

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts. Persons whose appointment will promote representativity (specifically Persons with Disabilities and Women in line with the Employment Equity Act No. 55 of 1998), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. Should there be no suitable candidates from the represented groups who can be recruited, the candidates from the unrepresented groups can be considered.

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 20 March 2026 @ 16h30
- NOTE** : All costs associated with an application will be the responsibility of the applicant. Applications on e-Recruitment system: Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalization Volume 1, paragraph 1.30. The applicant confirms and come to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submit the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016). The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. No faxed or emailed applications will be considered. The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate 'refer to Curriculum Vitae (CV) or see attached', this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a

CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). The position and the reference number of the post for which you are applying for, as stated in the advert, must be quoted in the spaces provided on the new Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Personal suitability checks shall be conducted in line with Public Service Regulation 57(1)(c). The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within 4 months of the closing date. However, should there be any dissatisfaction, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within 4 months, in terms of section 5, subsection 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The Department shall not carry any related costs (transport, accommodation or meals) for invited candidates attending interviews. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's license (where required) with their application. Only shortlisted candidates will be required to submit certified copies on / or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za and social media platforms.

OTHER POSTS

- POST 08/427** : **DEPUTY DIRECTOR: CONTRACTS & PERFORMANCE MANAGEMENTREF NO: C1/26/1**
 Directorate: Supply Chain & Assets Management
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
 : An NQF 6 qualification in Contract Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. A minimum of five (5) years' experience in Supply Chain Management environment of which three (3) years must be at an Assistant Director level. Knowledge of Contract Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), SCM Policy and Procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR),

- Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa and DORA. People management skills. Time management. Verbal and written communication skills. Conflict management. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation. Computer literacy. Good governance and Batho-Pele Principles. Team leadership.
- DUTIES** : Manage the functional operation of the Sub-directorate: Supply Chain Contract Management. Manage a contract register for the department. Monitor supplier relations and performance management. Manage contract amendments and variations, including extension of times, renewals and price adjustments. Manage and supervise employees to ensure an effective contract management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/428** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C1/26/2 (X2 POSTS)**
Directorate: Provincial Protected Areas Management
- SALARY** : R612 480 – R700 620 per annum, (OSD), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE** : Atherstone Nature Reserve (X1 Post)
Masebe Nature Reserve (X1 Post)
- REQUIREMENTS** : An NQF 6 qualification in Nature Conservation / Natural Resources Management / Environmental Management / Natural Sciences as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. Three (3) to five (5) years' experience in Nature Conservation or related fields at a supervisory level. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the environmental legislation, policies and public service regulations. Strategic planning. Report writing. Firearm handling. People management. Financial and project management. Policy interpretation. Planning and organizing skills. Computer literacy. Management and leadership skills. Analytical thinking. Negotiation skills. Policy formulation. Conflict management and problem solving. Change and diversity management. Work under pressure. Pay attention to details. Communication skills.
- DUTIES** : Manage infrastructure, biodiversity and ecological services at a nature reserves. Implement strategic plans and law enforcement. Oversee tourism activities and stakeholder relations. Resource management and environmental education. Perform ecological functions and promote sustainable utilization and management of natural resources. Perform and manage administrative and related functions.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/429** : **ASSISTANT DIRECTOR REF NO: C1/26/3**
Directorate: Tourism Planning & Regulations
- SALARY** : R582 444 – R686 091 per annum (Level 10)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An NQF 6 qualification in Tourism / Tourism Management / Public Management / Public Administration / Public Relations / Travel & Tourism / Stakeholder Management as recognized by SAQA. A qualification in research and statistics will be an added advantage. A minimum of two (2) to three (3) years' experience in the Tourism field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge of planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder skills. Ability and experience to successfully manage special projects. Community development

facilitation skills. Excellent interpersonal skills. Ability to interpret and apply policies. Law enforcement. Technical procedures. Database formulation and statistics collection.

DUTIES : Identify tourism sector plans for municipalities and ensure alignment with national and provincial plans. Contribute to the development of sectoral strategies and plans. Co-ordinate inputs from industry to support the implementation of programmes that will support growth of the tourism sector. Facilitate the implementation of tourism projects. Co-ordinate government-industry committees and work structures comprising of public and private sector stakeholders. Facilitate inputs into sector policy development, sector strategic planning and business planning. Co-ordinate and monitor the implementation of the Tourism Growth Strategy. Provide support to municipalities for the development of Local Economic Development (LED) programmes. Co-ordinate the collection of economic data, research and statistics to support growth and development of the tourism sector. Establish and manage relations with stakeholders. Establish and monitor the functioning of provincial and local tourism coordinating structures and provide secretariat services. Provide advice and input to policies. Manage resources of the unit. Manage compliance and enforce developed tourism regulations and legislations.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/430 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: C1/26/4**
Directorate: Environmental Quality Management

SALARY CENTRE REQUIREMENTS : R498 816 – R690 237 per annum, (OSD)
: Head Office: Polokwane
: An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

