

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
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 they appear below.

- APPLICATIONS** : Should be submitted online through <http://erecruitment.limpopo.gov.za>. 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 Director: HRMA&EW; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700.
- CLOSING DATE** : 17 July 2026
- NOTE** : The Department of CoGHSTA is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, youth, and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. In filling of vacant posts, the objectives of Section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) section 15 (Affirmative Action measures) and 20 (Employment Equity Plan) and relevant Human Resources Policies and HR Plan of the department will be taken into consideration. In line with the commitment to promoting representivity in the filling of entry-level positions, preference may be given to unemployed youth and CoGHSTA's interns and learners who have successfully completed their respective skills development programmes. Note: Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (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. Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Certified copies of educational qualifications (or any other required certificates and/or results on the post), academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, number 1.32.1, "All shortlisted candidates including SMS shall undertake two (2) pre-entry assessments. One (1) will be a technical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 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 not to make any appointment to the posts advertised. The employment decision shall among

other determinations be informed by the Employment Equity Plan of the Department.

OTHER POST

- POST 23/423** : **COMMUNITY DEVELOPMENT WORKER (X10 POSTS)**
Branch: Cooperative Governance
Re-advertisement, those who have applied previously do not need to re-apply.
- SALARY CENTRE** : R338 106 per annum (Level 07)
: Ref No: CoGHSTA 38/26/1 Blouberg Ward 06
: Ref No: CoGHSTA 38/26/2 Lepelle-Nkumpi Ward 19
Ref No: CoGHSTA 38/26/3 Mogalakwena Ward 01
Ref No: CoGHSTA 38/26/4 Mogalakwena Ward 09
Ref No: CoGHSTA 38/26/5 Greater Giyani Ward 19
Ref No: CoGHSTA 38/26/6 Greater Letaba Ward 11
Ref No: CoGHSTA 38/26/7 Makhuduthamaga Ward 09
Ref No: CoGHSTA 38/26/8 Makhuduthamaga Ward 20
Ref No: CoGHSTA 38/26/9 Collins Chabane Ward 32
Ref No: CoGHSTA 38/26/10 Makhado Ward 03
- REQUIREMENTS** : Matric plus an undergraduate qualification (NQF Level 6) in Public Administration or related as recognized by SAQA. National Certificate in Community Development will be an added advantage. Minimum of 1 year 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, Batho Pele principles; public service act; computer literacy; Dynamics; culture and language of the target community. Skills & Competencies: Computer literacy; Negotiation skills; Presentation skills; Planning and organizing skills; Time management; Communication skills (verbal & written); Interpersonal skills; Computer skills.
- DUTIES** : Compile ward profiling; Identification of service delivery cases; Identification of community concerns; Conduct household visits.
- ENQUIRIES** : Ms. Malahlela Nora Tel No: (015) 294 2224/ Ms. Mabina Reneilwe (015) 294 2046
- NOTE** : Shortlisted candidates for these positions will be requested to submit proof of residence.
EE Target: Youth, African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Blouberg 38/26/1)
EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability Lepelle-Nkumpi 3/26/2, Mogalakwena 38/26/3 & 38/26/4, Greater Giyani 38/26/5, Greater Letaba 38/26/6, Makhuduthamaga 38/26/7 & 38/26/8, Collins Chabane 38/26/9
EE Target: Youth, African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Makhado 38/26/9)

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 17 July 2026 at 16h00.
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an

applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting the limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if 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. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, "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. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended: All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job. Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate. The Office shall communicate the logistics for the psychometric assessment to the candidate. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: Only recommended candidates for Senior Management Services (SMS) posts shall undergo psychometric assessment (Giotto, 15FQ+, and CPP assessment). The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. 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 ninety (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, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) should be submitted by the shortlisted candidates to HR on or before the day of the interview date,

failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and all Office of the Premier Social media pages. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

