

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

*Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer.
Designed race groups, females and People with disabilities remain our target and are encouraged to
apply.*

**APPLICATIONS**

: Applicants are hereby invited to apply for the funded vacant posts as advertised. Applicants who previously applied for the re-advertised posts they are encouraged to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>. Applications should be addressed to various institution as per the applicant's need,
Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre: Applications should be directed to Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.
Polokwane Welfare Complex: Applications should be directed Head of Institution, Private Bag X 9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane. Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg, Polowane.
Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.
Vhembe District: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.
Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.
Mopani District: The District Director, Private Bag X9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE
NOTE

: 07 November 2025 at 16h00
 : however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.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 Z83 by applicants: All the fields in Part A, Part C and Part D must 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? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "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 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. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will

be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

POST 39/182 : **CHIEF DIRECTOR: SERVICE DELIVERY COORDINATION REF NO: DSD/2025/166 (X1 POST)**

SALARY : R1 494 900 per annum (Level 14), (all-inclusive package)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An appropriate qualification at NQF level 7 or equivalent qualification in Social Sciences / Public Administration / Management / Social Work as recognised by SAQA. A minimum of five (05) years of proven experience Senior Management level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analysis and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Provide leadership and high-level strategic direction and policy in the branch. Manage the provision of district management services. Manage the provision of NPO governance and compliance service. Manage the provision of institutional capacity building and support. Establish partnerships with various stakeholders. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/183 : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF DSD/2025/167 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	An appropriate qualification at NQF level 7 or equivalent qualification in Financial Management / Auditing as recognised by SAQA. A minimum of five (05) years of proven relevant experience at Middle /Senior Management level. Chartered Accountant will be an added advantage. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analysing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.
<u>DUTIES</u>	:	Develop business plan in line with the strategic objective of the department. Provide leadership and strategic direction in the sub-branch. Coordinate sectional and the work of governance structures. Facilitate assurance services. Coordinate system control function /services. Coordinate fraud prevention strategies and loss control. Manage financial, administrative and related functions. Ensure the identification, assessment, and mitigation of risks associated with governance, internal controls, and compliance. Coordinate and facilitate both internal and external audits. Design and facilitate capacity-building and training programs for staff on internal control, governance, and compliance matters.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/184</u>	:	<u>DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICE REF NO: DSD/2025/168 (X1 POST)</u> (Re-advert)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 7 or equivalent qualification in Information Management / Information Technology/Information Science / Computer Science as recognised by SAQA. A minimum of five (05) years of proven experience at Middle/Senior Management level in Government Information Technology Office. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core And Process Competencies: 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. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analysis and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking. Leadership & Management skills. Report writing skills. Project Management. Problem analysis and analytic thinking.
<u>DUTIES</u>	:	Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of the strategic direction of the Government. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department. Represent the relevant department at the GITO Council. Promote effective management of information and information technology as enabler as a strategic resource. Manage the SITA relationship: This entails control of the Business Agreement (BA) and

Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage Auxiliary Services. Manage Records Management. Manage Financial, Administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

OTHER POSTS

POST 39/185 : **SOCIAL WORK SUPERVISOR GRADE 1 (X2 POSTS)**

SALARY : R477 564 per annum, (Level: SW-A4)

CENTRE : Vhembe District Ref No: DSD/2025/169 (X1 Post)

Mopani District: Lulekani Ref No: DSD/2025/170 (X1 Post)

REQUIREMENTS : An appropriate qualification at NQF 7 or equivalent in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.

DUTIES : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/186 : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 REF NO: DSD/2025/171 (X1 POST)**

SALARY : R453 201 per annum (Level: CD-A7)

CENTRE : Capricorn District: Ceres

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies Science as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. The ability to undertake complex research. Financial management. Presentation skills. Project management. Human resource management. policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

DUTIES : Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support

		on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/187</u>	:	<u>SENIOR ADMINISTRATION OFFICER: AUXILLIARY SERVICES REF NO: DSD/2025/172 (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mavambe Secure Care Centre
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualification as recognised by SAQA. A minimum of 2-3 years' relevant experience. Valid motor vehicle drivers' licence (with exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Act. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations. Knowledge of Departmental policies, procedures. Knowledge of Occupational Health and Safety standards. Knowledge of Supply Chain Management (SCM) policies and contract administration. Knowledge of Records management principles (National Archives and Records Service of South Africa Act). Knowledge of Basic facilities, asset, catering, and laundry management procedures. Administrative skills. Coordination skills for managing auxiliary function. Communication skills (verbal & written). Leadership skills. Planning & organizing skills. Problem-solving skills. Decision-making skills. Computer literacy skills.
<u>DUTIES</u>	:	Render office administration services. Coordinate catering services. Manage laundry services. Facilitate the provision of records management. Monitor and manage office supply inventories and coordinate timely procurement. Ensure implementation of occupational health and safety protocols in the workplace. Ensure quality control and compliance with health and food safety regulations. Ensure compliance of service-level agreements or contracts with catering providers. Conduct regular file audits and ensure timely archiving and disposal of obsolete records.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/188</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE AND ACCOUNTS (X5 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Waterberg District Ref No: DSD/2025/173 (X1 Post) Sekhukhune District Ref No: DSD/2025/174 (X1 Post) Mopani District Ref No: DSD/2025/175 (X1 Post) Polokwane Welfare Complex Ref No: DSD/2025/176 (X1 Post) Mavambe Secure Care Centre Ref No: DSD/2025/177 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognized by SAQA. A minimum of 2-3 years' relevant experience. A valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Leadership and management skills. Policy analysing and interpersonal skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis and BAS literacy. Project management.
<u>DUTIES</u>	:	Provide financial budgeting services. Ensure effective revenue and debt management. Ensure the management of conditional grants and donor funding through appropriate processes. Ensure processing of payments. Attend audit and supplier queries. Compile monthly, quarterly expenditure and early warning reports. Perform creditor's reconciliation. Monitor payments register. Advise on virement of funds in terms of PFMA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/189 : **SENIOR STATE ACCOUNTANT – BOOKKEEPING AND BANK RECONCILIATION REF NO: DSD/2025/178 (X1 POST)**

