

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.
- For Head office: Polokwane; Mara Research Station; Tompi Seleka College and Madzivhandila College:** The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- Waterberg District:** The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: NTK Building, Modimolle 0510.
- Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.
- Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.
- Mopani District:** The Director Mopani District Limpopo Department of Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building, Giyani, 0826.
- Vhembe District:** The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or Physical address: Handed in at Makwarela Government offices.
- CLOSING DATE** : 27 March 2026 at 16:00 (walk-in) and 00:00 (online)
- NOTE** : It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question 'Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?' then the answer to the next question 'In the event that you are employed in the Public Service, will you immediately relinquish such business interests?' can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required 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 question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such upon appointment. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: These advertised posts will be posted on the following websites: [www.ldard.gov.za](http://www.ldard.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and Departmental social media.

#### **MANAGEMENT ECHELON**

<b><u>POST 09/191</u></b>	:	<b><u>DIRECTOR: HOD SUPPORT REF NO: LDARD 1/3/2026 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), all-inclusive package
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate undergraduate (NQF level 7) qualification or equivalent qualification as recognised by SAQA. Minimum of 5 years of

experience at a middle/senior managerial level. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Extensive experience in office management and administration. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Core Competencies: Strategic capability and leadership. People Management and empowerment, Programme and project management. Financial Management. Change and management. Process competencies: Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. Willing to work under changing and difficult circumstances. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible.

**DUTIES** : Provide Executive Support to the office of the Head of Department (HOD). Provide leadership towards the realization of strategic goals and objectives to the component. Co-ordinate and provide administrative and secretarial support services to the HOD. Coordinate and monitor the implementation of governance structures. Ensure proper inter-departmental relations and special projects management. Departmental coordination, performance monitoring and reporting. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

#### OTHER POSTS

**POST 09/192** : **CHIEF ENGINEER GRADE A REF NO: LDARD 2/3/2026 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R1 266 450 per annum, (OSD), all-inclusive package  
: Head Office: Polokwane  
: Grade 12 plus and appropriate undergraduate qualification (NQF 7) in Engineering (B Eng/ BSC (Eng) or equivalent qualification as recognised by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills Technical: Programme and Project management. Engineering, legal and operational compliance. Engineering Operational communication. Process knowledge and skills. Maintenance skills. and knowledge. Mobile equipment operating skills. Engineering design and analysis. knowledge. Research and Development. Computer-aided Engineering applications. Creating high Performance culture. Technical Consulting. Engineering and Professional judgment. Generic: 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. Change management.

**DUTIES** : Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST 09/193** : **DEPUTY DIRECTOR: COMMUNICATION SERVICES (MARKETING & EVENTS COMMUNICATION) REF NO: LDARD 3/3/2026 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), all-inclusive package  
: Head Office: Polokwane  
: Grade 12 plus an appropriate undergraduate qualification (NQF Level 6) in Communication/ Marketing / Media Studies / Strategic Brand Communication or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in communication service environment of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and

		in-depth knowledge of relevant prescripts and applications of communication services as well as understanding of the legislative framework governing the Public Service. People Management. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Policy analyzing skills. Report writing skills. Team player. Responsiveness. Professionalism. Supportive. Proactiveness. Willing to work under pressure.
<b><u>DUTIES</u></b>	:	Management of all departmental events. Manage internal and external marketing. Manage effective stakeholder, public participation and media relations for the department. Manage promotion of external corporate image. Manage and utilize resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 09/194</u></b>	:	<b><u>DEPUTY DIRECTOR: RESEARCH CENTRE MANAGEMENT REF NO: LDARD 4/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), all-inclusive package Mara Research Centre Grade 12 plus appropriate NQF Level 06 qualification in Public Administration/ Public Management/ Business Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 5 years appropriate experience which 3 years must have been at an Assistant Director level. (Administration in agricultural Sector will be an added advantage). Valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of legislation governing Public Service (e.g. Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Regulation), and those related to Agricultural Production and Natural Resource Management. Knowledge and/or experience in farming, agricultural and research management. Knowledge of supply chain management processes. Relevant experience and/or knowledge in management of agricultural institutions and/or farming sector. Knowledge Management, Client orientation and customer focus, Managerial skills, Negotiation Skills, Problem Solving, Planning & Organizing, Communication skills, Time management, Policy analysis and development, Coordination skills, Leadership skills. People Management and empowerment, Programme and project management, Financial Management, Change management. Personal attributes: Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances.
<b><u>DUTIES</u></b>	:	Develop and implement business plan of the Research Station in line with departmental policies and strategic objectives. Manage and coordinate the provision of farm facilities services. Provide effective management of administrative support services inclusive of sound financial administration, human resource administration, transformation services, office support and auxiliary services. Provide management and strategic support for provision of effective research and development. Building sound and sustainable relationships among all role players through liaison and co-ordination of meetings with all stakeholders. Manage and utilize resources (financial, human, & physical) in accordance with relevant prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 09/195</u></b>	:	<b><u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: LDARD 5/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), all-inclusive package Head Office: Polokwane Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Information Management/ Public Management/ Administration and Records Management or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in records management of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative

framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on records management. Proven extensive experience in: records management practices. Thorough understanding of policy analysis and development. Communication. Teamwork. Planning and management. Managing performance. Project Management. Managing people. Presentation and Report Writing. Basic understanding of business systems analysis and process mapping. Professionalism. Loyalty. Flexibility. Honesty. Ethical.