DUTIES : Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/431 : **ASSISTANT DIRECTOR: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/5**
Directorate: Supply Chain & Assets Management

SALARY CENTRE : R468 459 – R551 823 per annum (Level 09)
: Head Office: Polokwane

<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Auditing as recognized by SAQA. A minimum of three (3) years' experience in Asset Management / Stores Management / Financial Management at a lower level (salary level 7/8). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. Sound and in-depth knowledge of the relevant prescripts. Knowledge of financial management systems (BAS, LOGIS). Communication skills (verbal & written). People management skills. Negotiation and problem solving skills. Computer literacy. Be able to work in high pressure environment. Time management skills. Conflict management skills. Report writing skills. Planning and organising skills. Policy analysing and interpretation skills. Good governance and Batho-Phele Principles knowledge. Team leadership skills.
<u>DUTIES</u>	:	Provide stores management services. Maintain record keeping in issuing and receiving stock. Monitor stock-taking. Manage the movement of assets within the department. Manage the disposal of movable assets and equipment. Manage inventory levels. Manage stores and warehousing. Provide asset management services. Maintain the asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Order inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of Stores. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Manage resources (human, finance, equipment, assets). Promote correct implementation of sound asset management practices.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/432</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: C1/26/6</u> Directorate: Supply Chain & Assets Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 45 – R551 823 per annum (Level 09) Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Public Management / Finance / Accounting / Economics / Business Management / Business Administration/ Internal Audit as recognized by SAQA. A minimum of three (3) years' experience in Demand Management / Supply Chain Management on level 7/8. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Supply Chain Management Policy, Treasury Practice and Instruction Notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Financial Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Sound written and oral communication skills. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analysing and interpretation skills. Time management. Good governance and Batho-Pele Principles. Ability to work under pressure and meet deadlines. Team leadership ability.
<u>DUTIES</u>	:	Coordinate, review, collect and collate information for the annual departmental procurement plan. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plans. Coordinate compilation of Bid/Quotation specifications. Provide administrative duties to Bid Specification Committee. Coordinate the benchmarking of market-related prices, commodity (items) analysis and core business of the enterprise. Facilitate deviation from normal procurement processes and reporting to Auditor General and Treasury. Administration of Central Supplier Database (CSD) and LOGIS. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 08/433</u>	:	<u>SENIOR RESORTS OFFICER REF NO: C1/26/7</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 – R467 790 per annum (Level 08) Lekgalameetse Nature Reserve An NQF 6 qualification in Hospitality / Tourism / Eco-tourism Management / Foods and Beverages / Business Management / Nature Conservation as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. A minimum of two (2) to three (3) years' supervisory experience in the Hospitality / Tourism / Foods and Beverages / Business Management / Nature Conservation field. Valid driver's license with PDP (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Knowledge of managerial functions. Knowledge of Finance and Human Resource Management. Planning and organizing. Computer literacy. Sound written and oral communication skills. Policy analysing and interpretation skills. Team work orientated.
<u>DUTIES</u>	:	Manage and monitor the effective and efficient provisioning of hospitality and tourism services. Ensure statutory compliance and guest satisfaction. Maximize resort sales and implement marketing plans. Oversee daily resort operations. Ensure the provision of room attendance and housekeeping services. Manage human resource directly and indirectly.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/434</u>	:	<u>FINANCIAL ADMINISTRATIVE OFFICER REF NO: C1/26/8</u> Directorate: Financial Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Head Office: Polokwane An NQF 6 qualification in Finance / Financial Management / Financial Accounting / Accounting / Auditing / Public Management as recognized by SAQA. A minimum of two (2) years' experience in Financial Administration. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound knowledge of the Public Financial Management Act (PFMA) and Treasury Regulations. Understanding of Public Service policies and legislative framework. Proficiency in financial training and data analysis. Strong communication and problem-solving skills. Ability to prioritize and manage multiple tasks under pressure. Innovation, creativity, integrity and honesty. Excellent customer care and integrity skills. Ability to network and collaborate across units. Planning and organizing skills.
<u>DUTIES</u>	:	Processing PERSAL-related payments (allowances and deductions). Creating personnel and sundry entities on BAS. Capturing payments on BAS and LOGIS. Administering payroll certificates. Processing monthly transfer payments to departmental entities. Prepare accruals and payables disclosure notes. Reconciling departmental key accounts. Advising and updating the department on payroll related matters (e.g. salary adjustments). Administering departmental liabilities. Requesting BAS and PERSAL related reports. Maintaining the payment register. Rendering general financial administrative support.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/435</u>	:	<u>CONSUMER OFFICER REF NO: C1/26/9</u> Directorate: Consumer Affairs
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Vhembe District: Thohoyandou An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LPCA, CPA Legislations or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of relevant legislation (CPA, LPCA, PFMA and PSA). Consumer care skills. Good communication skills (verbal and written). Negotiation skills. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy. Planning and organising skills.
<u>DUTIES</u>	:	Render administrative support services in the Consumer Affairs offices. Conduct compliance inspections. Conduct investigation of consumer complaints. Conduct consumer education and prepare reports. Liaise with consumers and stakeholders. Administer LPCA and CPA.

- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/436** : **SUPPLY CHAIN OFFICER: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/10**
Directorate: Supply Chain & Assets Management
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: Mopani District: Giyani
: An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA. A minimum of two (2) years' experience in Asset Management / Stores Management / Financial Management. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), and the Constitution of the Republic of South Africa. Virtual meeting platforms literacy. Computer literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of the Batho-Pele Principles. Ability to accept responsibility and to work independently.
- DUTIES** : To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Ensure that disposal of assets are in line with organisational policies and procedures. Ensuring all steps are followed and documented. Compile reports on the state of assets, including monthly verification reports and asset tracking reports. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to asset and inventory. Update asset and inventory registers. Stock control of inventory for the district, keep and maintain the asset register of the districts. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/437** : **ADMINISTRATION CLERK REF NO: C1/26/11**
Directorate: Provincial Protected Areas Management
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: Blouberg Nature Reserve
: An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Public Management / Office Administration fields will be an added advantage. Two (2) years' experience in office administration. Computer literacy (with certificate). Skills and Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Communication skills. Problem solving and analysis. Client orientation and customer focus.
- DUTIES** : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive/send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the nature reserve. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the nature reserve. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the nature reserve. Maintain a leave register for the nature reserve. Keep and maintain personnel records in the nature reserve. Keep and maintain the attendance register of the nature reserve. Arrange travelling and accommodation. Capture and update expenditure in the nature reserve. Check correctness of subsistence and travel claims of officials and submit for approval.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/438 : **PROVISIONING ADMINISTRATION CLERK: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/12**
Directorate: Supply Chain & Assets Management

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA will be an added advantage. Experience in Asset and Inventory Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR) and the Constitution of the Republic of South Africa. Computer literacy. Virtual meeting platforms literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of Batho Pele Principles. Ability to accept responsibility and to work independently.

DUTIES : To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Assist in identifying assets and inventory that are due for disposal and that it is in line with organizational policies and procedure, ensure all steps are followed and documented. Capturing of requisition from end-users. Provide supply chain clerical support services within the component. Update asset and inventory registers. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/439 : **FIELD RANGER REF NO: C1/26/13**
Directorate: Provincial Protected Areas Management

SALARY : R193 359 – R227 766 per annum (Level 04)
CENTRE : Blouberg Nature Reserve
REQUIREMENTS : An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Conservation training certificate / qualification is essential from accredited institution. Physically fit. No criminal record. Skills and Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and conflict management skills. Client orientation and customer focus. Communication skills.

DUTIES : Assist with the protection of the nature reserve and its natural resources. Conduct patrols and law enforcement operations / programs. Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/440 : **FIELD RANGER REF NO: C1/26/14**
Directorate: Wildlife Resources Management

SALARY : R193 359 – R227 766.per annum (Level 04)
CENTRE : Vhembe District: Thohoyandou

<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12 / ABET / AET level 3) as recognized by SAQA. NQF 6 qualification in Nature Conservation as recognized by SAQA will be an added advantage. An EMI certificate will be an added advantage. Game ranging certificate. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Tracking and firearm handling. Report writing skills. Communication skills (verbal & written). Be able to work irregular hours (weekends & public holidays). Be able to travel as and when required. Knowledge of the control of dangerous wild animals. Problem solving and analysis skills.
<u>DUTIES</u>	:	Management of damage causing animals. Assist in gathering relevant and accurate information regarding damage causing animals complaints. Processing of damage causing animal carcasses. Conduct field patrols and observation posts. Regulate the wildlife resources industry. Monitoring of hunting regulated activities. Conduct game farm inspections. Monitor game capture operations. Liaise with stakeholders and clients. Monitor and regulate taxidermists. Investigate cases where Professional hunters and Hunting outfitters are involved. Regulate and monitor the game translocation industry. Monitor game reduction processes in protected areas managed by Provincial Protected Areas Management. Perform inspections on Environmental Centres or facilities for permit renewal purposes.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/441</u>	:	<u>FOOD AID REF NO: C1/26/15</u> Directorate: Mec's Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 – R192 810 per annum (Level 03) Head Office: Polokwane
<u>DUTIES</u>	:	An NQF 1 or 2 qualification / ABET / AET level 2 certificate or equivalent as recognized by SAQA. Skills and Knowledge: Knowledge of food safety and sanitation. Food presentation skills. Knife skills. Menu knowledge. Knowledge of order-taking and point-of-sale (POS) systems. Beverage presentation skills. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment in dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/442</u>	:	<u>CLEANER: WORK ENVIRONMENT & FACILITY SERVICES REF NO: C1/26/16 (X2 POSTS)</u> Directorate: Security & Facility Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02) Mopani District: Giyani (X1 Post) Vhembe District: Thohoyandou (X1 Post)
<u>DUTIES</u>	:	An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.
<u>ENQUIRIES</u>	:	Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms cleanliness regularly. Clean windows on the inside and outside. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparations of meetings in boardrooms. Serving water / tea / coffee. Request cleaning materials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by 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 copies and required documents will result in the application not being considered/disqualification
- 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** : 27 March 2026 at 16h30
- NOTE** : 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 08/443</u>	:	<u>DIRECTOR: AUXILIARY SERVICES REF NO: S.4/3/8/98</u> Component: Auxiliary Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane Grade 12/Matric certificate and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. 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. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation.
<u>DUTIES</u>	:	Manage the provision of office services: Develop, manage and implement Office Services Plans. Provide office furniture, equipment, protective clothing and printing services. Manage requisitions and purchase orders. Develop and manage telecommunication strategy, policy and practices. Administer hired labour saving devices. Manage the provision of cellphones and landline services. Manage the departmental switchboard services. Manage the provision of fleet management services: Develop and monitor Fleet management procedures and ensure adherence to mandates and directives. Develop, manage and implement Fleet management plans. Facilitate transport acquisition and disposal. Manage subsidised vehicles. Manage government vehicles. Manage theft and accident cases. Manage the provision of records and knowledge management services: Manage the departmental records system. Manage disposal of old records. Manage postal and messenger services. Provide Information management, Knowledge management and innovation plan. Manage and conduct research in information management systems. Provide knowledge transfer strategy and plan. Provide knowledge management implementation plan and monitoring and evaluation tool. Provide knowledge management steering committee and knowledge sharing structures. Provide knowledge management awareness and capacitation of knowledge management champions to promote knowledge sharing. Provide knowledge portal. Manage the provision of physical security services: Develop and monitor facilities requirements. Implement and maintain access control. Conduct physical surveillance of the facilities. Monitor the performance of private security services. Manage in-house security services. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 08/444</u>	:	<u>DIRECTOR: EPWP INNOVATION AND EMPOWERMENT REF NO: S.4/3/4/16</u> Component: EPWP Innovation and Empowerment
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane Grade 12/Matric and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. 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. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation.

