certificate for Facilitators, Assessors, and Moderators will be an added advantage, Valid Driver's Licence (Except for people with disabilities). No criminal records. Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Supply chain management, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Plan and manage training for field and in-service training at the college, Manage assessment of training performance, Coordinate the evaluation of training programmes, Manage and provide field training programmes, Manage performance of law enforcement duties.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/43</u>	:	<u>ASSISTANT DIRECTOR: PRE-SUPPORT SERVICES REF NO: LDTCS 010 /2025</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Management will be an added advantage. 3 - 5 years' experience at supervisory level on the same or related field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Serve as the secretariat to the Provincial Regulatory Entity (PRE), Facilitate the capturing of PRE decisions and records, Liaison with stakeholders, Facilitate verification and quality control of files.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/44</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Vhembe District (Thohoyandou) Ref No: LDTCS 011 /2025 Mopani District (Giyani) Ref No: LDTCS 012 /2025
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Management will be an added advantage. 3 - 5 years' experience at supervisory level on the same or related field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy,

- strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations.
- DUTIES** : Monitor purchase of Departmental Vehicles. Manage allocation of Departmental vehicles, Facilitate maintenance of Departmental vehicle asset register, Disposal unserviceable assets, Ensure compliance of policy by the Department Officials.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/45** : **ASSISTANT DIRECTOR: BUS MONITORING REF NO: LDTCS 013 /2025**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Sekhukhune District (Groblersdal)
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Management will be an added advantage. 3 - 5 years' experience at supervisory level on the same field or related field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of transport policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, public relations, management skills, Interpersonal relations.
- DUTIES** : Implement subsidy regulations and policies. Monitor bus subsidy matters, Monitor payments of subsidies to appropriate operators, Monitor passenger transport, Ensure maintenance of subsidy database, Conduct workshops on subsidy matters.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/46** : **ASSISTANT DIRECTOR: LOGISTICS (STORES) REF NO: LDTCS 014 /2025**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial/Asset/Logistics Management will be an added advantage. 3 - 5 years' experience at supervisory level on the same field or related field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
- DUTIES** : Efficient provisioning of stores items, Managing an efficient receiving, storage and distribution process, Supervision of proper stores records, Monitor and conduct periodic departmental stock/inventory count and disposal of stores items.
- ENQUIRIES** : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maphoto S.M: 015 295 1163
- POST 08/47** : **ASSISTANT DIRECTOR: REVENUE & DEBT REF NO: LDTCS 015/2025**
Re-advertisement
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Capricorn (Polokwane)
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management will be an added advantage. 3 - 5 years' experience at supervisory level on the same field or related field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Financial and cost accounting, Debtor management, Public relations, management skills, Interpersonal relations.
- DUTIES** : Control district revenue, Ensure compliance to rules and regulations of revenue policies. Management of revenue returns, Management of district debt, Ensure proper control measures.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/48** : **ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: LDTCS 016 /2025**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Sekhukhune (Lebowakgomo)

<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Finance/Commerce will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Financial policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Control expenditure, Approve and authorize employee compensation, Approval of payment vouchers.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/49</u>	:	<u>ASSISTANT DIRECTOR: HELPDESK SERVICES REF NO: LDTCS 019/2025</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09) Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A certificate in systems administration will be an added advantage. 3 - 5 years' experience at supervisory level on the same field or related field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, strong leadership and team building skills, reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations,
<u>DUTIES</u>	:	Implement plans and control all activities in the Provincial Helpdesk, Supervise and monitor all administration functions of motor vehicle registration and licensing, ensure that all NaTIS related transactions are processed as prescribed, Supervise and monitor activities of subordinates to ensure proper implementation of National Road Legislation in all the Provincial Registering Authorities.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/50</u>	:	<u>ARTISAN PRODUCTION GRADE C (REPAIRS AND SERVICE) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R314 751 per annum, (OSD) Capricorn District (Polokwane) Ref No: LDTCS 042 /2025 Mopani District (Giyani) Ref No: LDTCS 043 /2025 Vhembe District (Thohoyandou) Ref No: LDTCS 030 /2024 (X2 Posts)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test certificate. Ten (10) years post qualification experience required as an Artisan. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
<u>DUTIES</u>	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/51</u>	:	<u>ADMIN OFFICER: BUS MONITORING REF NO: LDTCS 021 /2025</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Sekhukhune District (Groblersdal)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage, A minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