**DUTIES** : Provide records management services. Manage the updating of employee details on PERSAL in terms of National Minimum information Requirements (NMIR). Facilitate the approval; review; implementation and maintenance of File Plan; records management policies and manual. Coordinate and manage the implementation of the systematic disposal programme. Coordinate and manage records management inspections and support provided to directorates/sub directorates keeping files. Manage registry services in accordance with relevant policies and directives. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST 09/196** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDARD6/3/2026 (X1 POST)**

**SALARY** : R896 436 per annum (Level 11), all-inclusive package  
**CENTRE** : Mopani District  
**REQUIREMENTS** : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Human Resource Management, Public Management/ Administration or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in human resource management of which 3 years must have been at an Assistant Director level. PERSAL Training Certificate/ Results. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Basic Conditions of Employment Act. Experience of, and insight into legislation which impacts on corporate services. Proven extensive experience in: -corporate services practices. Thorough understanding of policy analysis and development. Leadership & Management skills. Interpersonal relations. Communications skills. Conflict management skills. Policy analyzing and interpretation skills. Report writing skills. Presentation skills. Innovative and creative thinker. Management principles. Labour Relations skills. Analytical thinker. Honest. Very Intelligent. Team player. Client focused HR strategist. Independent.

**DUTIES** : Manage and provide all functions relating to corporate services at the district as per departmental strategic objectives. Management of Human Resource Services. Management of Human Resource Development Transformation Services. Management of Facilities and Record Management. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and Legislation.

**ENQUIRIES** : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.

**POST 09/197** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: LDARD 7/3/2026 (X1 POST)**

**SALARY** : R896 436 per annum (Level 11), all-inclusive package  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Financial Management, Supply Chain Management or equivalent qualification as recognized by SAQA. Minimum of 5 years' experience in Financial Management of which 3 years must have been at an Assistant Director level. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Public Service Regulations, Labour Relations Act,

Public Finance Management Act, Financial systems: PERSAL, BAS, CSD and LOGIS. Experience of and insight into legislation which impacts on financial management. Proven extensive experience in: financial planning, budgeting, reporting, revenue, expenditure management, accounting, supply chain management and assets management. Thorough understanding of policy analysis and development. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development. Good Communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Client focused finance strategist. Action-oriented and results-driven.

**DUTIES** : Provide and ensure sound, effective, efficient and economical financial management services in the district. Manage Financial Planning, Budgeting and Reporting. Manage the Financial Revenue, Expenditure Management and Accounting. Manage the provision of supply chain management. Manage Asset and Inventory. Manage and utilise resources (Human and Physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : Ms. Sebatiwane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610.

**POST 09/198** : **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT (X2 POSTS)**

**SALARY CENTRE** : R468 459 per annum (Level 09)  
: Mopani District Ref No: LDARD 8/3/2026 (X1 Post)  
: Capricorn District Ref No: LDARD 9/3/2026 (X1 Post)

**REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) qualification in Public Management / Record Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience in Facilities and Record Management at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills Management Knowledge. Policy interpretation, Knowledge of record management, Project Management, Leadership skills. Facility Management, Human Resource Management, Change Management, Communication skills and Computer literacy.

**DUTIES** : Facilitate the provision of records management, Facilitate registry, counter and messenger services. Facilitate facilities services. Manage and utilize resources (Human and Physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : **Capricorn District:** Ms. Sebatiwane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610  
**Mopani District:** Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.

**POST 09/199** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: LDARD 10/3/2026 (X1 POST)**

**SALARY CENTRE** : R468 459 per annum (Level 09)  
: Head Office: Polokwane

**REQUIREMENTS** : Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Security and Risk Management, Security Management or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience Security management environment at a Supervisory level. Physical security certificate. PSIRA grade B. Firearm Certificates. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service Act, Protection of information Act, Protection of Personal information Act, Labour Relations Act, Access control Act, Promotion of Access to Information Act, Criminal procedure Act. Experience of, and insight into legislation which impacts on security management. Financial Management. People management. Problem solving. Good communication skills. Facilitation skills. Leadership skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent. Co-operative. Team player. Supportive. Willing to work under

- changing and difficult circumstances. Ability to work in a highly pressured environment.
- DUTIES** : Provide security management services. Monitor and safeguard information security measures. Coordinate and conduct personnel security: vetting. Facilitate information security threat assessment. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 09/200** : **ASSISTANT DIRECTOR: SHERQ & SPECIAL PROGRAMMES REF NO: LDARD 11/3/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)  
: Head Office: Polokwane  
: Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Safety / Human Science or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in SHERQ and Special programmes at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on SHERQ & Special programmes. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Policy analysing skills. Report writing skills. Team player. Responsiveness. Professionalism. Supportive. Proactiveness. Willing to work under pressure.
- DUTIES** : Provide safety, health, environment, risk and quality (SHERQ) and special programmes services. Promote occupational health and safety and ensure a safe working environment. Facilitate interventions that minimize risks and promote quality management. Facilitate Gender and Disability mainstreaming programmes. Promote rights for children, elderly and youth programmes. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and Legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 09/201** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & INFORMATION REF NO: LDARD 12/3/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)  
: Head Office: Polokwane  
: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management, Public Management or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in Human Resource Planning at a Supervisory level. PERSAL Training Certificate/Results. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Computer Literacy. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Interpersonal skills. Teamwork skills. Attention to details. Enthusiasm and personal drive. Initiative. Management and organizational skills. Willingness to learn. Leadership Skills.
- DUTIES** : Coordinate the development and Review of Human Resource Plan. Coordinate the conducting of Human Resource Assessment. Coordinate the development and implementation of Employment Equity Plan. Coordinate Employee satisfaction survey and Exit interviews. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and Legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST 09/202** : **ASSISTANT DIRECTOR: HUMAN RESOURCE TRAINING & DEVELOPMENT REF NO: LDARD 13/3/2026 (X1 POST)**

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management/ Development or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience Human Resource Development at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills  
Competent knowledge in computer applications and writing skills. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on human resource development. Negotiation Skills. People Management. Financial Management. Solving. Planning & Organizing. Time Management. Strategic Planning. Policy Analysis and Development. Good Communication Skills. Group dynamics. Diversity. Management. Facilitation Skills. Co-ordination Skills. Leadership Skills. Change and Knowledge Management. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team Player.

