

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

APPLICATIONS

- : Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach required documents will result in the application not being considered/disqualified.
- Applications may also be hand delivered/posted to: **Department of Public Works, Roads and Infrastructure**: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- For Capricorn District**: Private Bag X9378, Polokwane, 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.
- For Mopani District**: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani.
- For Sekhukhune District**: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
- For Vhembe District**: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.
- For Waterberg District**: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.

CLOSING DATE
NOTE

- : 12 December 2025 at 16h30
- : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS posts. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 43/166</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY: OTHER PROVINCIAL DEPARTMENTS REF NO: S.4/3/15/9</u> Component: Infrastructure Delivery: Other Provincial Departments
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate and a qualification at NQF level 7 qualification in the Built environment as recognized by SAQA. Five (05) years of experience at a middle / Senior managerial level. Registration with the relevant professional council (i.e. SACPCMP, SACAP, ECSA or SACQSP) as professional Construction Project Manager, Architect, Quantity Surveyor will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Strategic Capability and Leadership. Programme and Project Management, Financial Management, Change Management, Treasury Notes, Labour, Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA). Technical Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Research and development. Computer- aided engineering applications and MS software including power point. Creating high performance culture. Technical consulting.
<u>DUTIES</u>	:	Manage the technical portfolio for Provincial Departments Infrastructure. Manage the provision of professional inputs to the Provincial Departments in terms of preparation of the User Asset Management Plan. Manage the review of infrastructure project lists in terms of feasibility in consultation with Provincial Departments and make recommendations. Manage the assessment of the suitability of site allocations in terms of the provision of integrated multi-purpose government services in the province. Manage the determination of lifecycle costs for immovable assets of the Provincial Departments. Manage the planning, design and budgeting for technical condition assessment for Provincial Departments facilities in consultation with Provincial Departments. Manage the procurement of construction projects: Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the other Provincial Departments. Monitor the effective management of financial resources for projects. Manage delivery of infrastructure programmes and projects: Provide the professional inputs to the Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Develop IPIP and provide the professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance-based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Provide the professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. [Mainly cost norms]. Manage the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalisation of the Infrastructure Programme Implementation Plan [IPIP] for the Provincial Departments. Manage the preparation and implementation of Service Delivery Agreements. Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the Provincial Departments. Monitor the effective management of financial resources for projects. Provide

maintenance for provincial departments infrastructure: Ensure updating of the document management system and the project management system. Ensure the adherence to timeframes, budgets and quality assurance standards for all contracts: Report progress regarding implementation of infrastructure projects to relevant government structures. Provide the inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Health Maintenance strategy. Manage and monitor the implementation of user-asset management plan. Manage maintenance operations. Manage the infrastructure inputs for longer integrated infrastructure planning and development: Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. · Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipments. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES

Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 43/167

: **DIRECTOR: STRATEGIC MANAGEMENT REF NO: S.4/3/8/97**
Component: Corporate Services

SALARY

: R1 266 714 per annum (Level 13), (to be structured according to Individual needs)

CENTRE

: Head Office - Polokwane

REQUIREMENTS

: Grade 12/Matric certificate and a qualification at NQF level 7 qualification as recognized by SAQA. Five (05) years of experience at a middle / Senior managerial level in Strategic Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Promotion of Access to Information Act. Public Service Regulations. Strategic Capability and Leadership. Programme and Project Management, Financial Management, Change Management, Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus, Communication and Honesty and Integrity.

DUTIES

: Manage the provision of integrated planning and reporting services: Develop and maintain strategic planning and reporting guidelines. Coordinate and facilitate strategic and operational planning processes. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Monitor and facilitate reporting on departmental programmes and activities against government's POA and Cluster projects and intergovernmental working groups. Analyse organisational performance and provide strategic inputs. Manage and conduct integrated monitoring and evaluation services. Develop, manage and maintain M& E Frameworks and system. Develop and implement monitoring and evaluation principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Collect, store, analyze and disseminate research and M&E information. Ensure the accuracy and integrity of captured information. Produce monthly, quarterly and annual performance reports. Manage the implementation of service delivery programmes: Coordinate the development and implementation of coherent service standards. Coordinate the development and implementation of service delivery improvements plans.

Develop and provide customer care and complaints management strategy and processes. Manage and resolve complaints from call centre, presidential hotline, premiers office, communities chapter 10 institutions. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipments. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff Manage discipline.