DUTIES

: Manage the provision of community empowerment activities: Assist and advice Small Medium and Micro Enterprises (SMME's), Service Providers, Suppliers and Contractors, Non Profit Organisations (NPO's), community groups and cooperatives in assessing opportunities in EPWP. Assist the aforementioned groups in developing bankable business plan to access financing. Identify barriers for the aforementioned groups in the construction value chain and develop strategies to ensure survival in the construction industry. Support approaches that will harness local skills and local resources for the benefit of local communities including adaption of specification and procurement documents. Facilitate skills and capacity development: Prepare Annual Training Plans targeted at EPWP Programme/ Project Managers. Manage and actively participate in capacity development activities with service providers appointed by the department including training workshops, Seminars and Conferences. Monitor EPWP training. Manage post-training impact assessment of projects. Liaise with EPWP Technical Advisers and ensure that the expertise is transferred to relevant departments and the programme. Conduct employment Intensive research: Identify research areas along the construction value chain to boost Local Economic Development and create employment. Manage research projects. Manage the establishment of pilot projects and documentation. Develop linkages with local research entities and institutions of Higher Learning in order to influence LIC Research. Facilitate LIC related research, publish and disseminate research papers and reports. Present the LIC research papers and reports at seminars and conferences. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.

ENQUIRIES

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

OTHER POSTS

POST 08/445

: **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: S.4/3/8/99**
Component: Security Management

SALARY

: R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE REQUIREMENTS

: Head Office - Polokwane
Grade 12/Matric and a qualification at NQF level 6 in Security Management as recognised by SAQA. State Security Agency (SSA), Security Grade A/B (PSIRA). 5 years' experience in Security Management environment of which three (3) years MUST be at Junior Management / Assistant Director level. Valid firearm competencies. 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. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

DUTIES

: Manage the provision of operational risk and security awareness programmes: Develop operational risk and security awareness programmes. Implement security awareness plans. Monitor the provision of workshops on security awareness. Evaluate the security status within the department. Liaise with other departments on security issues. Propose control measures to minimise or eliminate the security risks. Monitor and evaluate the implementation of

Security Policies and Procedures as well as the Security Measures e.g. MISS, MPSS, etc: Develop security procedures. Develop policy for security measures. Develop a contingency plan. Develop, manage and monitor the implementation of security plans and programmes. Advice and attend to security breaches. Propose control measures to minimise or eliminate the security risks. Manage the provision security administrative services. Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical security appraisals and information security audits by: Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control. Provide 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.

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

POST 08/446 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S.4/3/8/34**
Component: Corporate Support

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA. Five (5) years' relevant experience of which three (03) years must be at junior management/ ASD level in HRM. PERSAL Certificate / results. A Valid driver's license with the exception of applicants with disabilities. Skills and Knowledge: Strategic Capability and Leadership; People Management and Empowerment; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; Team leadership; Client Orientation and Customer focus; Communication. Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. communication skills, Ms Office package / computer skills. PFM & Treasury regulations.