**DUTIES** : Coordinate provision human resource training and development services. Coordinate and facilitate skills programmes. Coordinate the implementation of Learnership/RPL, Internships, Experiential and AET programs. Administer bursaries. Provide induction and orientation program. Supervise employees to ensure effective human resource training and development and undertake all administrative functions.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST 09/203** : **ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND EVALUATION REF NO: LDARD 14/3/2026 (X1 POST)**

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management / Administration or equivalent qualification as recognised by SAQA. Minimum of 3 years relevant experience in Performance monitoring and evaluation environment at a Supervisory level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills  
Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills; Facilitation skills. Presentation skills. Coordination skills. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Willing to work under changing and difficult circumstances.

**DUTIES** : Provide performance monitoring and evaluation services. Develop performance information plan. Facilitation of performance information. Monitoring of programmes performance. Monitoring and verification of projects. Facilitate performance and projects evaluation. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST 09/204** : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: ANIMAL NUTRITION AND PRODUCT QUALITY REF NO: LDARD 20/3/2026 (X1 POST)**

**SALARY** : R391 671 per annum, (OSD)  
**CENTRE** : Mara Research Centre  
**REQUIREMENTS** : Grade 12 plus an appropriate qualification (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of

people with disabilities). Knowledge, Competencies, and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.

**DUTIES** : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 09/205** : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: BREEDING & REPRODUCTIVE PHYSIOLOGY REF NO: LDARD 21/3/2026 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R391 671 per annum, (OSD)  
: Mara Research Centre  
: Grade 12 plus an appropriate qualification (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.

**DUTIES** : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 09/206** : **SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 15/3/2026 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)  
: Vhembe District  
: Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Accounting/ Financial Accounting / Financial Management or equivalent qualification as recognized by SAQA. Minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on financial management. Proven extensive experience in: financial budgeting, reporting, revenue, expenditure, and accounting management. People Management Financial Management. Problem Solving. Planning & organizing Time

		Management. Good Communication skills; Diversity management; Facilitation skills; Co-ordination skills.
<b><u>DUTIES</u></b>	:	Provide financial budgeting management services. Provide financial revenue and expenditure management services. Facilitate the provision of financial accounting Compile reports. Supervise employees to ensure effective financial and management accounting services and undertake all administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<b><u>POST 09/207</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: LDARD 16/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08)
	:	Head Office: Polokwane
	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Financial Management / Financial Accounting or related field or an equivalent qualification as recognized by SAQA. Minimum of 2 years of experience in expenditure management environment. Experience in salary administration will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge, Competencies, and Skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Extensive knowledge of PERSAL in relation to Salary Administration (PERSAL Certificate). Knowledge of the following: BAS, PERSAL, DORA, Treasury Regulations, Transversal policies. Action-oriented and results driven. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Thorough understanding of policy analysis and co-ordination. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Group dynamics. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances.
<b><u>DUTIES</u></b>	:	Provide salary administration. Process salary related claims in PERSAL and BAS. Monitor disbursements. Monitor safe keeping of documents and distribution of correspondences. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgohe MA Tel No: (015) 294 3347.
<b><u>POST 09/208</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 17/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08)
	:	Vhembe District
	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management /Human Resource Development / Public Management/Administration or equivalent qualification as recognised by SAQA. Minimum of 02 years' experience in Human Resource Services environment. PERSAL Certificate/Results. Knowledge, Competencies, and Skills: Knowledge of PERSAL system. Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills.
<b><u>DUTIES</u></b>	:	Provide human resource provisioning. Provide conditions of service. Provide human resource planning. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<b><u>POST 09/209</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HRD &amp; TRANSFORMATION REF NO: LDARD 18/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08)
	:	Sekhukhune District
	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management / Administration, and Human Resource Management

		qualification or equivalent qualification as recognised by SAQA. Minimum of 02 years' experience in HRD and Transformation environment. Knowledge, Competencies, and Skills Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Understanding of COIDA. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills. Responsiveness. Pro activeness. Accuracy. Independent. Cooperative. Supportive. Flexibility. Willing to work under changing and difficult circumstances. Planning and execution. Teamwork.
<b><u>DUTIES</u></b>	:	Provide Human Resource Development. Provide Performance Management Development System (PMDS). Provide Employee Health and Wellness Programmes. Provide service delivery improvement. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA, Ms. Lepulana SL or Ms. Mphahlele RS Tel No: (015) 632 7000
<b><u>POST 09/210</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A REF NO: LDARD 19/3/2026 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R382 047 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Madzivhandila Colledge
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate N3 Certificate and Trade Test Certificate in Plumbing. Five years post qualification experience as an Artisan. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Technical: Team leadership. Technical analysis knowledge. Computer-aided Applications. Knowledge of legal compliance. Technical report. Writing. Production, Process. knowledge and skills. Generic: Problem solving and Analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and Responsiveness. Communication. Computer skills. Planning and organizing. Conflict Management.
<b><u>DUTIES</u></b>	:	Perform and/or supervise technical design, production, operation and maintenance services. Perform administrative and related function. Human and Capital Resource Management. Maintain and advance expertise.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 09/211</u></b>	:	<b><u>PERSONNEL PRACTITIONER: HR PROVISIONING AND UTILISATION REF NO: LDARD 22/3/2026 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management, Public Management/ Administration. Minimum of 2 years' experience in HRM environment. Certificate/Results in PERSAL Training. Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills. Interpersonal skills. Teamwork skills. Attention to details. Enthusiasm and personal drive. Take Initiatives. Management and organizational skills. Computer Literacy.
<b><u>DUTIES</u></b>	:	Provide administrative support on the development of recruitment plan. Provide recruitment and selection processes. Provide transfers and translations. Facilitate packages for SMS and MMS restructured.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 09/212</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: LDARD 23/3/2026 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R325 101per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Security Management or equivalent qualification as recognised by SAQA. Minimum of 2 years working experience/knowledge in Security Management