ENQUIRIES

: Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

OTHER POSTS

POST 43/168

: **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: S.4/3/1/70**
Component: Building Infrastructure Maintenance

SALARY CENTRE REQUIREMENTS

: R1 266 450 per annum, OSD, (to be structured according to individual needs)
: Mopani District
: Grade 12/Matric certificate and a qualification at NQF level 7 as recognized by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Generic Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

DUTIES

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. Governance Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management Direct the

development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 43/169 : **CHIEF ENGINEER GRADE A REF NO: S.4/3/15/3**
Component: Provincial Maintenance Hub
Re-advert

SALARY : R1 266 450 per annum, OSD, (to be structured according to individual needs)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in B Engineering or B Sc in Engineering. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license with the exception of persons with disabilities. Generic Competencies: Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict Management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Engineering design and analysis knowledge. Research and development. Computer- aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor management efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 43/170</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL RATES AND TAXES REF NO: S.4/3/3/123</u> Component: Municipal Rates and Taxes
<u>SALARY</u>	:	R896 436 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, Bsc property studies and Degree in Property valuation as recognised by SAQA. 5 years' experience in property management environment with a minimum of three (3) years at Junior management/ASD level. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Strategic capability and leadership. Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	:	Manage payments of rates and taxes. Develop, manage and implement municipal services policy and processes. Develop strategies and plan for payments of rates and taxes. Develop budget and financial projections for payments of rates and taxes. Manage the verifications of tariffs approved by the municipal council. Manage and monitor the inspection of properties to ensure correct billing in relation to correct land use of properties. Manage, facilitate and analyse submission of monthly and quarterly reports from the district according to set target dates. Liaise with Land Management sub – directorate on immovable assets registered in the name of the province. Manage and monitor the application of MPRA Standard Procedures. Manage and analyse the district reports. Provide and monitor the municipal services reconciliation report. Liaise with district on identified incorrect information. Manage and analyse the pattern for rates and taxes and identify areas for investigation. Manage the compilation of municipal services expenditure pattern reports. Coordinate the debt owed to municipalities by the province. Manage payments of municipal levies: Develop and implement municipal levies policy and processes. Develop strategies and plan for payments of municipal levies. Develop budget and financial projections for payments of municipal levies. Manage and liaise with districts for submission of invoices. Manage the compilation of monthly municipal services report. Manage valuation services. Develop and implement valuation policy and processes. Develop strategies and plan for property valuations. Liaise with municipalities to check the valuation roll. Manage compliance in terms of objection period of the valuation rolls. Manage and conduct research and advice the department. Manage the tariffs objection processes where necessary and ensure adherence to time frames. Coordinate confirmation reports from municipalities: Coordinate confirmation reports from municipalities on outstanding amounts at the end of each financial year. Assist user departments in verifying their debts with municipalities. Assist in the preparation of Annual Financial Statements. Manage application for zoning certificate: Develop and implement processes for application of zoning certificates. Manage and investigate the property in terms of property rights (e.g. height, function, coverage and building lines). Manage the compilation of report in term of restricted and relaxed rights of the approved zoning certificate. Manage compliance with town planning scheme. Manage and facilitate the application for relaxation of rights in the zoning certificate. Manage and facilitate the application to change land use. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

<u>POST 43/171</u>	:	<u>DEPUTY DIRECTOR: PROPERTY AND FACILITIES REF NO: S.4/3/103</u> Component: Property and Facilities Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Sekhukhune District Office
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. Five (5) years' experience in property management environment with a minimum of three (3) years at Junior management / ASD level. Valid driver's license, with the exception of applicants with disabilities. Knowledge of: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Manage land management matters: Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land. Manage and facilitate transfers. Manage leases and municipal services: Manage and provide residential accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. Manage facilities services: Manage physical security services and monitor adherence to service level agreement. Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 43/172</u>	:	<u>CONSTRUCTION PROJECT MANAGER GRADE A REF NO: S.4/3/2/34</u> Component: Building Maintenance Re-advert
<u>SALARY</u>	:	R879 342 per annum, OSD, (to be structured according to Individual needs)
<u>CENTRE</u>	:	Capricorn District – Polokwane
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Built Environment, 04 years' experience in Built Environment (04 years and 06 months experience), or A qualification at NQF level 7 as recognised by SAQA in Built Environment (04 years' experience in Built Environment), or A qualification at NQF level 8 as recognised by SAQA in Built Environment, 03 years' experience in Built Environment. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change

		Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management.
<u>DUTIES</u>	:	Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager, Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library, Utilise allocated resources effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
<u>POST 43/173</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: S.4/3/2/127</u> Component: Inspectorate Services
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at National Diploma (T/N/S streams) or equivalent as recognised by SAQA, or N3 Certificate and a trade test certificate in the building environment, or Registration as an Engineering Technician. More than six (6) years appropriate experience. A valid driver's license with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical analysis, Computer Literacy, Technical report writing, Production, process knowledge and skills, Problem solving and analysis. Decision making, Team work, Customer focus and responsiveness, Planning and organising. Generic Competencies: Problem solving and analysis. Decision making, Team work. Creativity. Change Management Financial Management Customer focus and responsiveness. Communication. Computer skills.
<u>DUTIES</u>	:	Manage inspectorate: Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are Facilitate, co-ordinate and control the implementation of new work, repair and renovation and maintenance: Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new work projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the works control system is updated provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure that relevant project documentation for new and existing structures is compiled: Develop and interpret plans and sketches. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Manage the activities of contractors and consultants: Provide advice and guidance to contractors and consultants in respect of the compliance to legislation and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedure. Verify invoices and certify progress of payments. Check and progress variation

		orders and make recommendations on requirements for the extension of deadlines. Provide extended Public Works Programme: Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for works inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and efficient workflow of work done by works inspectors and report on all work allocated.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/174</u>	:	<u>CHIEF ARTISAN GRADE A (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY</u>	:	R480 261 per annum, OSD
<u>CENTRE</u>	:	Sekhukhune District – Carpentry Services Ref No: S.4/3/2/86 Vhembe District – Malamulele Building Maintenance Ref No: S.4/3/2/91
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Carpentry. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills.
<u>DUTIES</u>	:	Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 45/175</u>	:	<u>CHIEF ARTISAN GRADE A REF NO: S.4/3/10/120</u> Component: Drainage Structures Re-advert
<u>SALARY</u>	:	R480 261 per annum, OSD
<u>CENTRE</u>	:	Sekhukhune district: Drainage Structures
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman in Shuttering / Steel Fixing / Concrete. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals,

standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 43/176 : **CHIEF ARTISAN GRADE A REF NO: S.4/3/2/109**
Component: Nebo Building Maintenance

SALARY : R480 261 per annum, OSD
CENTRE : Sekhukhune district: Nebo
REQUIREMENTS : Appropriate Trade Test Certificate in Plumbing/ Carpentry/ Bricklaying/ Electrical. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 43/177 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: S.4/3/8/17**
Component: Records Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Mopani District

<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate and a qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/Science/Studies/Archival Studies. Three (03) years' of experience at a supervisory position in Records Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.
<u>DUTIES</u>	:	Supervise the provision of Human Resource records: Assist in the development of file plan, manage security of records and monitor the classification and reference of records, Manage filling of documents. Supervise the provision of General records: Assist in the development of file plan, manage security of records, Monitor the classification and reference of records. Manage filling of documents. Supervise the provision of postal and messaging services: Implement postal and messaging strategy and plans, monitor registering and delivery of documents/ correspondence, Manage courier services, Manage renewals of franking machine and mailbags. Facilitate and coordinate the disposal of records: Identify the disposable records, Facilitate the approval process to dispose identify records, Facilitate the evaluation process of identify records, Transfer the valuable records to Provincial Archive repository, Dispose the outdate records. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.
<u>ENQUIRIES</u>	:	For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/178</u>	:	<u>ASSISTANT DIRECTOR: ROADS PROJECT IMPLEMENTATION REF NO: S4/3/10/179</u> Component: Roads Projects Implementation Re-advert
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Project Management/ Public Management/Community Development Studies. Three (03) years' relevant experience. A Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of Roads Maintenance Manual. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership.
<u>DUTIES</u>	:	Coordinate development of EPWP Business plan: Establish steering committee of Local Municipal Councilor, Community Development Workers and Transformation and ensure that this committee identifies EPWP projects to be implanted. Select projects in term of priority and suitability in line with EPWP. Manage the design and costing of EPWP projects. Ensure the setting up of database of potential participants for EPWP project implementation. Arrange the advertising of projects as well as the appointment of participants. Facilitate compliance to EPWP Guidelines. Register all planned LIC projects in the EPWP Reporting System. Ensure the signing of employment contracts by participants. Ensure Basic Life Skills Training for all labourers. Registration of participants/contractors with CETA. Monitor the performance of EPWP projects. Ensure programming of the works and strict adherence to set dates in line with the EPWP Business plan. Insist on setting of manageable daily task for workers in with Ministerial. Determination for EPWP projects. Ensure strict adherence to the carrying out of activities according to specifications. Ensure performance of tasks is done under proper supervision to ensure quality production and application of correct approved materials. Ensure similarity in scope of work for all districts. Ensure the application of civil construction industry guidelines, viz general conditions of contract 2000, SABS and EPWP