DUTIES : Manage human resources services: Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness: Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district: Manage District's Government owned and subsidized motor transport: Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the district by: Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour

serving devices and disposal of waste papers by: Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Monitor service level agreements. Manage provisioning and distribution of office and domestic services by: Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage records: Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

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

POST 08/447 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT GOODS AND SERVICES REF NO: S4/3/9/27**
Component: Procurement Management

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 7 as recognised by SAQA in Procurement/ SCM/Financial Management. Five years' relevant experience within Supply Chain of which three (3) years must be at junior Management level (ASD). 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. Treasury Regulations, Supply Chain, Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. 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 organising Conflict management.

DUTIES : Manage and develop the goods and services procurement plan: Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives, Manage and facilitate the approval of infrastructure procurement plan, Manage and communicate the procurement plan, Manage and monitor that is goods and services rendered according to the procurement plan, Manage and compile budget projection as per the departmental needs analysis. Manage and conduct market assessment: Develop and manage market analysis policy, strategies and processes, Develop a purchasing strategy for the department, Develop and conduct market assessment through: Benchmarking; Industry/ market analysis; Market characteristics; Sourcing strategy. Manage supplier database: Facilitate registration of supplier database, Manage and liaise with CIDB about professionals/ contractor's information, Manage the process of verifying supplier and professionals. Manage the functional operation of the goods and services acquisition management: Manage, design and develop acquisition management policies processes and procedures, Compile operational/supply chain acquisition management plan and obtain approval, Manage the execution of the acquisition management plan, Monitor and review the acquisition management activities, Establish Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding process: Compilation of bid documents and advertisements, Publishing of bid documents, Receipt (closing and opening) of bid documents, Processing of bid documents. 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 division leave matters.

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

POST 08/448 : **PROJECT MANAGER – GENERAL MAINTENANCE REF NO: S.4/3/10/28**
Component: Roads Infrastructure Maintenance

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Capricorn District

REQUIREMENTS : Matric/Grade 12 and a qualification at NQF level 06 as recognised by SAQA in Civil Engineering. 6 years relevant experience in roads construction and maintenance environment, at least 3 years in Junior management position. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. 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 : Manage the district road maintenance operations: Manage the district works maintenance plan. Manage the implementation of the road maintenance manual. Analyze the inspection reports against the district operational plan. Provide roads maintenance budget projections. Manage and control the utilization of heavy roads construction and maintenance plant and equipment's mainly the shifting of plant from one maintenance center to another. Compile maintenance reports. Analyze the project site reports against the project plan. Manage adherence to Occupational Health and Safety by: Provide specifications for camp resources (sanitation resources etc.). Provide specifications for protective clothing and equipment. Manage roads maintenance production and provide budget. Receive and verify the quality and quantity of camps production. Analyze the production activity of the camps to determine the production cost. Prepare the purchase schedules and monitor the expenditure. Monitor actual cost against the allowable unit cost. Compile the budget inputs and motivations. Allocate the budget to address the needs of the district. Compile and monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. Manage stakeholder relations: Receive and analyse the needs and /or queries of the following forum: Local Municipal, Transport, Farmers union, General Public / Tribal Authority. Incorporate the resolutions and suggestions of the forums when developing the maintenance plan where necessary. Manage and maintain the stakeholder relation. Manage the implementation of roads maintenance Expanded Public Works Programme. Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. 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

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612

POST 08/449 : **ARCHITECT - GRADE A REF NO: S.4/3/1/05**
Component: Education Infrastructure Delivery

SALARY : R761 157 per annum, OSD, (to be structured according to Individual needs)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 07 as recognized by South African Qualification Authority (SAQA) in Architecture or relevant qualification. 03 years post qualification in architectural experience required. Compulsory registration with South African Council for the Architectural Profession

(SACAP) as a professional Architect. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Programme and project management. Architectural design and analysis knowledge. Computer-aided engineering and project applications. Research and development. Knowledge of legal compliance. Creating high performance culture. Networking. Professional judgement. Decision making Team leadership Analytical skills Creativity Self - management Financial management Customer focus and responsiveness Communication Computer Literacy Planning and organising Conflict Management Problem solving and analysis People management Change Management Innovation.

DUTIES : Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance with legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on project management.

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

POST 08/450 : **CHIEF ARTISAN: GRADE A (X3 POSTS)**
Component: Building Maintenance

SALARY CENTRE : R480 261 per annum, OSD
: **Mopani district:**
Ba Phalaborwa Building Maintenance Ref No: S.4/3/2/30
Tzaneen Building Maintenance Ref No: S.4/3/2/107
Vhembe district:
Makhado Building Maintenance Ref No: S.4/3/2/91

REQUIREMENTS : Appropriate Trade Test Certificate. 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 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.

ENQUIRIES : For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.

POST 08/451 : **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.

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

POST 08/452 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: S.4/3/8/65**
Component: Conditions of Services and Human Resource Provisioning

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Human Resource Management / Personnel Management/ Public Management / Administration as recognised by SAQA. Three (3) years of experience at supervisory level within Human Resource environment. Computer literacy. 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 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 organising. Conflict management.