SALARY : R397 116 per annum (Level 08)
CENTRE : Head Office :Polokwane
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. 2-3 years' relevant experience. Valid driver's license (with the exception of persons with disabilities). Knowledge And Skills: Public Finance Management Act (PFMA) and Treasury Regulations. Department of Social Development (DSD) financial policies and procedures, Financial reporting standards , Government financial systems (e.g., BAS, PERSAL, LOGIS). Report writing and presentation. Use of accounting and financial systems/software (e.g., Excel, BAS). Stakeholder engagement and communication). Stakeholder Problem-solving and decision-making under pressure.

DUTIES : Ensure effective bookkeeping, bank reconciliation and debt management against the budget. Implementation of acts, regulations and policies. Manage subordinate. Provide effective and efficient bookkeeping and bank reconciliation. Ensure all Suspense accounts have been cleared and reconciled. Ensure all suspense accounts balances are supported by auditable supporting documentation. Ensure that Trial balance reports has been requested (retrieved). Approves journals related to suspense. Monitor clearance of salary related suspense accounts. Approves clearance of EBT rejection. Reconciling aging of accounts monthly. Manage filling of journals related to suspense. Ensure proper and efficient management of debt. Approves all types of debts. Ensure debt are created new debts taken on processes. Ensure all exception relating to debts are cleared on BAS daily. Ensure clearing of debts suspense by approves all debts. Ensure approves journals for the recovering of debts. Provide effective and efficient bank reconciliation. Ensure daily reconciliation between bank statement and trial balance. Ensure all journals are approves for fund requisition. Maintain payment register. Daily requesting of Trial balance. Maintenance of debts, Journal register.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 39/190 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: DSD/2025/179 (X1 POST)**

SALARY : R397 116 per annum (Level 08)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / SCM / Procurement Management as recognised by SAQA. 2–3 years relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Government financial systems (e.g., BAS, LOGIS). Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

DUTIES : Facilitate the requisition of quotations. Receive approved specifications/Terms of References (TORs) for advertisement of bids and invitation of quotations. Issue out requests for quotations. Closing of the bids and price quotations. Record bids & quotations in the receipt registers and compilation of the checklists. Facilitate bid specification and evaluation processes. Compile the appointment letters for bid evaluation and specification committee members. Serve as the secretariat of the bid evaluation and specification committees. Facilitate compliance with SCM prescripts. Facilitate departmental supplier database or CSD (Central Supplier Database) interface. Request quotations from suppliers. Receive, evaluate and adjudicate quotations. Supervise the subordinates.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 39/191</u>	:	<u>SOCIAL WORKER GRADE 1 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 200 per annum (Level SW-A4)
	:	Waterberg District: (X2 Posts) Mabatlane Ref No: DSD/2025/180 (X1 Post) Bakenberg Ref No: DSD/2025/181 (X1 Post)
	:	Capricorn District: (X2 Posts) Molemole Ref No: DSD/2025/182 (X1 Post) Blouberg – Buffelshoek Ref No: DSD/2025/183 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 7 or equivalent qualifications in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills and Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Render an advanced and specialized social work services with regard to care, protection and development of vulnerable individuals, group, families and communities. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/192</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Capricorn District Ref No: DSD/2025/184 (X1 Post) Waterberg District Ref No: DSD/2025/185 (X1 Post) Mopani District Ref No: DSD/2025/186 (X1 Post) Vhembe District Ref No: DSD/2025/187 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / SCM / Procurement Management as recognized by SAQA. A minimum of 1-2 years relevant experience. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge And Skills: Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulation, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
<u>DUTIES</u>	:	Provide regular status/progress reports to management highlighting trends, problems, risks, deviations, delays and make appropriate recommendations for improvement. Determine possible future need for service by conducting a gap analysis. Manage and maintain the database of all suppliers. Ensure quality reporting on sourcing of goods and services. Consolidate procurement plan based on inputs from various units. Capacity building to all users on new procedures or systems implemented for the purpose of needs and market analysis Assist with the development of acquisition plan or strategy. Purchase goods and services that meet users' requirements. Ensure that contractual obligations are met to administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the Service Level Agreements are met. Monitor and make Quality Assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 39/193</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING & STORES MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101.per annum (Level 07)
	:	Sekhukhune District Ref No: DSD/2025/188 (X1 Post)
	:	Waterberg District Ref No: DSD/2025/189 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management/SCM /Procurement Management as recognized by SAQA as recognised by SAQA. 1 - 2 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
<u>DUTIES</u>	:	Develop a purchasing plan or strategy. Purchase goods and services that meet user's requirements. Ensure that contractual obligations are met. Administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the service level agreements are met. Monitor and make quality assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking. Identify needs and prepare request to purchase. Ensure that stocktaking and stock counting is done appropriately. Ensure the stock take report is signed by the district head / Institution Head and all committee members and thereafter submit the report to the provincial office. Receive stock from the suppliers. Issuing of stock to customers. Coordinate disposal of damaged stock. Ensure alignment of physical stock against LOGIS.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/194</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE AND ACCOUNTS (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Sekhukhune District Ref No: DSD/2025/190 (X2 Posts)
	:	Mopani District Ref No: DSD/2025/191 (X2 Posts)
	:	Capricorn District Ref No: DSD/2025/192 (X2 Posts)
	:	Vhembe District Ref No: DSD/2025/193 (X1 Post)
	:	Seshego Treatment Centre Ref No: DSD/2025/194 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. A minimum of 1-2 years' relevant experience. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Leadership and management skills. Policy analysing and interpersonal skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis and BAS literacy. Project management.
<u>DUTIES</u>	:	Assist in providing financial budgeting. Assist in processing of payments. Assist in performing creditor's reconciliation. Maintaining payment register. Administer salary matters. Rendering of general financial administration.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/195</u>	:	<u>STATE ACCOUNTANT: BOOKKEEPING AND BANK RECONCILIATION REF NO: DSD/2025/195 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Head Office: Polokwane