Ministerial Determination. Encourage registration of participants/contractor with standards authorities such as CIDB. Ensure the establishment of code of best practice for EPWP. Develop projects specification and contracts for service providers. Ensure project design is per Labour Intensive Construction Methods. Draw up specifications and terms of reference that will govern the operations of the projects. Provide OHSA training for participants. Ensure that consultants appointed have CETA Accreditation and are registered with recognized bodies controlling civil construction industry, e.g. SAICE. Confirm validity of contract documentation drawn up by consultants with departmental legal directorate. Facilitate community participation in the projects with the relevant directorate. Ensure good relations and closer cooperation between the Roads Projects Implementation Directorate, Departmental District Offices, Cost Centers and Local Authorities through Social Facilitation. Convene and conduct EPWP workshops and seminars during project identification on community participation. Compile an analysis of household status of projects participants in line with EPWP targeted demographics i.e. %women, %youth and %disabilities.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 43/179 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: S.4/3/8/100**
Component: Performance Management and Development

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Head Office – Polokwane
: Grade 12/ Matric and a qualification at NQF Level 6 as recognised by SAQA in Human Resource Management / Personnel Management/ Public Management / Administration. 3-5 years' experience in human resource management environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Performance Management Framework. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

DUTIES : Facilitate performance management evaluation: Implement performance management policies and procedures and ensure adherence to mandates and directives. Conduct performance evaluation against operational plans of the directorates and districts. Develop circulars and time – table for the submission of annual evaluation forms. Monitor that circulars and time – table are available and accessible. Monitor the updating of PMDS submission database. Monitor issuing timeous PMDS submission statistics reports. Liaise with directorates with regard to outstanding evaluation forms. Conduct quality assurance of performance evaluation forms: Monitor that evaluation form are aligned to the performance agreement. Conduct the process of quality assurance on the performance evaluation forms. Monitor submission process and provide guide on the evaluation process. Facilitate performance management evaluation workshop. Conduct performance evaluation workshop at the district, head office, institutions and cost centers. Distribute performance evaluation forms. Coordinate performance management evaluation and capacity building: Compile submission for appointment of performance management moderation committee members. Provide logistics for moderation committee meeting. Render secretariat for the moderating committee meetings. Implement moderation committee recommendations. Facilitate performance bonus/ incentive appraisal and rewards: Compile performance evaluation schedules. Approve performance bonus transaction on PERSAL system. Compile performance bonus report. Issue feedback letter for satisfactory and unsatisfactory performance. Facilitate probation processes. Liaise with HR on recruited list. Liaise with officer on probation and supervisors to fill the quarterly probation forms. Monitor capturing of probation forms on PERSAL system. Facilitate submission to HOD for permanent appointments of officers. Compile confirmation letter for completion of probation. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure

		capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 43/180</u>	:	<u>GEOTECHNICAL ENGINEERING TECHNOLOGIST GRADE A REF NO: S.4/3/10/65</u> Component: Roads & Bridges
<u>SALARY</u>	:	R453 576 per annum, OSD
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in Civil Engineering (Geotechnical or Materials). Three years' post qualification in Civil Engineering Technologist experience required. Compulsory registration with ECSA as Civil Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical designs and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Professional judgement. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	:	Provide technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; - 126 – Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262.
<u>POST 43/181</u>	:	<u>CHIEF WORKS INSPECTOR (X3 POSTS)</u> Component: Inspectorate Services.
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mopani District Ref No: S.4/3/2/110 (X1 Post) Vhembe District Ref No: S.4/3/2/100 (X1 Post) Waterberg District Ref No: S.4/3/2/100 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF level 6 (T/N/S streams) as recognized by SAQA or N3 and a Trade Test Certificate in building environment, or registration as and Engineering Technician. Minimum of three (03) years of experience in inspectorate (Building) environment. A valid driver's license with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organizing. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper

quality control is maintained. Compile and estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketched. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Provide extended public works Programme. Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Vhembe district: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 43/182 : **ROAD WORK SUPERINTENDENT REF NO: S.4/3/10/194 (X1 POST)**
Component: Letaba Roads Maintenance

SALARY : R397 116 per annum (Level 08)
CENTRE : Mopani District: Letaba Roads Maintenance
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Grade 12. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.