<u>DUTIES</u>	:	Investigate matters related to illegal public transport operations, Inspect subsidized contract agreement and general permits, monitor bus timetable and routes, Inspect bus and taxi routes, Monitor scholar transport and animal-drawn carts.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/52</u>	:	<u>HR PRACTITIONER (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Head Office Ref No: LDTCS 022 /2025 Capricorn (Polokwane) Ref No: LDTCS 023/2025 (X2 Posts) Sekhukhune (Lebowakgomo) Ref No: LDTCS 024/2025 Waterberg (Modimolle) Ref No: LDTCS 025 /2025 (X2 Posts) Vhembe (Thohoyandou) Ref No: LDTCS 026 /2025
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Human Resource Management will be an added advantage. A minimum of two (2) to three (3) years' experience in the same or related field, PERSAL Certificate / results, Valid driver's license (with the exception of persons with disabilities), Core and Process Competencies: Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.
<u>DUTIES</u>	:	Administration of recruitment, selection processes, restructuring of packages and implementation of personal data. Administration of transfers, placement, relocation, secondments, and implementation of allowances. Administration and monitoring of leave matters. Administration of service benefits (long service, housing allowance, state guarantee, financial) and termination.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/53</u>	:	<u>HR PRACTITIONER (PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM) REF NO: LDTCS 027 /2025</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Human Resource Management will be an added advantage. A minimum of two (2) to three (3) years' experience in the same or related field, PERSAL Certificate / results, Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.
<u>DUTIES</u>	:	Facilitate and monitor planning and contracting process by employees, Facilitate Performance Management and Development System workshops, Conduct quality assurance on performance tools, Handle submissions of performance tools statistics, Capture PMDS tools on PERSAL system.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 08/54</u>	:	<u>PERSONAL ASSISTANT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Head Office (Polokwane) Ref No: LDTCS 028/2025 (PSPS) Ref No: LDTCS 029/2025 (CFO) Ref No: LDTCS 030/2025 (Transport Operations)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Management Assistant or related qualification will be an added advantage. A minimum of two (2) to three (3) years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Problem solving, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, and problem-solving skills.
<u>DUTIES</u>	:	Provide secretarial/receptionist support service to the Chief Director. Render administrative support services, Support the Chief Director with the administration of the budget of the office, Provide support to the Chief Director regarding meetings
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

- POST 08/55** : **ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT REF NO: LDTCS 031/2025**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Capricorn District (Polokwane)
REQUIREMENTS : A certificate in systems administration will be an added advantage. Experience of working with people with disabilities will be an added advantage. A minimum of two (2) to three (3) years to experience in the same or related field. Valid driver's license (Except for people with disabilities). Core And Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.
- DUTIES** : Provide disability support. Provide administration services.
ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/56** : **TRANSPORT SAFETY OFFICER (X2 POSTS)**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mopani District (Giyani) Ref No: LDTCS 032 /2025
Waterberg District (Thabazimbi) Ref No: LDTCS 033 /2025
REQUIREMENTS : An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage. A minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Performance management, Research conducts, Public Relations, Community Development studies, financial management and PFMA, Labour Relations Act, Supply Chain management. Knowledge And Skills: Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.
- DUTIES** : Gather information of hazardous locations where and when required and do research to find solutions. Implement, facilitate and co-ordinate the implementation of roads safety education programs. Help with the planning of road safety awareness campaigns and projects, e.g Arrive Alive campaigns. Facilitate and coordinate the establishment of community road safety forums. Assist with road safety education and communication product development. Evaluate progress and submit monthly reports.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/57** : **ADMIN OFFICER: OPERATING LICENSE REF NO: LDTCS 034 /2025**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mopani District (Giyani)
REQUIREMENTS : An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage. A minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core And Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.
- DUTIES** : Register Taxi Associations and non-members, Arrange operating Licenses Board meetings. Verify vehicle ownership, Issue permits and operating licenses, Collect revenue.
ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
NOTE : Specifically Targeting Persons with Disability
- POST 08/58** : **STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: LDTCS 035 /2025**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mopani District (Giyani)
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of two (2) to three (3) years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
- DUTIES** : Process creditors payments for services and goods received. Consolidate district budget and monitor expenditure. Compile financial reports. Maintain and update commitment register.

- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/59** : **STATE ACCOUNTANT: REVENUE AND DEBT REF NO: LDTCS 036/2025**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Sekhukhune District
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of two (2) to three (3) years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
- DUTIES** : Facilitate the creation and recovery of departmental debts. Reconciliation of revenue collected and debts. Monitoring and revenue collection and safekeeping of state funds. Ensure compliance to rules and regulations of revenue policies.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- NOTE** : Specifically Targeting Persons with Disability
- POST 08/60** : **STATE ACCOUNTANT: ASSETS AND INVENTORY MANAGEMENT (X2 POSTS)**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Vhembe District (Thohoyandou) Ref No: LDTCS 037/2025
Waterberg District (Modimolle) Ref No: LDTCS 038/2025
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of two (2) to three (3) years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
- DUTIES** : Maintenance of assets register and update inventory lists, conduct assets verification and disposal of obsolete /redundant assets, Conduct stock taking, Receive, issue and maintain stock level.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- POST 08/61** : **ADMINISTRATIVE OFFICER: EPWP REF NO: LDTCS 039 /2025**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mopani District (Giyani)
REQUIREMENTS : An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA. A minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core and Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.
- DUTIES** : Registration of Extended Public Works Programme. Update /verifications participations on database. Assist in the implementation of public participation programmes. Provide administration within the sub directorate.
- ENQUIRIES** : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
- NOTE** : Specifically Targeting Persons with Disability
- POST 08/62** : **ADMINISTRATIVE OFFICER: FACILITIES REF NO: LDTCS 040/2025**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Waterberg District (Modimolle)
REQUIREMENTS : An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Public Administration will be an added advantage. A

minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core And Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills, proper record keeping.

DUTIES : Ensure provision of photocopier, Provision of telecommunication services, Supervise Cleaning services, Handle office furniture, Provide lease management.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

POST 08/63 : **ADMINISTRATIVE OFFICER: TRANSPORT OPERATOR LICENSING REF NO: LDTCS 041 /2025**

SALARY : R308 154 per annum (Level 07)
CENTRE : Waterberg District (Mogalakwena)

REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). An undergraduate qualification in Transport Management will be an added advantage. A minimum of two (2) to three (3) years to experience in the same or related field. Valid driver's license (with exception of persons with disabilities). Core And Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Knowledge of Public Service Regulation, Public Service Acts, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.

DUTIES : Register Taxi Associations and Non-members, Arrange operating licences Board meetings. Verify vehicles ownership. Issue permits and / operating licences. Collect revenue.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

NOTE : Specifically Targeting Persons with Disability

POST 08/64 : **ACCOUNTING CLERK: CASHIER REF NO: LDTCS 044 /2025**

SALARY : R216 417 per annum (Level 05)
CENTRE : Waterberg District (Lephalale)

REQUIREMENTS : Grade 12 or equivalent qualification, Computer Literacy, A qualification in Financial Management will be an added advantage. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

DUTIES : Perform cashier duties i.e. issuing receipts, safekeeping, and banking of State monies. Maintain and update relevant register. Provide a consolidated report. Capture revenue transactions in the financial systems. Prepare payment to Provincial and service Provider for cash collection.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

NOTE : Specifically Targeting Persons with Disability

POST 08/65 : **REGISTRY CLERK: (HR RECORDS) REF NO: LDTCS 045 /2025**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office (Polokwane)

REQUIREMENTS : Grade 12 or equivalent qualification, Certificate in records management or related qualification, Computer Literacy, Valid driver's licence (with the exception of persons with disabilities). Core And Process Competencies: Client orientation, Customer Focus. Knowledge and Skills: Computer literacy, Communication, Interpersonal relations, Teamwork, Planning and Organizing. Updating of records, Safe custody of Human Resource records. Compliance with Minimum information requirements, Implementation of systematic disposal of terminated records.

DUTIES : Updating of records, Safe custody of Human Resource records. Compliance with Minimum information requirements, Implementation of systematic disposal of terminated records.

ENQUIRIES : Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163