<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. 1-2 years' relevant experience. Valid driver's license (with the exception of persons with disabilities). Knowledge And Skills: Public Finance Management Act (PFMA) and Treasury Regulations. Department of Social Development (DSD) financial policies and procedures, Financial reporting standards , Government financial systems (e.g., BAS, PERSAL, LOGIS). Report writing and presentation. Use of accounting and financial systems/software (e.g., Excel, BAS). Stakeholder engagement and communication). Stakeholder Problem-solving and decision-making under pressure.
<u>DUTIES</u>	:	Ensure effective bookkeeping, bank reconciliation and debt management against the budget. Implementation of acts, regulations and policies. Keep debts control register Provide effective and efficient bookkeeping and bank reconciliation. Ensure all Suspense accounts have been cleared and reconciled. Ensure all suspense accounts balances are supported by auditable supporting documentation. Ensure that Trial balance reports has been requested (retrieved). Capture journals related to suspense. Monitor clearance of salary related suspense accounts. Capture clearance of EBT rejection. Reconciling aging of accounts monthly. Manage filling of journals related to suspense. Ensure proper and efficient management of debt. Capture all types of debts. Ensure debt are created new debts taken on processes. Ensure all exception relating to debts are cleared on BAS daily. Ensure clearing of debts suspense by capturing all debts. Ensure capturing journals for the recovering of debts. Provide effective and efficient bank reconciliation. Ensure daily reconciliation between bank statement and trial balance. Ensure all journals are capture for fund requisition. Maintain payment register. Daily requesting of Trial balance. Maintenance of debts and Journal register.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/196</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: TRANSPORT MANAGEMENT REF NO: DSD/2025/196 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7)
	:	Vhembe District
	:	An appropriate qualification at NQF 6 or equivalent qualifications in Logistic/Transport management/ Public Administration/Public Management/SCM as recognised by SAQA. 1 - 2 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Ensure logbooks and trip authorizations. Manage the record keeping of transport documents. Coordinate trip planning. Facilitate fleet management. Ensure Logbooks and Trip authorisations, Train vehicle users on the completion of logbooks and trip authorization. Calculating kilometers travelled to the vehicle user. Verify the calculation on the logbooks. Conduct bookings of vehicles for maintenance. Check odometer reading for maintenance of vehicles. Arrange with personnel to take the vehicle for service/maintenance Ensure that removed parts are kept safe for record. Record all missing vehicle accessories. Facilitate trip planning. Ensure proper record keeping of transport documents. File all trip authorisations of all undertaken trips. Keep safe of all toll/fuel receipts. Ensure that all maintenance/repairs are kept safe.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/197</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE AND ACCOUNT REF NO: DSD/2025/197 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Head Office

<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / Accounting / Auditing as recognised by SAQA. 1-2 years' relevant experience. valid driver's license (with the exception of persons with disabilities). Knowledge And Skills: Public Finance Management Act (PFMA) and Treasury Regulations. NGO financial governance, funding cycles, and donor requirements. Department of Social Development (DSD) financial policies and procedures. Government financial systems (e.g., BAS, LOGIS) Financial reporting standards (GRAP/IFRS). Financial analysis, reporting, and interpretation. Use of accounting and financial systems/software. Problem-solving and decision-making under pressure.
<u>DUTIES</u>	:	Provide financial support services. Provide financial guidance and support to NGOs receiving DSD funding. Monitor and evaluate the financial health and sustainability of NGOs. Review financial statements and reports submitted by NGOs to ensure compliance with DSD and donor requirements. Provide financial capacity building to NGOS. Provide on-site financial management mentorship to NGOs to improve their financial capabilities. Assist with identifying the financial capacity needs of NGOs and design tailored support plans. Provide financial support to line management. Provide District financial support services. Assist with the consolidation of NGO financial reconciliation and reconciliation reports. Review NGO expenditures against funding allocations. Monitoring and evaluation of financial performance. Conduct regular financial reviews of NGO programs to assess the utilization of funds. Ensure NGOs adhere to financial rules and regulations. Compile NGO financial monitoring reports.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/198</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: DSD/2025/198 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management/SCM / Procurement Management as recognized by SAQA. A minimum of 1-2 years' relevant experience. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Treasury Regulations, Asset Management Framework., Public Services Act and Regulations. Knowledge of Supply Chain Management Frameworks such as Preferential Procurement Policy Framework Act and regulations. Computer Literacy (MS Word and Spreadsheets), Communication skills (verbal and written), Strong Analytical skills, Report Writing skills, Project Management skills, Good Interpersonal skills, problem solving skills, numeric skills, and professionalism.
<u>DUTIES</u>	:	Receive new purchased assets. Barcode the assets on the system & physically. Allocation to enduser. Capturing of the assets in the asset register. Assist in asset movement process. Filling of asset supporting documents. Facilitate the maintenance of the audited asset register. Conduct asset verification. Conducting the disposal of absolute/ redundant assets.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/199</u>	:	<u>ADMINISTRATION OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DSD/2025/199 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Seshego Treatment Centre
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualification as recognised by SAQA. A minimum of 1-2 years' relevant experience. Valid motor vehicle drivers' licence (with exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Act. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations. Knowledge of Departmental policies, procedures. Knowledge of Occupational Health and Safety standards. Knowledge of Supply Chain Management (SCM) policies and contract administration. Knowledge of Records management