DUTIES : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Road surfaces maintenance and repair reports. Develop maintenance schedules for assets (roads, plant, equipment, etc.) Maintenance schedule plan. Plan and prepare weekly/monthly site programme. Weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Monthly contract services performance report. Project management and final inspection for capital projects report. Provide technical advice on claims against the department. Sound technical advice. Monitor and check the quality of work done by contractors/maintenance teams. Quality assurance report for the work done by contractors/maintenance teams. Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation. Performance Agreement and assessment report. Updated job description. Updated assets register. Updated leave register. Work attendance register.

ENQUIRIES : Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Sekhukhune district: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330

<u>POST 43/183</u>	:	<u>INSPECTOR: MAINTENANCE OPERATIONS REF NO: S.4/3/10/31</u> Component: Roads Infrastructure Maintenance: Inspectorate
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Trade Diploma. Grade 12. Three (3) years road work maintenance experience. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety act. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Inspect roads maintenance works to monitor compliance with standards/specifications: Check and monitor compliance with standards and specifications. Write reports on quality of the work. Identify gaps and give advice accordingly. Provide expert advice to workers. Recommend actions to be taken. Provide roads maintenance expertise to maintenance teams: Provide work guidance. Identify training needs. Conduct skills audit. Facilitate training. Conduct in-house training. Monitor progress on capital projects: Conduct inspection of capital projects. Attend capital projects meetings. Provide reports. Liaise with communities and RAL on the quality of roads maintenance: Attend joint meetings with RAL and communities on the status of the quality of the roads. Attend road maintenance queries. Provide written reports.
<u>ENQUIRIES</u>	:	Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/184</u>	:	<u>ARTISAN FOREMAN GRADE A (X3 POSTS)</u> Component: Building Maintenance
<u>SALARY</u>	:	R382 047 per annum, OSD
<u>CENTRE</u>	:	Vhembe district: Thohoyandou building maintenance-Electrical Ref No: S.4/3/2/113 (X2 Posts) Capricorn District: Mankweng building maintenance- Electrical Ref No: S.4/3/2/114 (X1 Post) Sekhukhune District: Nebo building maintenance-Welding Ref No: S.4/3/2/115 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
 For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
 For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

<u>POST 43/185</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/195</u> Component: Drainage Structures
<u>SALARY</u>	:	R382 047 per annum, OSD
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/186</u>	:	<u>PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: S.4/3/8/68</u> Component: Employee Health and Wellness (Re-advert)
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	A qualification at NQF level 06 as recognized by SAQA. A qualification at NQF level 06 in Health Sciences/ Administration as recognized by SAQA. 02 years' experience in compensation and medical claims processing environment. Computer literacy. Valid driver's license with the exception of applicants with disabilities. Skills & Knowledge: Problem solving and analysis, Confidentiality, Creativity, Customer focus and responsiveness, Communication. Computer skills, People management, Planning and organising. Conflict management, Presentation and Report writing.
<u>DUTIES</u>	:	Coordinate Compensation for Occupational Injuries and Diseases (COID) programme in the Department: Collate the statistical information on Occupational Injuries and Diseases (IOD) in the department. Manage proper implementation of COID cases. Conduct audit on OI in the Department. Record fatal and report critical OI cases to the Department of Labour. Ensure that all notified IOD/occupationally acquired diseases cases are reported to the Office of the Compensation Commissioner. Maintain COID data base and IOD register for all cases in the department. Ensure payment of the Administration

fee to the Office of the Compensation Commissioner as prescribed by law. Report all IOD/occupationally acquired diseases cases online with the Department of Labour Systems. Payment of goods and services in line with PFMA and Supply Chain Management framework, for both the Head Office and the District offices. Liaise with employees and medical specialists/other service providers regarding the submission of medical reports and bills. Verify and prepare submissions for the payment of medical bills for OI/occupationally acquired cases. Advice on the budget projection for COI/occupationally acquired cases. Collect proof of payment of all medical bills and administration fees and keep records thereof/ update commitment register. COI Administration: Ensure that all notified cases are finalized with the Office of the Compensation Commissioner. Ensure that outstanding documents of all notified cases are followed up with the office of the Compensation Commissioner, Provincial and National Treasury, Serviced providers, Family members & etc. Liaise with employees and medical specialists/ other service providers regarding the submission of medical reports and bills. Advise employees on further management of cases once closed by the Department of Labour. Administer awards as issued by Department of Labour. Support OHS Assistant Director: Perform delegated task and give feedback. Support OHS Assistant Director on the realization of sectional goals. Supervise OHS intern. Manage leave for intern.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 43/187 : **PERSONNEL PRACTITIONER REF NO: S.4/3/8/91**
Human Resource Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Vhembe District
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in HRM /Public Management / Public Administration/ Training / Development. 02 (Two) years of experience within Human Resource environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Knowledge of PERSAL will be an added advantage. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Provide recruitment services: Receive applications from registry and keep record thereof. Provide statistics of received application per post. 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. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Conduct district head count. Capture 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 the learnerships and internships. Verify the compilation of performance management and development system documentation. Render secretariat services in performance management and development system moderation. Conduct performance management and development system workshops. Provide the administration for performance management and development system rewards/incentives. Coordinate the employment relations services: Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide

		capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/188</u>	:	<u>ADMINISTRATIVE OFFICER: LEASE MANAGEMENT REF NO: S.4/3/3/82</u> Component: Lease Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation. 03-05 years' experience in property management. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act, 1998, Spatial Planning and Land Use Management Act, 2013.
<u>DUTIES</u>	:	Administer leases: Facilitate the appointment of the landlord, Facilitate the signing of service level agreement by the landlord and user department, Administer lease contracts, Receive notices of non-compliance in terms of maintenance from the user departments, Receive and record complaints with regard to non-adherence to conditions in lease contracts, Analyse leases to identify once that will expire in six month, Notify occupants about lapsing leases, Update Asset Register on Leases. Renewals of leases: Facilitate the extension of leases, communicate the outcome of lease extension and the new terms if the service level agreement, Facilitate signing of revised service level agreement, Update the lease Asset Register. Provide leases: Validate the need of office space by user departments, Analyse needs using space norms and standards, Conduct research and identify available office space/areas according to the needs of user departments, Negotiate with prospective landlords around the requested area. Provide lease agreements in respect of unutilized state-owned properties rented out to private entities/institutions: Facilitate the appointment of Values to determine market rentals, Facilitate the signing of the lease agreements with the applicant, Monitor lease agreements.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 43/189</u>	:	<u>PROPERTY INSPECTOR: LAND MANAGEMENT REF NO: S.4/3/3/124</u> Component: Properties and Facility Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF 06 in Property Management/Real Estate as recognised by SAQA. 2-3 Years' experience in property management/real estate. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Written communication, Ability to act with tact and discretion, Good grooming and presentation, Investigation skills.
<u>DUTIES</u>	:	Inspect property for rental purposes: Conduct regular inspections, Verification of provincial properties, Conduct property inspections before handing over to occupants for rental purposes, Conduct inspection of physical condition of properties on termination of rental, Compile the reports for the physical conditions of residential properties. Monitor adherence to terms and conditions of lease agreements during the rental period. Investigate property complaints and compliance to lease agreements. Opening of job cards on behalf of tenants. Conduct space audit (Residential): Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.
<u>ENQUIRIES</u>	:	Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<u>POST 43/190</u>	:	<u>STATE ACCOUNTANT (X2 POSTS)</u> Component: Financial Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Sekhukhune district Ref No: S.4/3/9/43 (X1 Post) Vhembe district Ref No: S.4/3/9/44 (X1 Post)

<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF Level 6 in Financial Accounting, Financial Management/ Administration/ Cost Accounting as recognized by SAQA. 2-3 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of Treasury Regulations, PFMA, DORA, PPPFA. Knowledge of PERSAL & BAS systems will be an added advantage. SKILLS: People management. Planning and organising. Conflict management. Problem solving and analysis. Decision making. Creativity. Financial management. Communication. Computer skills.
<u>DUTIES</u>	:	Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Provide revenue: Collection of Government money. Issue receipts manual or online under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor online receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. Facilitate debt: Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advices from Head Office to implement DEBT ON PERSAL in cases where the debtor is a government/department employee. Liaise with Head Office in updating BAS records. Conceive reports from Head Office in clearing of Debts. Close Debt files. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/191</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/10/196</u> Component: Groblersdal Mechanical Workshop
<u>SALARY</u>	:	R230 898 per annum, OSD
<u>CENTRE</u>	:	Sekhukhune District - Groblersdal Mechanical Workshop
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge Of: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.
<u>DUTIES</u>	:	Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks).

		Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and isolate. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cards after completing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of worn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job records and other registers. Maintain and adhere to agreed development plan.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 43/192</u>	:	<u>ARTISAN PRODUCTION GRADE A (X8 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R243 597 per annum, OSD
	:	Mopani: Giyani Building Maintenance- Bricklaying Ref No: S.4/3/2/116 (X1 Post) Plumber Ref No: S.4/3/2/117 (X1 Post) Ba-Phalaborwa Electrical Ref No: S.4/3/2/118 (X1 Post) Naphuno Building Maintenance – Carpentry Ref No: S.4/3/2/119 (X1 Post) Waterberg District: Modimolle Building Maintenance (Painter) Ref No: S.4/3/2/120 (X1 Post) Sekhukhune District: Tubatse Building Maintenance (Electrical) Ref No: S.4/3/2/121 (X1 Post) Vhembe District: Thohoyandou Building Maintenance (Plumber) Ref No: S.4/3/2/21
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Technical analysis, Computer aided technical applications, legal compliance, technical report writing, Technical consulting. Production, Knowledge process and skills.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330 For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/193</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/9/195 (X2 POSTS)</u> Component: Finance: Acquisition Management
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Vhembe district
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic

		Competencies Job Knowledge Communication Interpersonal relations Flexibility Teamwork. Technical Competencies Computer skills Planning and organising Language Good verbal and written communication skill.
<u>DUTIES</u>	:	Provide the acquisition of goods and services: Render acquisition clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. Provide supplier database: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Provide bids: Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Provide bids evaluation: Make arrangements for evaluation of bids and quotations. Captured information for all bids and quotations. Customise changes on standard evaluation criteria.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 43/194</u>	:	<u>ADMINISTRATION CLERK (X5 POSTS)</u> Component: Fetakgomo Tubatse Stores, Ba-Phalaborwa Stores & Modimolle/Mookgopong Stores, Thohoyandou Stores, Colins Chabane Stores
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Sekhukhune district: Fetakgomo Tubatse Stores Ref No: S.4 /3/9/196 (X1 Post)
	:	Mopani district: Ba-Phalaborwa Stores Ref No: S.4/3/9/197 (X1 Post)
	:	Waterberg District: Modimolle/Mookgopong Stores Ref No: S.4/3/9/198 (X1 Post)
	:	Vhembe district: Thohoyandou Ref No: S.4/3/9/191 (X1 Post)
	:	Colins Chabane Ref No: S.4/3/9/193 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge Of: 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. Basic knowledge of work procedures in terms of the working environment. Generic Competencies Job Knowledge Communication Interpersonal relations Flexibility Teamwork. Technical Competencies Computer skills Planning and organising Language Good verbal and written communication skill.
<u>DUTIES</u>	:	Place order: Receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
<u>ENQUIRIES</u>	:	For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 43/195</u>	:	<u>SWITCHBOARD OPERATOR REF NO: S.4/3/8/101</u> Component: Auxiliary Services
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Vhembe District Office
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognised by SAQA. Core And Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills And Knowledge: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.
<u>DUTIES</u>	:	Render switchboard services: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls.

		Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Maintain switchboard system: Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of order. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/196</u>	:	<u>DRIVER/OPERATOR (X6 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Capricorn District: Dendron Roads Maintenance Ref No: S.4/3/10/192 (X1 Post)
		Waterberg District: Lephalale Roads Maintenance Ref No: S.4/3/10/199 (X1 Post) George Masebe Roads Maintenance Ref No: S.4/3/10/200 (X1 Post) Dwaalboom Roads Maintenance Ref No: S.4/3/10/201 (X1 Post) Bela-Bela Roads Maintenance Ref No: S.4/3/10/202 (X1 Post) Vaalwater Roads Maintenance Ref No: S.4/3/10/203 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Seven (7) to twelve (12) months driving experience. Skills And Knowledge: Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.
<u>DUTIES</u>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612
<u>POST 43/197</u>	:	<u>ROAD WORKER (X16 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Capricorn District: Mothapo Roads Maintenance Ref No: S.4/3/10/204 (X1 Post) Sandriver Roads Maintenance Ref No: S.4/3/10/205 (X1 Post) Regravelling Ref No: S.4/3/10/206 (X2 Posts) Skeiding Ref No: S.4/3/10/133 (X1 Post)
		Mopani District: Ba-Phalaborwa Roads Maintenance Ref No: S.4/3/10/207 (X2 Posts)
		Sekhukhune District: Veeplaas Roads Maintenance Ref No: S.4/3/10/193 (X1 Post) Groblersdal Roads Maintenance Ref No: S.4/3/10/189 (X1 Post) Nebo Roads Maintenance Ref No: S.4/3/10/191 (X1 Post)
		Waterberg District: Mookgophong Ref No: S.4/3/10/195 (X2 Posts) (Re-advert) Roedtan Ref No: S.4/3/10/198 (X2 Posts) (Re-advert) Alma Ref No: S.4/3/10/199 (X1 Post) (Re-advert) Tolwe Ref No: S.4.3.10/172 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.