		environment. Compulsory Registration with Private Security Industry Regulatory Authority (PSIRA). PSIRA Grade B certificate. Valid Firearm Competency certificate. Knowledge, Competencies, and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Knowledge of Physical and information security. Knowledge of CCTV cameras. Knowledge of fire Arm. Knowledge of Public Finance Management Act (PMFA). Physical security skills. Record keeping skills. Investigation skills. Firearm skills. Problem solving skills. Communication skills. CCTV camera skills. Report writing skills. Presentation skills. Conflict Management skills. Policy analysing skills. Computer skills.
<b><u>DUTIES</u></b>	:	Conduct Physical Security. Conduct Information Security. Monitor Compliance to Security Contracts. Conduct Security Audit and threat Risk Assessment.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<b><u>POST 09/213</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07)
	:	Vhembe District Ref No: LDARD 24/3/2026 (X1 Post)
	:	Waterberg District Ref No: LDARD 25/3/2026 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Public Management/Administration, and Human Resource Development/ Management, Management of Training qualification or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in HRD and Transformation environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of relevant prescripts and applications of Employee Health and Wellness programmes, HRD & SDI as well as understanding of the legislative framework governing the Public Service. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking skills. Computer skills. Good communication skills. Facilities and management skills.
<b><u>DUTIES</u></b>	:	Render Human Resource Development. Render Performance Management Development System (PMDS). Render employee wellness. Render Safety, Health, Environment, Risk and Quality. Provide Special Programmes. Render Service Delivery Improvement service.
<b><u>ENQUIRIES</u></b>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077
<b><u>POST 09/214</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 26/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07)
	:	Vhembe District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate undergraduate qualification (NQF level 6) in Supply Chain Management / Assets Management, Logistics Management or relevant equivalent qualification as recognized by SAQA. Minimum of 2 years' experience in Asset Management environment. Knowledge, Competencies, and Skills Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Ability to work in a highly pressured environment.
<b><u>DUTIES</u></b>	:	Provide asset and inventory management services. Maintenance of assets. Conduct physical asset verification. Facilitate asset disposal process. Render stores and warehousing services. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

**POST 09/215** : **REGISTRY CLERK: PERSONNEL RECORDS REF NO: LDARD 27/3/2026 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)  
: Head Office: Polokwane  
: Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate / Qualification in Public Management/ Administration and Records Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.

**DUTIES** : Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Process documents for archiving and/ disposal.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST 09/216** : **HR CLERK: CONDITIONS OF SERVICE REF NO: LDARD 28/3/2026 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)  
: Head Office: Polokwane  
: Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognized by SAQA. Certificate / Qualification in HRM or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: Knowledge of Human Resource policies, legislation, and practices, as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Understanding of human resource administration practices. Report writing skills. Good communication skills (verbal and written). Computer literacy. Good organizing skills, problem-solving abilities, client orientation, accuracy, and attention to detail.

**DUTIES** : Render effective administrative support in processing service terminations. Administer the leave management process, including the implementation of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Process leave gratuities and discounting. Administer service benefits. Administer pension withdrawal processes. Ensure the effective and efficient utilisation of resources.

**ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**POST 09/217** : **ADMINISTRATIVE CLERK: STORES (SUPPLY CHAIN & ASSET MANAGEMENT) REF NO: LDARD 29/3/2026 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)  
: Mopani District  
: Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualification in Asset Management / Supply Chain Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: Knowledge of clerical 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 working procedures in terms of the working environment. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.

**DUTIES** : Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.

**ENQUIRIES** : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.

<b><u>POST 09/218</u></b>	:	<b><u>ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05) Mopani North Ref No: LDARD 30/3/2026 (X1 Post) Mopani West Ref No: LDARD 31/3/2026 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognised by SAQA. Certificate / Qualification in Administration / Public Management / Transport Management / Administration will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, and Skills: Knowledge of clerical 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 working procedures in terms of the working environment. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organizational skills.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<b><u>ENQUIRIES</u></b>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
<b><u>POST 09/219</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: LDARD 32/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R193 359 per annum (Level 04) Mopani West
<b><u>REQUIREMENTS</u></b>	:	Grade 10 / AET/ ABET or equivalent appropriate qualification as recognised by SAQA. Seven 7 -12 months driving experience. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies, and Skills Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city (ies) / district in which the functions will be performed.
<b><u>DUTIES</u></b>	:	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. Render a clerical support/messenger service in the relevant office.
<b><u>ENQUIRIES</u></b>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189.
<b><u>POST 09/220</u></b>	:	<b><u>WATER ENGINE OPERATOR REF NO: LDARD 33/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R163 680 per annum (Level 03) Mara Research Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 10 / AET/ ABET or equivalent appropriate qualification as recognised by SAQA. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of operating machinery. Problem Solving Skills. Time Management. Communication Skills. First Aider.
<b><u>DUTIES</u></b>	:	Monitor water pumping equipment and treatment system. Ensure safe and efficient water distribution. Operate and maintain farm water machinery. Routine inspection of water reservoir. Maintenance of livestock water supply infrastructure. Administrative and safety.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Gobe MA Tel No: (015) 294 3347.
<b><u>POST 09/221</u></b>	:	<b><u>HANDYMAN REF NO: LDARD 34/3/2026 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R163 680 per annum (Level 03) Capricorn District
<b><u>REQUIREMENTS</u></b>	:	ABET Level 04 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm

		infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Maintenance of building and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment. Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
<b><u>ENQUIRIES</u></b>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610.
<b><u>POST 09/222</u></b>	:	<b><u>GENERAL WORKER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R138 486 per annum (Level 02)
	:	Mopani East Ref No: LDARD 35/3/2026 (X1 Post)
	:	Turfloop Fish Hatchery: Aquaculture and Game Ref No: LDARD 36/3/2026 (X1 Post)
	:	Madzivhandila College Ref No: LDARD 37/3/2026 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET/ AET level 2 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.
<b><u>DUTIES</u></b>	:	Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.
<b><u>ENQUIRIES</u></b>	:	Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) 811 1189. Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610. Madzivhandila College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**  
*The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, youth, gender and disability. Women, youth and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as it appears below. All lower-level posts (6 & 7) are targeted for the Youth only.*

<b><u>APPLICATIONS</u></b>	:	Applications should be submitted online through <a href="http://erecruitment.limpopo.gov.za">http://erecruitment.limpopo.gov.za</a> Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor by 16h00 daily) or alternatively post to The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700.
<b><u>CLOSING DATE</u></b>	:	02 April 2026
<b><u>NOTE</u></b>	:	Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. SMS candidates are required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <a href="https://www.thensg.govza/training-course/sms-pre-entryprogramme">https://www.thensg.govza/training-course/sms-pre-entryprogramme</a> . "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. Following the interview and technical exercise for SMS posts, the selection panel will recommend

candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after the assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. The Department reserves the right to make an appointment in respect of the advertised posts.

#### **MANAGEMENT ECHELON**

**POST 09/223** : **DIRECTOR: HUMAN SETTLEMENTS PROGRAMME & PROJECT MANAGEMENT REF NO: COGHSTA 82/25**  
Branch: ISHS

**SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive salary package)  
: Sekhukhune District  
: Matric plus an undergraduate qualification in Built Environment (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment. Registration with Professional Bodies will be added advantage. Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Building construction, Conflict management, Planning and costing of house designs.

**DUTIES** : Ensure the verification of beneficiaries; Manage, monitor, evaluate and advice on the implementation of human settlements projects in alignment with signed SLAs/contracts; Manage project information and reports; Plan, facilitate and coordinate the implementation of the EPWP in housing projects; Quality assure houses constructed; Facilitate and coordinate the development of infrastructure projects for human settlements; Manage and oversee the work of implementing agencies; Provide advice on the development of human settlements multiyear plans; Ensure the availability of coordinates (location) of projects; Manage resources (Financial, human and physical).

**ENQUIRIES** : Mr. Ramagoshi Phuti Tel No: (015) 294 2225

#### **OTHER POSTS**

**POST 09/224** : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION REF NO: COGHSTA 83/25**  
Branch: Cooperative Governance

**SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (all-inclusive salary package)  
: Polokwane  
: Matric plus an undergraduate qualification (NQF Level 6) in Public Admin/Public Management/Political Science / Development Studies or related as recognized by SAQA. A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director / junior management level and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Regulations; Public Service Act; PFMA; Core;

		Municipal Structures Act and Systems; Section 152 of the Constitution Act of 1996; deals with objects of local government; Local Government Municipal Structures Act, 1998; deals with the establishment and operation of ward committees; Section 16 of the Municipal Systems Act, 2000; Municipal Finance Management Act; National and Provincial Guidelines on the Establishment and operation of ward committees; Provincial Public Participation Policy Framework. Skills and Knowledge: Presentation/Facilitation skills; Report Writing; Time management; Communication; Creative/innovative; Analytical Thinking skills; Computer Literacy.
<b><u>DUTIES</u></b>	:	Manage the establishment and monitoring of ward committees. Manage the assessment of functionality of ward committees in all municipalities; Monitor Provincial, Districts and Local Public Participation Forums; Manage queries and complaints of communities on service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270
<b><u>POST 09/225</u></b>	:	<b><u>DEPUTY DIRECTOR: INSTITUTIONAL MONITORING &amp; EVALUATION REF NO: COGHSTA 84/25</u></b> Branch: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
	:	Polokwane
	:	Matric plus an undergraduate qualification in Public Management & Governance/ Public Administration (NQF 6) as recognized by SAQA; A minimum of 5 years' experience within the environment of which three (3) years MUST be at Assistant Director / at junior management level and valid South African driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Legal services PFMA, Public Audit Act etc. Skills and Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Research, Networking Policy formulation and implementation.
<b><u>DUTIES</u></b>	:	Conduct Institutional Performance Assessment and Evaluation of the implementation of Policies, Programmes and Systems; Coordinate and compile Institutional Performance and Strategic reports; Facilitate the implementation of productivity and framework measurement; Manage and facilitate the development and maintenance of the information system that supports the performance of the Department.
<b><u>ENQUIRIES</u></b>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223
<b><u>POST 09/226</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC STATUTORY PLANNING REF NO: COGHSTA 85/25</u></b> Branch: Cooperative Governance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10)
	:	Polokwane
	:	Matric plus an undergraduate qualification (NQF Level 6) in Development/Urban/Statutory/town & Regional/Built Environmental Planning including Information Administration & Technology. or related as recognized by SAQA. Minimum 3 years relevant experience and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, SPUMA, Proclamation R 293/62, 45 of 1990, Deeds Registries Act, 47 of 1937 and Proclamation 45 of 1990. Skills and Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Policy Development, Financial management, Conflict Resolution, Project Management, Leadership Skills, Listening Skills.
<b><u>DUTIES</u></b>	:	Facilitate stakeholder engagement and satisfaction; Facilitate the establishment and operational efficiency of municipal planning tribunals; Ensure compliance and quality assurance in land development applications; Facilitate operational effectiveness and compliance of municipal planning and appeal tribunals; Ensure assessment and information gathering for land development applications; Coordinate administrative support for municipal planning tribunal meetings.
<b><u>ENQUIRIES</u></b>	:	Ms. Monyela Hlokammoni Tel No: (015) 294 2073