		principles (National Archives and Records Service of South Africa Act). Knowledge of Basic facilities, asset, catering, and laundry management procedures. Administrative skills. Coordination skills for managing auxiliary function. Communication skills (verbal & written). Leadership skills. Planning & organizing skills. Problem-solving skills. Decision-making skills. Computer literacy skills.
<u>DUTIES</u>	:	Render office administration services. Issuing food items according to the menu. Monitor the cleaning of the kitchen. Manage messenger and postal/mail services. Coordinate catering services. Manage laundry services. Facilitate the provision of records management. Monitor and manage office supply inventories and coordinate timely procurement. Ensure implementation of occupational health and safety protocols in the workplace. Ensure quality control and compliance with health and food safety regulations. Ensure compliance of service-level agreements or contracts with catering providers. Conduct regular file audits and ensure timely archiving and disposal of obsolete records.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/200</u>	:	<u>PERSONNEL PRACTITIONER: HR PRACTICE & ADMINISTRATION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Waterberg District Ref No: DSD/2025/200 (X1 Post)
	:	Sekhukhune District Ref No: DSD/2025/201 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualification in HRM / Training as recognised by SAQA. A minimum of 1-2 years' relevant experience. PERSAL Literacy. Valid motor vehicle drivers' licence (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Act., Public Service Regulations, Basic Condition of employment act, Employment Equity Act. Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Analytical skills on problem solving, decision making and organizational skills. Knowledge of Departmental policies and procedures.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Compile scheduling of district posts. Provide the administration for district selection services. Facilitate shortlisting and interviews in the district. Provide the administration for district appointment services. Provide the administration of conditions of services: Provide the administration for service termination due to death/ resignation, retirement (normal and early retirement). Provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Conduct district leave auditing. Provide the administration of post establishment and HR system: Provide the administration for transfer and translation of personnel. Approve PERSAL transaction. Facilitate and coordinate district human resource development services: Assist in the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Provide the administration for learnerships and internships. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/201</u>	:	<u>ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Sekhukhune District Ref No: DSD/2025/202 (X1 Post)
	:	Capricorn District Ref No: DSD/2025/203 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 4 (Grade 12) or equivalent qualification as recognized by SAQA. Valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Ability

		to work under pressure. Policy analysis and interpretation skills. Planning and organisation skills. Interpersonal relations. Good verbal and written communication skills. Conflict management skills. Report writing skills. Customer care skills.
<u>DUTIES</u>	:	Allocate vehicles daily. Conduct vehicle inspections. Ensure and monitor utilization of registers. Ensure cleaning of vehicles. Ensure proper record keeping of transport documentation.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/202</u>	:	<u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSD/2025/204 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Mopani District
	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Knowledge And Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Process salary allowance, deductions and disallowances. Administer garnishee and maintenance order. Capturing of emolument attachment orders on PERSAL system. Sorting and distribution of the remittance reports to various institutions. Handle all salary related enquiries.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/203</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS REF NO: DSD/2025/205 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Waterberg District
	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Knowledge And Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Archiving of payment vouchers. Process and handle payment enquiries. Attend to client's queries on payments Assist in performing creditor's reconciliation. Receive goods on the system after they have been received manually. Maintain payment register. Update the register on daily basis.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/204</u>	:	<u>REGISTRY CLERK REF NO: DSD/2025/206 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 32 per annum (Level 05)
	:	Mopani District
	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Certificate in Archives and Record Management will be an added advantage Knowledge and Skills: Knowledge of registry 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. Knowledge of storage and retrieval procedures in terms of the working environment. Computer literacy skills. Planning and organisation skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to registry functions. Process documents for archiving and/ disposal.

<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/205</u>	:	<u>FOREMAN GROUNDSMAN REF NO: DSD/2025/207 (X1 POST)</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Polokwane Welfare Complex
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. A minimum of 1-year relevant experience. Knowledge And Skills: Horticulture and plant care. Turf and landscape maintenance techniques. Safe handling and storage of chemicals and tools. Occupational Health & Safety regulations. Basic mechanical knowledge of landscaping equipment. Environmental compliance standards.
<u>DUTIES</u>	:	Manage grounds and landscape maintenance. Ensure effective use, maintenance, and storage of tools and materials. Ensure Compliance with Health, Safety, and Environmental regulations. Maintain effective communication with team and management and ensure accurate reporting. Team Leadership and Supervision.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/206</u>	:	<u>SEAMSTRESS REF NO: DSD/2025/208 (X1 POST)</u>
<u>SALARY</u>	:	R163 680 per annum, (Level 03)
<u>CENTRE</u>	:	Capricorn District: Sekutupu Old-Age Home
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA Knowledge And Skills: Knowledge of various stitching techniques, pattern making, fabric types, and garment construction. Understanding of fabric properties and how to handle different textiles. Knowledge of designing clothing that caters to specific health needs and physical limitations. Knowledge of hygiene practices, safety protocols, and infection control related to sewing tools and clothing maintenance. Sewing and alteration skills. Time management skills. Inventory management skills. Problem solving skills.
<u>DUTIES</u>	:	Provide clothing repair and alteration services. Provide linen and bedding maintenance services. Ensure all clothing is in good condition, repairing tears, adjusting sizing, and replacing buttons, zippers, or other hardware as needed. Ensure that all work is done to a high standard, prioritizing durability, comfort, and safety. Keep track of sewing supplies and materials. Ensure adequate stock and proper usage. Perform regular checks on sewing machines and other tools.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/207</u>	:	<u>DRIVER (BREAKDOWN OPERATOR) REF NO: DSD/2025/209 (X1 POST)</u> (Re-advert)
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Valid code EC/EC1 drivers licence plus Professional Driving Permit (PrDP). Knowledge And Skills: Knowledge of the Province in which functions will be performed. Knowledge and procedures to perform messenger functions. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge to operate a Breakdown.
<u>DUTIES</u>	:	Transport Officials to various places. Monitor performance and conditions of government vehicles. Do routine maintenance on the allocated vehicle and report defects timely. Attending to breakdown of vehicles and towing vehicles to merchants for repair. Complete all the required and prescribed records and