<u>DUTIES</u>	:	Perform routine activities in respect of road maintenance and construction through: Construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 43/198</u>	:	<u>DRIVER (X2 POSTS)</u> Component: Tubatse & Nebo Building Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Sekhukhune District: Tubatse Building Maintenance Ref No: S.4/3/8/102 (X1 Post) Nebo Building Maintenance Ref No: S.4/3/10/148 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognized by SAQA. A valid driver's license with PDP. Seven (7) to twelve (12) months driving experience. Knowledge And Skills: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality Flexible Good communication High standard of workmanship.
<u>DUTIES</u>	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 43/199</u>	:	<u>TRADESMAN AID (X4 POSTS)</u> Component: Mechanical Services
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Waterberg district: Mokopane Mechanical Workshop Ref No: S.4/3/10/208 (X2 Posts) Thabazimbi Mechanical Workshop Ref No: S.4/3/10/163 (X1 Post) Mopani district: Tzaneen Mechanical Workshop Ref No: S.4/3/10/164 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising. Accuracy. Flexibility. Co-operative. Team player.
<u>DUTIES</u>	:	Bring the working tools to the work area. Help with repairs. Clean grease in working bays. Clean oil in the workshop. Wash the floor of the workshop. Wash the vehicle after repairs. Check if all items e.g. jack, wheel spanner etc. Park the vehicle. Help in the marking of vehicle to be auction.
<u>ENQUIRIES</u>	:	For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/200</u>	:	<u>TRADESMAN AID (X7 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Sekhukhune District: Thabamoopo Building Maintenance Ref No: S.4/3/2/122 (X2 Posts) Ephraim Mogale Building Maintenance Ref No: S.4/3/2/123 (X1 Post) Waterberg District: Bela-Bela Building Maintenance Ref No: S.4/3/2/124 (X2 Posts) Mopani district:

<u>REQUIREMENTS</u>	:	Sekgosese Building Maintenance Ref No: S.4/3/2/125 (X2 Posts) A qualification at NQF Level 04 as recognized by SAQA. Skills And Knowledge: Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.
<u>DUTIES</u>	:	Provide assistant in maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. Repair, clean service and safe keeping of equipments and tools according to standard: Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.
<u>ENQUIRIES</u>	:	For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015)636 8300/8330. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
<u>POST 43/201</u>	:	<u>GENERAL WORKER/STORES ASSISTANT</u> Component: Giyani Stores
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Mopani district: Giyani Stores Ref No: S.4/3/9/199 (X1 Post)
	:	Waterberg district: Thabazimbi Stores Ref No: S.4/3/9/188 (X1 Post)
	:	Vhembe district: Thohoyandou Stores Ref No:S.4/3/9/192 (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 3 as recognised by SAQA (Adult Education and Training (AET). Knowledge And Skills: Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
<u>DUTIES</u>	:	Provide general assistant work: Off – load equipment's and goods to the stores during delivery. Load equipment's or goods upon request. Deliver stores to relevant offices. Clean stores and government vehicles: Clean government vehicles. Clean relevant workstation.
<u>ENQUIRIES</u>	:	Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 43/202</u>	:	<u>GROUNDSMAN (X2 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Mopani district: Tzaneen Cost Centre Ref No: S.4/3/3/125 (X1 Post)
	:	Vhembe District Office Ref No: S.4/3/126 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 3 as recognized by SAQA. Skills And Knowledge: cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic numeracy. Basic interpersonal relationship. Basic literacy. Organizing.
<u>DUTIES</u>	:	Maintain premises and surroundings: clean premises and surroundings. Empty dirty bins. Maintain the Garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunction of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Keep gardening materials and equipment: Cleaning of machines and equipment after use request gardening materials.
<u>ENQUIRIES</u>	:	For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/203</u>	:	<u>CLEANER (X3 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Waterberg district:

Bela-Bela Cost Centre Ref No: S.4/3/3/128 (X1 Post)

Mopani district office:

Facilities services Ref No: S.4/3/3/100

Ba-Phalaborwa Cost Centre Ref No: S.4/3/3/127

REQUIREMENTS

: A qualification at NQF level 1(ABET) as recognized by SAQA. Core And Process Competencies: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.Flexibility.co-operative. Team player.

DUTIES

: Provide cleaning services: office corridors, elevators and boardrooms: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins. Collect and removing of waste papers. Freshen the office areas. Provide cleaning services: kitchen and rest rooms by: clean basins. Wash and keep stock of kitchen utensils. Provide cleaning services in restrooms: Refill hand wash liquid soap. Re – place toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment: Report broken cleaning machines and equipment's. Cleaning of machines. (microwares, vacuum cleaners etc.) and equipment's after use. Request cleaning materials.

ENQUIRIES

: For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.