DUTIES : Supervise and provide recruitment services: Draft the advert. Facilitate the advertisement process. Receive applications of registry after the closing date. Administer the applications for shortlisting. Facilitate the shortlisting process. Facilitate the interviewing process. Provide travel arrangements where necessary. Provide statistics of received application per post. Facilitate the appointment services: Compile the report for suitability check: Monitor that appointment contract and assumption of duty is received from the appointees. Provide the appointment report monthly, quarterly and annually. Supervise the administration of human resource transfers: Facilitate transfer of personnel. Effect the translation of personnel upon receipt of approval from the HOD. 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.

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

POST 08/453 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: S.4/3/8/63**
Component: Employee Health and Wellness, Special Programmes and Labour

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 6 in Public Management or Administration/ or Developmental studies as recognised by SAQA. 3-5 years' experience transformation environment with a minimum of three (3) years at supervisory level. 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. Knowledge and understanding of key transformation objective. Knowledge and understanding of National Gender Policy Framework. Problem solving and analysis. Confidentiality. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising.

DUTIES : Implement programmes on women, youth, children, the aged, and people living with disabilities: Provide advocacy programmes for nation building. Coordinate the provision of advice to districts. Facilitate the provision of education of public service on women empowerment, skills development for the youth, programmes on caring for children, the elderly and people living with disabilities. Coordinate the participation in crosscutting departmental issues. Facilitate the promotion of equality and equity. Facilitate disability structure. Facilitate improvement of the mainstreaming of disability programmes and youth economic development at all levels. Encourage participation by young people in nation building projects, events and celebrations. Provide social support systems for the children, youth, people with disabilities and the elderly. Popularise rights of the children and women. Analyse and evaluate the developed programmes and projects to alleviate poverty to benefit children. Facilitate departmental celebrations of children's rights and responsibilities. Provide gender mainstreaming: Conduct advocacy workshops. Coordination of

functional gender-based structure in districts. Implement departmental policy and planning in line with the National Gender Policy Framework. Facilitate gender training and education of all staff within the department so as to ensure integration of gender into all aspects of work. Monitor and evaluate departmental projects and programmes to assess whether they are consistent with Nation Gender Policy. Provide Gender focal point programmes. Organise youth events. Participate in the organization of international Women's Day celebration. Organise the departmental Women in Construction events. Organise celebrations for people with disability.

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

POST 08/454 : **ASSISTANT DIRECTOR: OFFICE SERVICES REF NO: S.4/3/8/64**
Component: Office Services

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 6 in Public Administration / Administration or equivalent qualification as recognised by SAQA. Three (3) years' experience at supervisory level within Office Services environment. 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. 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 organising. Conflict management. Negotiation skills.

DUTIES : Supervise and provide administration of office goods and services. Conduct needs assessment in respect of required number, type of office and domestic furniture. Provide specifications for goods to be procured. Receive goods from the service provider. Coordinate the distribution of goods according to the set norm. Facilitate maintenance and repair of broken office and domestic furniture. Facilitate disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procure Uniform and Protective Clothing. Facilitate the provision of accommodation and related needs (flights, shuttles, etc.). Supervise and provide administration of telecommunication services. Facilitate installations of landlines and extensions needed in accordance to the number of offices and personnel available. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Provide norms for provision of cell phones. Evaluate application for cell phones and make recommendations. Procure cell phones. Monitor compliance to allocated airtime as per norms and standards. Provide monthly statements of account. Provide the monetary value on the usage of telecommunication. Manage the switchboard. Supervise and provide labour saving devices. Monitor the service level agreement with the service providers on labour saving devices. Monitor the compliance of the agreement by the service provider. Facilitate maintenance of the devices as per the agreement. Provide the monetary value on the usage of labour saving devices as per the service agreement. Facilitate payment for labour saving devices. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.) Prepare the budget in line with strategic plans, operational plan and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

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

POST 08/455 : **ROAD WORK SUPERINTENDENT REF NO: S.4/3/10/37**
Component: Letaba Roads Maintenance

SALARY : R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune district: Mecklenburg Roads Maintenance
	:	Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. 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.
<u>DUTIES</u>	:	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. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 08/456</u>	:	<u>ARTISAN FOREMAN GRADE A (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R382 047 per annum, (OSD)
	:	Mopani district: Tzaneen building maintenance Ref No: S.4/3/8/106
	:	Capricorn district: Polokwane building maintenance -Plumbing Ref No: S.4/3/8/18
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as recognised by SAQA. 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. Teamwork. 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 Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
<u>POST 08/457</u>	:	<u>PROPERTY INSPECTOR: LEASE AND MUNICIPAL SERVICES (X2 POSTS)</u> Component: Properties and Facility Management
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Mopani District Ref No: S.4/3/3/41