	logs books with regard to the vehicle and the goods handled. Render a clerical support / messenger service in the Provincial Office. Collect and deliver documentation and related items in the department.
<u>ENQUIRIES</u>	: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 39/208</u>	: <u>CLEANER (X2 POSTS)</u>
<u>SALARY</u>	: R138 486 per annum (Level 02)
<u>CENTRE</u>	: Capricorn District: Seshego Ref No: DSD/2025/210 (X1 Post) Seshego Treatment Centre Ref No: DSD/2025/211 (X1 Post)
<u>REQUIREMENTS</u>	: Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
<u>DUTIES</u>	: Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.
<u>ENQUIRIES</u>	: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake at Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

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.

<u>APPLICATIONS</u>	: 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 X 9324, Polokwane 0700, Tel No 073 170 6748 Sekhukhune District , Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No 015 633 5150 Waterberg District , NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 718 2300/2311/2310. Mopani District , Giyani Govt. Complex. The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000. Vhembe District , Thohoyandou Govt. Complex the Director, Private Bag X 2145, Sibasa, 0970, Tel No 015 960 3000 Enquiries: Ms. Amika Y: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maphoto S.M: 015 295 1163
<u>CLOSING DATE</u>	: 07 November 2025 at 16h00
<u>NOTE</u>	: 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 . 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 New 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

<u>POST 39/209</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT REF NO: LDTCS H2/2025</u>
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public/Business Administration/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 management level in the relevant 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: Strategy development skills, knowledge of strategic planning, knowledge of government planning and reporting legislation and cycle, quality assurance 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. Knowledge of Public service sector governance.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the directorate. Manage the strategic planning process and coordinate policy development for the Department. Manage the monitoring and evaluation of the departmental performance. Manage and coordinate service delivery improvements and customer care services. Manage the component's resources against its strategic objectives.

<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015)294 8401
<u>POST 39/210</u>	:	<u>DIRECTOR: INFORMATION TECHNOLOGY REF NO: LDTCS H3/2025</u>
<u>SALARY</u>	:	R1 266 714 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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification NQF level 7 in Information Technology/Computer Science as recognized by South African Qualifications Authority (SAQA). Proof of completion of the SMS pre-entry program (Nyukela) upon appointment, 5 years' experience at a middle/senior managerial level in the IT 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 and policies governing ICT in the public service, negotiations skills, Microsoft office suite, research and analyzing skills, leadership and decision making, integrity and ethics.
<u>DUTIES</u>	:	Provision and Management of ICT infrastructure, Development, enhancement and maintenance of Application Systems, Manage the provision on Business Solutions and Service delivery. Integrated governance and administration
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015)295 1209, Ms. Mpe N.F Tel No: (015)294 8401
<u>POST 39/211</u>	:	<u>DIRECTOR: MOPANI DISTRICT REF NO: LDTCS M1/2025</u>
<u>SALARY</u>	:	R1 266 714 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 restructured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Mopani District (Giyani) An undergraduate qualification NQF level 7 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Management will be an added advantage. Proof of completion of the SMS pre-entry program (Nyukela) upon the appointment 5 years' experience at middle/senior management level in the Administration 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.
<u>DUTIES</u>	:	Manage Transport Regulation Services, Manage Transport Operations services, Manage Provincial Secretariat for Police Services, Manage Government Fleet services, Manage Corporate Management services, Manage Financial Management services.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019

OTHER POSTS

<u>POST 39/212</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT SAFETY PROMOTION REF NO: LDTCS H4/2025</u>
<u>SALARY</u>	:	R896 436 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 restructured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 6 or equivalent qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Management/Relations will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in the same field. Valid driver's license (with exception of person with disability). 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: Knowledge of event planning processes, including venue selection, catering and logistics, marketing strategies which includes social media, advertising and public relations. Knowledge of event evaluation methods, budgeting, financial planning, cost control, risk management strategy, which includes, risk assessment, mitigation and contingency planning. Team management skills, leadership skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Interpersonal, high-level report writing and computer skills.
<u>DUTIES</u>	:	Manage road safety dialogues and outreaches, jointly with all relevant stakeholders and entities. Management of staff, promote all road safety events in the department and budget management. Manage school safety programs, district awareness campaigns/activities and related programs. Manage public participation surveys on road accidents prevalences in routes across communities.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015)295 1209, Ms. Mpe N.F Tel No: (015)294 8401
<u>POST 39/213</u>	:	<u>DEPUTY DIRECTOR: GOVERNMENT FLEET REF NO: LDTCS W1/2025</u>
<u>SALARY</u>	:	R896 436 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)
	:	An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport/Fleet/Logistics will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in the same field. Valid driver's license (with exception of person with disability). 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: Knowledge of cost control, risk management strategy, which includes, risk assessment, mitigation and contingency planning. Team management skills, leadership skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Interpersonal, high-level report writing and computer skills.
<u>DUTIES</u>	:	Manage Government fleet services. Manage maintenance and repairs services, Manage subsidised motor transport services, Manage unserviceable government vehicles
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 39/214</u>	:	<u>CONTROL PROVINCIAL INSPECTOR: TRANSPORT REGULATION REF NO: LDTCS H5/2025</u>
<u>SALARY</u>	:	R896 436 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>	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Traffic Law Enforcement, any other qualification in Road Traffic / Traffic