**POST 09/227** : **ASSISTANT DIRECTOR: ACQUISITION SERVICES REF NO: COGHSTA 86/25**  
Branch: Financial Management Services

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)  
: Polokwane  
: Matric plus an undergraduate qualification (NQF Level 6) in Supply Chain Management or related as recognized by SAQA. Minimum 3 years relevant experience and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. Skills and Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

**DUTIES** : Coordinate (synergize), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations; Coordinate, Review and sourcing quotation from the database according to the threshold value determined by National Treasury; Supervise employees to ensure an effective acquisition management services and undertake all administrative functions required with regards to financial and HR administration.

**ENQUIRIES** : Ms. Palmer Olivia Tel No: (015) 294 2094

**POST 09/228** : **HR PRACTITIONER: CONDITIONS OF SERVICES & REMUNERATION REF NO: COGHSTA 87/25**  
Branch: Corporate Services

**SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)  
: Polokwane  
: Matric plus an undergraduate qualification in (NQF 6) Human Resources Management/Public Management/Public Admin or related as recognized by SAQA; Minimum of 2 years relevant experience. PERSAL Certificate will be an added advantage. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Public Service Regulations, PFMA, BCEA, EEA, Labour Relations Act, Determination and Directive of Leave of Absence in the Public Service, GEP Law, PILIR, PSCBC Resolutions and other HR Legislations, PERSAL. Skills and Knowledge: Communication and Interpersonal skills; Organizational and Time management Skills; Problem-Solving skills; Attention to Detail; Proficiency in HR Systems; Leadership and Team Management Skills.

**DUTIES** : Facilitate the administration of leaves; Facilitate the administration of pension benefits, Facilitate the administration of compensation and employees' benefits.

**ENQUIRIES** : Ms. Masha Raesibe Tel No:(015) 294 2068

**POST 09/229** : **STATE ACCOUNTANT: SALARIES REF NO: COGHSTA 88/25**  
Branch: Financial Management Services

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)  
: Polokwane  
: Matric plus an undergraduate qualification in Accounting/Financial Management (NQF 6) or related studies as recognized by SAQA; A minimum of 1-2 years' relevant experience and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, Computer Literacy and Delegation of Authority, PERSAL, BAS, Finest. Skills and Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skills, Computer skill, Numeracy skill

**DUTIES** : Maintenance of salary deductions and allowances; Payroll management; Salary freeze and recall; IRP5 maintenance; Attend to queries.

**ENQUIRIES** : Ms. Malahlela Nora Tel No:(015) 294 2224

- POST 09/230** : **PERSONNEL OFFICER: RECRUITMENT & SELECTION REF NO: COGHSTA 89/25**  
Branch: Corporate Services
- SALARY** : R269 499 per annum (Level 06)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : Matric plus an undergraduate qualification in Public Administration/Human resource Management (NQF 6) as recognized by SAQA. Core and Process Competencies: Sound and in-depth knowledge of Public Service Act, Public Regulation PFMA, Human Resource Management; PERSAL Systems. Skills & Knowledge: Presentation skills; People management skills; Time management skills; Communication skills (both formal and informal) and Computer Literacy.
- DUTIES** : Administering of advertised vacant posts on the structure); Coordinate selection processes, Facilitate PERSAL appointments; Administering Placements of officials.
- ENQUIRIES** : Ms. Mabina Reneilwe Tel No:(015) 294 2046

**DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Quoting the relevant references `applications should be forwarded to the relevant Centre:  
**Head Office:** The Head of Department. Private Bag X9489, Polokwane, 0700. Street Cnr 113 Biccard & 24 Excelsior Street, Polokwane, 0700.  
**Sekhukhune South Education District:** The District Director, Private Bag X70, Lebowakgomo. 0737 Old Parliament Complex, Lebowakgomo  
**Vhembe West:** The District Director, Vhembe West Education District, Private Bag X2250, Sibasa. 0970 Block D Old Parliament Building, Thohoyandou.  
Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 27 March 2026: 14 H00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za/](http://www.limpopo.gov.za/) [www.edu.gov.za/](http://www.edu.gov.za/) / [www.dpsa.gov.za/](http://www.dpsa.gov.za/). 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. 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.