<u>REQUIREMENTS</u>	: Capricorn district Ref No: S.4/3/3/116 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. 2 – 3 years' experience in property management / real estate. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: high level of reliability, report writing. Language skills Computer Literacy. Sound organisational skills Good people skills High level of reliability Report writing. Written communication, Ability to act with tact and discretion, Good grooming and presentation, Investigation skills. Language skills. Computer literacy. Sound organizational skills, good people skills.
<u>DUTIES</u>	: Inspect property for rental purposes. Conduct property assessment before handing – over to occupants for rental purposes. Conduct property conditional assessment on termination of rental. Compile the reports for property condition. Monitor condition of the lease agreement during the rental period. Ensure that tenant pays key deposit prior occupation. Opening of job cards on behalf of tenants. Investigate subletting of tenants: Conduct tenant audit to ensure that tenants are not subletting. Conduct regular inspection in rented properties. Investigate property complains and compliance. Enforce conditions of the Lease Agreements. Compile tenant vacating report and inspection. Monitor and ensure that vacating tenants are liable for all damages. Facilitate the refunding of key deposit to the tenants. Conduct space audit. Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.
<u>ENQUIRIES</u>	: For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
<u>POST 08/458</u>	: <u>ADMINISTRATIVE OFFICER: LAND MANAGEMENT REF NO: S.4/3/3/95</u> Component: Property and Facilities Services
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Waterberg district
<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. 2-3 years' experience in Property Management environment. Valid driver's license with exception of people with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	: Provide district asset register: Implement processes for assets registering. Provide records of new properties and update asset register. Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File erven in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). Provide disposal and transfer of State properties: Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. Conduct & facilitate the process of land acquisition: Implement land acquisition and vesting policies and plans. Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update

the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. Provide office accommodation to provincial departments, district & local municipalities: Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. 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.

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

POST 08/459 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: S.4/3/9/176**
Component: Fetakgomo- Tubatse Stores

SALARY CENTRE REQUIREMENTS : R325 101 per annum Level 07
: Sekhukhune district- Fetakgomo- Tubatse Stores
: Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/ Management / Administration, Logistics/ Assets Management. 02 years' supervisory position in Logistics/ Assets 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. Treasury Regulations, Knowledge and understanding of the following: Assets Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organizing.

DUTIES : Manage stock needs analysis and performance: Conduct stores needs analysis, Compile monthly stores specification report and submit to the district office, Compile the stores budget analysis, Compile register of frequently and non -frequent used items. Manage the stores: Receive goods from the supplier, Approve stores received on the system, Monitor the issuing of stores and the Bin cards, File all documents in a chronological order and compile monthly report. Manage stock taking: Check stock against the tally cards and bin cards, Balance the ledger at the end of the year, Identify redundant, non-serviceable and obsolete equipment for disposal, Compile monthly stock-taking reports. 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, Manage division leave matters.

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

POST 08/460 : **STATE ACCOUNTANT REVENUE AND SYSTEMS CONTROL REF NO: S.4/3/9/188**
Component: Management Accounting

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office- Polokwane
: Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment. Trained on finance systems (BAS, LOGIS, PERSAL and PASTEL). Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. 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 organizing.
<u>DUTIES</u>	:	Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. Provide cash book: Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. Provide system maintenance: Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Provide user support: Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.
<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 08/461</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: S.4/3/8/75</u> Component: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mopani District Grade 12/ Matric and at qualification at NQF level 06 as recognized by SAQA in Logistics, Transport Management, Public Management, Public Administration. 02- 03 years' experience in relevant environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, 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 organising. Conflict Management.
<u>DUTIES</u>	:	Provide the administration of District's Government owned and subsidised motor transport. Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. Render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Provide the administration of Telecommunication systems of the district. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Provide the administration and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. Provide the administration and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. 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 P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

<u>POST 08/462</u>	:	<u>ARTISAN PRODUCTION GRADE A (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R243 597 per annum, OSD Capricorn district: Carpentry Services Ref No: S.4/3/2/18 Vhembe district: Mutale Building Maintenance (Electrical) 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. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
<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 Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 08/463</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/9/191</u> Component: Thohoyandou Stores
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Vhembe district - Thohoyandou Stores 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 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>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 08/464</u>	:	<u>ADMINISTRATION CLERK (X3 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Mopani district: Tzaneen Building Maintenance Ref No: S.4/3/2/57 (X1 Post) Waterberg district: Bela-Bela & Modimolle Building Maintenance Ref No: S.4/3/2/104 (X2 Posts)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills:

		Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	For Mopani: Mr P Malesa, 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 08/465</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/10/178</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Capricorn District – Skeiding Roads Maintenance A qualification at NQF level 4 as recognised 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.
<u>DUTIES</u>	:	Render administration clerical support of roads maintenance: Receive documentation for roads maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