		Management will be an added advantage. 7-10 years' experience in Traffic Law enforcement, Five (5) years' experience of which three (3) years must be Chief Provincial Inspector/equivalent in Traffic Law enforcement. Valid driver's license, at least Code B (with exception of person with disability). No criminal record. 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 of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyse the findings and make recommendations, understanding of the legislative framework governing the Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.
<u>DUTIES</u>	:	Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, and other related legislations. Manage the implementation of operational law enforcement plans. Manage registration and licensing services. Manage provision of traffic operational resources. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Manage Traffic Legislation development and compliance. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/215</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: IN-SERVICE AND FIELD TRAINING REF NO: LDTCS H6/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10)
	:	Limpopo Traffic Training College (Mutale)
	:	Undergraduate qualification NQF level 6 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Traffic Law Enforcement, Any other qualification in Road Traffic / Traffic Management will be an added advantage. 3 - 5 years' experience at supervisory level, 7-10 years working experience in the traffic law enforcement field. Valid driver's license (with exception of persons with disabilities), No criminal record. 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 of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.
<u>DUTIES</u>	:	Manage Compliance with the Firearm Control Act 60 of 2000. Manage firearms and ammunitions. Ensure effective and Efficient Leadership. Manage Service delivery improvement. Manage Human Resources & Financial management. Ensure effective and Efficient Asset management.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/216</u>	:	<u>CHIEF ARTISAN GRADE A: MECHANICAL SERVICES REF NO: LDTCS H11/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R480 261 per annum, (OSD)
	:	Head Office (Polokwane)
	:	An Appropriate Trade Test certificate in Diesel or Electromechanical. 5 years experience required as an Artisan Foreman. 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>	:	Manage 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
<u>POST 39/217</u>	:	<u>ASSISTANT DIRECTOR: NATIS ADMINISTRATION AND TRAINING REF NO: LDTCS H7/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport/Public Management/Administration will be an added advantage. 3 - 5 years' experience at supervisory level. Valid driver's license (with exception of persons with disabilities) Core and Process Competencies: Knowledge of relevant prescripts, understanding NaTis Security policy and procedures, Innovative thinking, Client Orientation and Customer Focus, Written and Verbal Communication Skills, Decision Making, Strong Leadership and Team building Skills, Planning and Organizing skills, Conflict Management and Project Management. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service negotiations.
<u>DUTIES</u>	:	Provide NaTis Security support. Conduct training needs assessments and compile schedule for training. Assist with change management within NaTis. Ensure provision of NaTis equipment and stationery. Supervise subordinates and utilise resources in accordance with relevant legislation and directives.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/218</u>	:	<u>ASSISTANT DIRECTOR POLICE OVERSIGHT REF NO: LDTCS S1/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Sekhukhune District (Lebowakgomo)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Policing will be an added advantage, 3 - 5 years' experience at supervisory level in the same field, Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Assist in the management of service delivery complaints lodged against the SAPS in the Province. Conduct Court Watch Brief at Courts in the Province. Assist in the analysis of Court Watch Brief reports and make follow-up with police stations identified. Monitor the implementation of IPID recommendations by SAPS. Supervise subordinates within the sub-component.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/219</u>	:	<u>ASSISTANT DIRECTOR: HIV/AIDS AND HEALTH AND PRODUCTIVITY MANAGEMENT REF NO: LDTCS H8/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 in Nursing or Health related field as recognized by South African Qualifications Authority (SAQA). A qualification in HIV/AIDS counselling and management will be an added advantage. Compulsory Annual Registration with HPCSA, 3 - 5 years' experience at supervisory level in the same field. Valid Driver's Licence (with exception of persons 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. Computer literacy, policy development skills, strong leadership and team building skills, Problem solving, Client orientation and customer focus, Public relations, management skills, Interpersonal relations. Knowledge And Skills: Employee and Wellness policy framework, policy on reasonable accommodation, policy on special leave, National Development Plan, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations,
<u>DUTIES</u>	:	Co-ordinate, implement and monitor HIV and AIDS and TB and other Chronic conditions program within the Department. Co-ordinate the Health and Productivity management program with the Department. Render support to Districts' wellness co-ordinators, Limpopo Traffic college and management.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/220</u>	:	<u>ARTISAN PRODUCTION GRADE C (PANELBEATING) REF NO: LDTCS C3/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R332 061 per annum, (OSD) Capricorn District (Seshego)
	:	An Appropriate Trade Test certificate in Diesel or Electromechanical. 3-5 years' experience in the relevant field. 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
<u>POST 39/221</u>	:	<u>ADMINISTRATION OFFICER: ASSURANCE / FACILITATION SERVICES REF NO: LDTCS H9/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Financial Management will be an added advantage. A minimum of two 2 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: Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing.
<u>DUTIES</u>	:	Monitoring adherence to Acts. Regulations and policies within the department. Inspection / Auditing of financial processes and assets. Investigate and follow-up on detected irregularities. Handling of management letters, provincial audit, audit queries and SCOPA report.