## MANAGEMENT ECHELON

<b><u>POST 09/231</u></b>	:	<b><u>CHIEF DIRECTOR: INFORMATION COMMUNICATION &amp; TECHNOLOGY MANAGEMENT SERVICES REF NO: LDOE 01/02/2026 (X1 POST)</u></b> Branch: Corporate Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum, (all-inclusive package) Head Office (Polokwane) An NQF level 7 qualification in Information Communications Technology (ICT) as recognized by SAQA. A postgraduate qualification (NQF level 8 and above) and experience in the ICT environment will be an added advantage. Minimum of five (5) years' relevant experience at a senior managerial level. SMS Pre-Entry (Niemela) Certificate upon appointment. Valid driver's license (except for people with disability). Strategic Capability and Leadership. People Management and Empowerment. Teamwork. Programmer and Project Management. Financial Management. Change Management. Computer Literacy. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Public Service Knowledge. Negotiation, Policy formulation and Analytic thinking. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Oversee the provision and management of information technology services by: Developing and implementing the department's IT strategy to support education objectives. Ensuring effective management of IT infrastructure, systems, and applications across schools and administrative offices. Overseeing data security, privacy, and IT governance to comply with national regulations and standards. Managing IT budgets, procurement, and vendor relationships, including SITA, to ensure optimal resource allocation. Facilitating digital transformation initiatives, including e-learning platforms, digital content, and connectivity for schools. Providing leadership and guidance to IT staff, fostering skills development and capacity building, including skill upgrade for all officials based on need. Monitoring and evaluating technology projects to ensure alignment with educational goals and timely delivery. Supporting change management in the integration of new technologies within the education system. Collaborating with stakeholders such as SITA and other government agencies, educators, and technology partners to drive innovation. Ensuring maintenance, troubleshooting, and continuous improvement of IT services for the department. Oversee the provision and coordination of knowledge management services Oversee and manage the provision of records management service. Oversee and manage the provision of communication and publication services Oversee the resources (financial, human and physical) in the sub – branch.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<b><u>POST 09/232</u></b>	:	<b><u>DIRECTOR: INTEGRATED PLANNING, RESEARCH &amp; REPORTING REF NO: LDOE 02/02/2026 (X1 POST)</u></b> Branch: Chief Directorate: Strategic Planning Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 266 714 per annum, (all-inclusive package) Head Office (Polokwane) An NQF level 7 as recognised by South African Qualifications Authority (SAQA)A relevant postgraduate qualification (NQF level 8 and above), and experience in planning, research and reporting will be an advantage.5 years' relevant experience at middle/senior managerial level. Driver's Licence (except people living with disabilities). SMS Pre-Entry (Nyukela) Certificate upon appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: Ability to work under pressure. Computer Literacy. Proven management skills in education management. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.
<b><u>DUTIES</u></b>	:	Lead the development and implementation of the organization's strategic plans, ensuring alignment with overall mission, vision, and objectives. Oversee the design, review and execution of research and policy initiatives to inform

evidence-based decision-making and strategic direction. Direct the preparation, analysis, and presentation of comprehensive reports to senior management, stakeholders, and oversight bodies. Monitor and evaluate the effectiveness of strategic and policy initiatives, using data-driven insights to recommend improvements. Collaborate with internal and external partners to gather relevant data and identify emerging trends and opportunities. Ensure compliance with regulatory and governance requirements in all planning, research, reporting and policy development activities. Manage and mentor the strategic planning, research, reporting and policy development team, thus fostering a culture of continuous improvement and professional development. Represent the organization in strategic forums, conferences, and stakeholder engagements as required.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

**POST 09/233** : **DIRECTOR: INTERSEN REF LDOE 03/02/2026 (X1 POST)**  
Branch: Chief Directorate: Curriculum Management

**SALARY** : R1 266 714 per annum, (all-inclusive package)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by South African Qualifications Authority (SAQA) Any relevant postgraduate qualification (NQF level 8 and above), and diploma/certificate will be an advantage. 5 years' relevant experience at middle/senior managerial level. Driver's Licence (except people living with disabilities). SMS Pre-Entry (Nyukela) Certificate upon appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: Ability to work under pressure. Computer Literacy. Proven management skills in education management. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

**DUTIES** : The management and the administration of the directorate. The development/review of learner attainment strategies at the intermediate and senior phase. Function meaningfully in relevant National/Provincial Policy Structures/Committees when invited to do so. Initiate special interventions and support programmes to Districts, Circuits and Schools. Provide professional support to Districts, Circuits and Schools. Manage and coordinate the development and implementation of policies, programmes and systems for Humanities. Manage and coordinate the development and implementation of policies, programmes and systems for languages. Manage and coordinate the development and implementation of policies, programmes and systems for commercial subjects and any other programmes to be added per organizational structure/components.

**ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

#### OTHER POSTS

**POST 09/234** : **DEPUTY DIRECTOR: ORGANISATIONAL TRANSFORMATION & SPECIAL PROGRAMMES REF NO: LDOE 04/02/2026 (X1 POST)**  
Directorate: Service Delivery and Organisational Transformation

**SALARY** : R896 436 per annum, (all-inclusive package)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : A relevant NQF Level 7 qualification as recognized by SAQA. A postgraduate degree in education management will be an added advantage. Minimum of five (5) years' experience at a middle/senior managerial level. Experience in monitoring, evaluation, planning, research, or policy formulation will be an added advantage. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change

- Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus.
- DUTIES** : Lead and coordinate the development, implementation, and monitoring of organisational transformation initiatives in alignment with DPSA policy objectives. Manage special programmes aimed at promoting diversity, equity, and inclusion within the department. Develop and oversee frameworks, guidelines, and policies to facilitate effective organisational transformation and the integration of special programmes. Monitor, evaluate, and report on the effectiveness of transformation and special programme interventions, ensuring compliance with relevant legislative and policy requirements. Engage stakeholders, including government departments and civil society, to foster collaboration and drive transformation outcomes. Identify emerging trends and best practices in organisational transformation and special programmes, recommending innovative approaches for continuous improvement. Prepare and manage budgets, resources, and project plans for transformation and special programmes within the Department. Represent the Department at relevant forums, task teams, and committees, advocating transformation and special programme priorities. Ensure effective communication and change management strategies are implemented to support the successful adoption of transformation initiatives.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 09/235** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: LDOE 10/02/2026 (X1 POST)**  
Directorate: Integrated Planning, Research & Reporting
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)  
: Head Office (Polokwane)  
: A relevant NQF level 6 in Public Administration or equivalent as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Report writing skills. Communication skills. Project Planning. Interpersonal relations. Problem – solving skills. Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : Coordinate the development, implementation, and review of departmental strategic plans in alignment with the Department of Monitoring and Evaluation (DPME) planning framework and relevant government priorities. Facilitate stakeholder engagement sessions to ensure that strategic planning processes incorporate input from all relevant internal and external stakeholders. Monitor and evaluate the progress of strategic objectives, ensuring regular reporting in accordance with DPME requirements. Provide guidance and support to directorates on integrating departmental goals with national and provincial strategic planning frameworks. Prepare comprehensive reports, presentations, and submissions for senior management and oversight bodies on strategic planning progress and outcomes.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 09/236** : **ASSISTANT DIRECTOR: POLICY CO - ORDINATION REF NO: LDOE 11/02/2026 (X1 POST)**  
Directorate: Integrated Planning, Research & Reporting
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)  
: Head Office (Polokwane)  
: A relevant NQF level 6 in Public Administration or equivalent as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis,

- Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Report writing skills. Communication skills. Project Planning. Interpersonal relations. Problem – solving skills. Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : Coordinate the development, implementation, and review of education policies in alignment with national and provincial directives. Facilitate stakeholder engagement processes to ensure effective policy formulation and feedback integration. Monitor and evaluate policy outcomes, preparing reports and recommendations for senior management. Provide technical support and guidance to departmental units regarding policy interpretation and application. Ensure policy alignment with legislative and regulatory frameworks governing basic education in South Africa. Represent the department at intergovernmental and sectoral meetings, contributing to policy dialogue and advocacy.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 09/237** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDOE 12/01/2026 (X1 POST)**  
Directorate: Risk & Integrity Management
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, (all-inclusive package)  
: Head Office, Polokwane  
: A relevant NQF level 6 in Risk Management or equivalent as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Competencies: Report writing skills. Communication skills. Project Planning. Interpersonal relations. Problem – solving skills. Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Knowledge of the Barn Owl system.
- DUTIES** : Develop, implement, and monitor the organization's risk management policies and strategies in accordance with the Public Sector Risk Management Framework as prescribed by the National Treasury. Facilitate risk assessments and maintain a comprehensive risk register, ensuring risks are identified, assessed, and prioritized appropriately. Coordinate the implementation of risk mitigation strategies and action plans and regularly report on progress to senior management and relevant oversight bodies. Provide risk management training and awareness programmes to staff to promote a culture of proactive risk management within the organisation. Ensure compliance with all legislative and regulatory requirements related to risk management in the public sector. Prepare and present risk management reports, including emerging risks and trends, for the risk committee and other stakeholders as required.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

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



- APPLICATIONS** : Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office No. 30. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 27 March 2026
- NOTE** : Applicants are hereby invited to apply for the funded vacant post as advertised. Applicants are encouraged to register and submit their applications through the e-Recruitment website, however, hand delivery applications are acceptable

and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za). Applicants using e-recruitment must also complete the Z83 and upload together with their CV in addition to the online profile. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver's license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver's license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. The contents of this circular will also be posted on the following websites [www.dsd.limpopo.gov.za](http://www.dsd.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za), Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

#### **OTHER POST**

<b><u>POST 09/238</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK MANAGEMENT SUPPORT REF NO: DSD/2026/59 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification at NQF 6 or equivalent qualification in Risk Management / Financial Management / Internal Auditing as recognized by

SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and customer focus. Good communication skills. Presentation skills, proactiveness, professionalism, time management, teamwork. Knowledge and Skills: Knowledge of Public Sector Risk Management Framework. Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge and understanding of COSO framework, Knowledge and understanding of ISO 31000 on Risk Management, In-depth Knowledge of Business Continuity Management, Knowledge and understanding of KING IV Governance Report Knowledge of Strategic planning cycle. Policy formulation. Presentation skills. Policy development. Data analysis. Report writing. Leadership skills. Communication.

**DUTIES**

: Develop enterprise risk management strategies. Integrate the Risk Management, Planning and Budget Process, Manage the development and implementation of business continuity services. Manage the promotion of code of conduct. Manage the implementation of financial disclosure. Coordinate whistle blowing centre management. Develop plans for risk assessment and conduct awareness campaigns. Coordinate the development and implementation of risk management policy. Coordinate governance meetings within Risk Management Unit. Conduct lifestyle audit in line with DPSA guidelines. Generate report through Risk Management Software- Barn Owl. Monitor the implementation of risk management initiatives / programmes.

**ENQUIRIES**

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