- POST 08/466** : **ADMINISTRATION CLERK: ACQUISITION MANAGEMENT REF NO: S.4/3/9/182**
Component: Roads Infrastructure Maintenance
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Mopani District
: A qualification at NQF Level 04 as recognised 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 And Technical Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Language. Good verbal and written communication skills.
- DUTIES** : Provide the acquisition of goods and services: Render 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.
- ENQUIRIES** : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
- POST 08/467** : **ROAD WORKS FOREMAN REF NO: S.4/3/10/51**
Component: Routine Maintenance
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Waterberg district (Hessi se Water Roads Maintenance)
: A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and Processes. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication People management Planning and organising Conflict management.
- DUTIES** : Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail 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/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program
- ENQUIRIES** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
- POST 08/468** : **TRADESMAN AID (X14 POSTS)**
Component: Building Maintenance
- SALARY CENTRE** : R163 680 per annum (Level 03)
: **Mopani district:**
Giyani Building Maintenance Ref No: S.4/3/2/40 (X1 Post)
Tzaneen Building Maintenance Ref No: S.4/3/2/72 (X2 Posts)
Ba-Phalaborwa Building Maintenance Ref No: S.4/3/8/102 (X1 Post)
Carpentry Services Ref No: S.4/3/8/103 (X1 Post)
Sekhukhune district:
Thabamopo Ref No: S.4/3/2/44 (X2 Posts)
Ephraim Mogale Building maintenance Ref No: S.4/3/2/63 (X1 Post)
Waterberg district:
Bakenburg Ref No: S.4/3/2/101 (X1 Post)
Modimolle building maintenance Ref No: S.4/3/2/66 (X5 Posts)

<u>REQUIREMENTS</u>	:	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 Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Sekhukhune: Ms Makalela RC, 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.
<u>POST 08/469</u>	:	<u>ROAD WORKER (X7 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Capricorn District: Dendron Ref No: S.4/4/3/153 (X1 Post) Sekhukhune district: Nebo Road Maintenance Ref No: S.4/3/10/173 (X1 Post) Mecklenburg Road Maintenance Ref No: S.4/3/10/172 (X1 Post) Waterberg district: Hessie se Water Ref No: S.4/3/10/180 (X1 Post) Tolwe Ref No: S.4/3/10/179 (X1 Post) Mokopane Road Maintenance Ref No: S.4/3/10/181 (X1 Post) Mopani district: Drainage Structures Ref No: S.4/3/10/177 (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 culvet 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, 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 Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/470</u>	:	<u>DRIVER OPERATOR (X11 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Capricorn District: Matlala Roads Maintenance Ref No: S.4/3/10/183 (X1 Post) Dendron Roads Maintenance Ref No: S.4/3/10/176 (X1 Post) Sekhukhune District Re-advert: Hoeraroep Ref No: S.4/3/10/175 (X2 Posts) Mecklenburg Roads Maintenance Ref No: S.4/3/10/161 (X1 Post) Waterberg district: Regravelling Ref No: S.4/3/10/181 (X3 Posts) Tolwe Ref No: S.4/3/10/145 (X1 Post) Roedtan Roads Maintenance: Ref No: S.4/3/10/181 (X1 Post) Mopani district: (X1 Post) Re-advert Ba-Phalaborwa Roads Maintenance Ref No: S.4/3/10/122 (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. Minimum 2 years driving and operating specialized equipment 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 logbook, trip authorization for the vehicle.
<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 Sekhukhune: Ms Makalela RC, 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: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/471</u>	:	<u>DRIVER REF NO: S.4/3/2/84</u> Component: Naphuno Building Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 per annum (Level 03) Mopani district – Naphuno Building Maintenance
<u>DUTIES</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license with Professional Driving Permit (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. 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>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/472</u>	:	<u>GROUNDSMAN (X5 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02) Mopani district: Maruleng Cost Centre Ref No: S.4/3/3/119 (X1 Post) Giyani Cost Centre Ref No: S.4/3/3/120 (X1 Post) Baphalaborwa Cost Centre Ref No: S.4/3/3/112 (X1 Post) Facilities Services Ref No: S.4/3/3/95 (X1 Post) Waterberg district: Modimolle / Mookgopong cost centre Ref No: S.4/3/3/68 (X1 post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 2 as recognized by SAQA. Skills And Knowledge: cleaning equipment. 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.

- ENQUIRIES** : For Mopani: Mr P Malesa, 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
- POST 08/473** : **GENERAL WORKER/STORES ASSISTANT (X4 POSTS)**
Component: Giyani Stores, Naphuno stores, Tzaneen stores & Logistics & Asset Management
- SALARY CENTRE** : R138 486 per annum (Level 02)
: **Mopani district:**
Naphuno Stores Ref No: S.4/3/9/194 (X1 Post)
Giyani Stores Ref No: S.4/3/9/195 (X1 Post)
Tzaneen stores Ref No: S.4/3/9/196 (X1 Post)
Sekhukhune district:
Logistics & Asset Management –S.4/3/9/183 (X1 Post)
- REQUIREMENTS** : A qualification at NQF Level 2 as recognized by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : 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.
- ENQUIRIES** : For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
- POST 08/474** : **CLEANER REF NO: S.4/3/3/96**
Component: Property and Facilities Management
- SALARY CENTRE** : R138 486 per annum (Level 02)
: Waterberg district: Mogalakwena Cost Centre
- REQUIREMENTS** : A qualification at NQF level 02 as recognised by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum 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 restrooms 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 refresheners, 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** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.