<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/222</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITIES AND AUXILIARY SERVICES REF NO: LDTCS M2/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mopani District (Giyani) Targeting PWD 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 2 years' 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.
<u>DUTIES</u>	:	Ensure provision of photocopier, Provision of telecommunication services, Supervise Cleaning services, Handle office furniture, Provide lease management.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Banyini G Tel No: (015) 811 7019
<u>POST 39/223</u>	:	<u>STATE ACCOUNTANT: FINANCIAL CONTROL (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum. (Level 07) Sekhukhune (Lebowakgomo) Ref No: LDTCS S2/2025 Vhembe (Thohoyandou) Ref No: LDTCS V1/2025 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 2 years' 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.
<u>DUTIES</u>	:	Administer Salary matters. Handle payment of Accounts. Do budget planning and financial monitoring.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 2335 ,Mr. Chabani T Tel No: (015) 960 3094
<u>POST 39/224</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE REF NO: LDTCS H10/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Head Office (Polokwane) 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 2 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.

<u>DUTIES</u>	:	Process submitted claims and requests. Process payment of accounts within thirty days. Implement payment policies and standard operating procedures.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/225</u>	:	<u>STATE ACCOUNTANT: ASSET AND INVENTORY MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Sekhukhune (Lebowakgomo) Ref No: LDTCS S3/2025
	:	Vhembe (Thohoyandou) Ref No: LDTCS V3/2025)
<u>REQUIREMENTS</u>	:	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 2 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.
<u>DUTIES</u>	:	Registration of Departmental Assets. Maintenance of Asset register. Updating of Inventory lists. Conduct disposal of obsolete and redundant assets.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401, Mr. Chabani T Tel No: (015) 960 3094
<u>POST 39/226</u>	:	<u>STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: LDTCS V4/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (level 07)
	:	Vhembe District (Thohoyandou)
<u>REQUIREMENTS</u>	:	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 2 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.
<u>DUTIES</u>	:	Monitor the implementation of the procurement plan. Draft specifications and terms of reference for required goods and services. Registration of suppliers into CSD System. Conduct prise anaylsis.
<u>ENQUIRIES</u>	:	Mr. Chabani T Tel No: (015) 960 3094
<u>POST 39/227</u>	:	<u>STATE ACCOUNTANT: REVENUE AND DEBT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101.per annum (Level 07)
	:	Mopani District (Giyani) Ref No: LDTCS M3/2025
	:	Vhembe District (Thohoyandou) Ref No: LDTCS V5/2025
<u>REQUIREMENTS</u>	:	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 (with exception of persons 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019, Mr. Chabani T Tel No: (015) 960 3094
<u>POST 39/228</u>	:	<u>ADMINISTRATIVE OFFICER: OPERATING LICENSES REF NO: LDTCS C1/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Capricorn District (Polokwane) Targeting PWD
	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport management or related will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons 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.
<u>DUTIES</u>	:	Register Taxi Associations and non members. Arrange operating licenses board meetings. Verify vehicles ownership. Issue permits and operating licenses. Collect revenue.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/229</u>	:	<u>ADMINISTRATIVE OFFICER: NATIS REF NO: LDTCS W2/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum. (Level 07)
	:	Waterberg District (Mokopane)
	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership and 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.
<u>DUTIES</u>	:	Registration and licensing of vehicles. Issue drivers and learner's licenses. Issue roadworthy certificates. Issue special vehicles permits, motor trade numbers and allocate license numbers.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 39/230</u>	:	<u>ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Polokwane: Capricorn Ref No: LDTCS C3/2025
	:	Giyani: Mopani Ref No: LDTCS M3/2025
	:	Thohoyandou: Vhembe Ref No: LDTCS V5/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage. A minimum of 2 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, Ms. Baloyi C Tel No: (015) 811 7022 Mr. Banyini G Tel No: (015) 811 7019, Mr. Chabani T Tel No: (015) 960 3094
<u>POST 39/231</u>	:	<u>TRANSPORT SAFETY OFFICER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Makhuduthamaga: Sekhukhune Ref No: LDTCS S3/2025
	:	Makhado: Vhembe Ref No: LDTCS V6/2025
	:	Lephalale: Waterberg Ref No: LDTCS W3/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management/Road Safety will be an added advantage. A minimum of 2 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401, Mr. Chabani T Tel No: (015) 960 3094, Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 39/232</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: LDTCS M4/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Mopani District (Giyani)
	:	An 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 2 years to experience in the same or related field. PERSAL Certificate / results. 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: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, 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. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019
<u>POST 39/233</u>	:	<u>ADMINISTRATIVE OFFICER: CONTRAVENTION AND GENERAL ADMIN (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum. (Level 07)
	:	Vhembe (Mampakuil) Waterberg (Modimolle)
	:	Vhembe Ref No: LDTCS V7/2025
	:	Waterberg Ref No: LDTCS W4 /2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same field. Valid driver's license (with the exception of persons 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, Transport regulations, Conflict management, Computer literacy, Financial management and PFMA, Research conducts, Supply Chain Management, Labour relations Act, Performance management, Written and verbal communication skills, Public relations, Analytical skills, Interpersonal relations, Client orientation, Customer Focus, Teamwork, Planning and Organizing, Training and development skills.
<u>DUTIES</u>	:	Supervise and check the receiving and registering of summons on court roll. Supervise and check the collection of revenue on daily banking. Monitor court results and provide returns. Render general administrative support services. Check personnel and financial administration clerical support within the component
<u>ENQUIRIES</u>	:	Mr. Chabani T Tel No: (015) 960 3094 Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 39/234</u>	:	<u>ADMINISTRATION CLERK: NATIS REF NO: LDTCS W5/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Waterberg (Mokopane)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. A qualification in Administration will be an added advantage. Computer Literacy. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Financial systems, Debtors management and 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.
<u>DUTIES</u>	:	Registration and licensing of vehicles. Issue drivers and learner's licenses. Issue roadworthy certificates. Issue special vehicles permits, motor trade numbers and allocate license numbers. Render administrative duties. Collection of revenue.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 39/235</u>	:	<u>ADMINISTRATION CLERK: CONTRAVENTION AND GENERAL ADMIN (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum. (Level 05)
<u>CENTRE</u>	:	Capricorn Ref No: LDTCS C4/2025 Polokwane TS (X1 Post) Polokwane TCC (X1 Post) Mopani Ref No: LDTCS M5/2025 (Tzaneen Ts) Targeting PWD (1 Post)
<u>REQUIREMENTS</u>	:	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, Computer Literacy.
<u>DUTIES</u>	:	Render general clerical and administration support services. Render financial support services. Render contravention services. Handle transport services.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401, Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019
<u>POST 39/236</u>	:	<u>REGISTRY CLERK: RECORDS AND REGISTRY SERVICES (X5 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Head Office Ref No: LDTCS H12/2025 (X1 Post) Capricorn Ref No: LDTCS C5/2025 (X1 Post) Mopani Ref No: LDTCS M6/2025 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 / NQF level 4 or equivalent qualification as recognized by SAQA. A qualification in Records/Archives management will be an added advantage. Computer literacy. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Client orientation, Customer focus, and communication, Job knowledge, Interpersonal relations, teamwork, flexibility. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data and operate computer, knowledge and understanding of

		the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge of the National Archives Act and the MIS prescripts and procedures.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and records management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401, Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019
<u>POST 39/237</u>	:	<u>FINANCE CLERK: CONTRAVENTION AND GENERAL ADMIN REF NO: LDTCS M7/2025</u>
<u>SALARY</u>	:	R228 321 per annum. (Level 05)
<u>CENTRE</u>	:	Mopani (Tzaneen Ts) Targeting PWD
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Computer Literacy. A qualification in Administration 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.
<u>DUTIES</u>	:	Receiving and registration of summons. Collection of revenue. Placing summons on court rolls and follow up on court results. Capturing of summons on the system. Compile daily, weekly and monthly reports.
<u>ENQUIRIES</u>	:	Ms. Baloyi C. Tel No: (015) 811 7022 Mr. Banyini G. Tel No: (015) 811 7019
<u>POST 39/238</u>	:	<u>ADMINISTRATION CLERK REF NO: LDTCS S6/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Sekhukhune District (Nebo Government Garage)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. A qualification in office management will be an added advantage. Valid driver's license Core and Process Competencies: Financial systems, Problem Solving, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, Computer Literacy.
<u>DUTIES</u>	:	Handle HR matters. Perform Auxiliary services for Government Garage. Handle transport matters. Handle store services.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/239</u>	:	<u>SWITCHBOARD OPERATOR REF NO: LDTCS S4/2025</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Sekhukhune District (Lebowakgomo) Targeting PWD
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. Computer certificate will be an added advantage. Valid driver's license 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.
<u>DUTIES</u>	:	Render switchboard services. Maintain switchboard system.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 39/240</u>	:	<u>DRIVER/OPERATOR REF NO: LDTCS M8/2025</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Mopani District (Giyan Government Garage)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. Public Driver Permit (PDP) will be an added advantage. 2 years driving experience. Valid driver's license 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.
<u>DUTIES</u>	:	Drive light and medium motor vehicles transporting passengers and other departmental items (mail and documents) Do routine maintenance on allocated vehicles and report defect timely. Complete all required and prescribed records and logbooks with regard to the vehicle and goods handled. Render messenger service in the relevant office.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Banyini G Tel No: (015) 811 7019
<u>POST 39/241</u>	:	<u>TRADESMAN AID REF NO: LDTCS V8/2025) (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Vhembe District (Sibasa Government Garage)
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent qualification as recognized by SAQA. Trade certificate will be an added advantage. 2 years driving experience. Valid driver's license Core and Process Competencies: Client orientation, Customer focus, Communication, Job knowledge, Interpersonal relations, teamwork, flexibility. Knowledge And Skills: Reading and writing skills, knowledge and understanding of mechanical tools and how to use them.
<u>DUTIES</u>	:	Assist Artisan with repairs. Clean workshop bay. Clean vehicles. Assist in Auction preparations.
<u>ENQUIRIES</u>	:	Mr. Chabani T Tel No: (015) 960 3094
<u>POST 39/242</u>	:	<u>GROUNDSMAN REF NO: LDTCS V9/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Vhembe District (Dzanani Ts)
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent qualification as recognized by SAQA. Core And Process Competencies: Client orientation, Customer focus, Communication, Job knowledge, Interpersonal relations, teamwork, flexibility. Knowledge And Skills: Reading and writing skills, knowledge and understanding of cleaning chemicals and tools and how to use them.
<u>DUTIES</u>	:	Clean the surrounding. Plant grass, trees and flowers. Load and offload goods.
<u>ENQUIRIES</u>	:	Mr. Chabani T Tel No: (015) 960 3094