MANAGEMENT ECHELON

- POST 23/424** : **CHIEF DIRECTOR: PERFORMANCE MONITORING AND EVALUATION PROGRAMMES, SYSTEMS AND DATA MANAGEMENT REF NO: OTP: 05 / 26 / 01 (X1 POST)**
 Chief Directorate: Performance Monitoring and Evaluation Programmes, Systems and Data Management
- SALARY CENTRE REQUIREMENTS** : R1 554 696 - R1 858 821 per annum (Level 14), (all-inclusive package)
 : Polokwane
 : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 7) in Public Management / Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at a Senior Managerial level in Performance Monitoring and Evaluation environment. SMS Pre-Entry (Nyukela) Certificate prior to appointment. A valid driver's license except for people with disabilities.
- DUTIES** : Establish, Maintain and Manage Monitoring and Evaluation Systems for the Province through the Sectors. Ensure the development, management and implementation of National and Provincial policies, strategies, guidelines, directives and procedures on M&E and Service Delivery Improvement. Ensure coordination, management and the implementation of service delivery Intervention programmes, Data and Systems Provide leadership and strategic direction in the Chief Directorate Manage and utilise Human Resources in accordance with the relevant directives and legislation.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/425** : **CHIEF DIRECTOR: TRANSFORMATION REF NO: OTP: 05 / 26 / 02 (X1 POST)**
 Chief Directorate: Transformation
- SALARY CENTRE REQUIREMENTS** : R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive package)
 : Polokwane
 : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 7) or an equivalent qualification in a relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at a Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate prior to appointment. A valid driver's license except for people with disabilities.
- DUTIES** : Coordinate, monitor and evaluate the implementation and mainstreaming of programmes for persons with disabilities, older persons, children, and military veterans in Limpopo Province. Coordinate, monitor and evaluate the implementation of youth development programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of women empowerment and equality programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of ethics and anti-corruption programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of security management programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of service standards and Thusong Service Centre programme in Limpopo Province.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

OTHER POSTS

- POST 23/426** : **DEPUTY DIRECTOR: HRD COUNCIL SECRETARIAT REF NO: OTP: 05 / 26 / 03 (X1 POST)**
Directorate: HRD Council Secretariat
- SALARY CENTRE REQUIREMENTS** : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Human Resource Development or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development & Training of which three (3) years must be at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Coordinate and provide secretariat services to the Limpopo Human Resource Development Council meetings Create linkages and coordinate Economic Sector. Coordinate and promote the implementation of the Provincial and National HRD Strategies Plan and provide Advisory Services to Institutions of Higher Learning, SETA's, Industries.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/427** : **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION REF NO: OTP: 05 / 26 / 04 (X1 POST)**
Directorate: Infrastructure Planning and Project Management Coordination
- SALARY CENTRE REQUIREMENTS** : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Built Environment / Civil engineering or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in Infrastructure Planning of which three (3) years' must be at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Support integrated Infrastructure Development Planning in the Province. Support the Development, updating and review of the Provincial Integrated Infrastructure related Policy / Framework / Strategy / Plan. Provide support on priority projects in the Province. Facilitate the Development of Province - Wide intervention Plans on Infrastructure matters.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/428** : **DEPUTY DIRECTOR: RECORDS AND KNOWLEDGE MANAGEMENT REF NO: OTP: 05 / 26 / 05 (X1 POST)**
Directorate: Records and Knowledge Management
- SALARY CENTRE REQUIREMENTS** : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Records Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Records Management at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Coordinate and monitor management of General and Human Resource Records effectively. Coordinate and monitor the implementation of Data Management Programs. Coordinate and monitor the implementation of Knowledge Management Programs. Coordinate and monitor the preservation of Institutional memory through the implementation of Records and Knowledge Management process, practices and systems. Coordinate and monitor the implementation of Legislative frameworks (PAIA, POPIA and PAJA).

- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/429** : **DEPUTY DIRECTOR: FACILITIES AND AUXILIARY MANAGEMENT REF NO: OTP: 05 / 26 / 06 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R932 292 – R1 098 195 per annum (Level 11), (all-inclusive package)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in Facilities Management or Administration Environment of which three (3) years' experience must be at an Assistant Director level. A valid driver's license except for people with disabilities.
- DUTIES** : Manage Infrastructure services. Manage maintenance services. Manage auxiliary services. Management of policies and processes.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/430** : **DEPUTY DIRECTOR: BUDGET PLANNING REF NO: OTP: 05 / 26 / 07 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R932 292 – R1 098 195 per annum (Level 11), (all-inclusive package)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting or Cost and Management Accounting or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Finance of which three (3) years must be at an Assistant Director level in Budget Planning / Management Accounting. A valid driver's license except for people with disabilities.
- DUTIES** : Manage Budget Planning Services. Manage Financial Reporting. Manage Cashflow Management. Manage Personnel within his/her area of work.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/431** : **ASSISTANT DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: OTP: 05 / 26 / 08 (X1 POST)**
Directorate: Research and Development
- SALARY CENTRE REQUIREMENTS** : R605 742 – R713 535 per annum (Level 10)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration, Public Management, Public Affairs, Development Studies, Development Planning and Management, Social Science or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Research at a Supervisory level. A valid driver's license except for people with disabilities.
- DUTIES** : Responsibilities: Implement the Provincial Research Guidelines. Provide technical support to the LPREC. Provide secretarial support to the LPREC. Monitor the approved research projects.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/432** : **ASSISTANT DIRECTOR: TELECOMMUNICATIONS AND OFFICE EQUIPMENT REF NO: OTP: 05 / 26 / 09 (X1 POST)**
Directorate: Departmental Government Information Technology Office (DGITO)
- SALARY** : R487 197 – R584 370 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Polokwane
	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Information Communication and Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Network Administration or ICT. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Supervise the provision of Administrative Services to the Department. Manage telecommunications Records. Supervise the provision of support and resolution for telecommunication issues. Ensure the management of Switchboard and Photocopier services.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/433</u>	:	<u>ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: OTP: 05 / 26 / 10 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487197 – R584 370 per annum (Level 09)
	:	Polokwane
	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Accounting / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Salary administration at a Supervisory level. BAS and PERSAL certificate / results. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Administer Salary Payments. Administer Payroll and other Salary Reports. Administer implementation of Human Resource Advices. Administer subsistence and travel, fuel and overtime claims payments. Administer tax returns and reconciliation.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/434</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: OTP: 05 / 26 / 11 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 329 – R450 504 per annum, (OSD)
	:	Polokwane
	:	A Trade Test Certificate in Mechanical Engineering as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' post qualification experience in Mechanical Engineering as an Artisan. A valid driver's license, except for people with disability.
<u>DUTIES</u>	:	Supervise technical design, production, operation and maintenance services. Perform administrative and related function. Maintain and advance expertise. Human Capital Resource Management.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 23/435</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP: 05 / 26 / 12 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501 per annum (Level 08)
	:	Polokwane
	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Organisational Development and Change Management environment. A driver's license except for people with disabilities.
<u>DUTIES</u>	:	Assist with the designing of the functional organization and staff establishment structure. Facilitate the development of Job Descriptions and conduct Job Evaluations. Assist in the implementation of Operations Management

- Framework (OMF). Implement Change Management Programme and strategies. Provide secretariat and administrative function to the unit.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/436** : **ADMINISTRATIVE OFFICER: AIDS COUNCIL SECRETARIAT REF NO: OTP: 05 / 26 / 13 (X1 POST)**
Directorate: Administrative Officer: AIDS Council Secretariat
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277 per annum (Level 07)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Administration or Office Management.
- DUTIES** : Provide administrative support to the Unit. Make logistical arrangements for the Unit. Serve as the secretariat for the Unit.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/437** : **ADMINISTRATIVE OFFICER: ASSETS, DISPOSAL AND FINANCIAL SYSTEMS MANAGEMENT REF NO: OTP: 05 / 26 / 14 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277 per annum (Level 07)
: Polokwane
: A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting / Economics / Information Systems Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Asset Management and/or Financial Management Information Systems. A valid driver's license except for people with disabilities. BAS and LOGIS certificates / results.
- DUTIES** : Administer assets and assets register. Receive and distribute new assets. Administer the disposal and verification of assets. Administer access to financial systems.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/438** : **ADMINISTRATIVE OFFICER: ICT INFRASTRUCTURE (TELECOMMUNICATIONS AND OFFICE EQUIPMENT) REF NO: OTP: 05 / 26 / 15 (X1 POST)**
Directorate: Departmental Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277 per annum (Level 07)
: Polokwane
: A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Public Administration or Telecommunication and Office Equipment Management.
- DUTIES** : Manage Telecommunications Contracts. Administer Telecommunications Services. Supervise Switchboard and Call Centre Operations. Supervise Billing and Financial Controls. Maintain proper record-keeping. Engage and Support Stakeholders.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

- POST 23/439** : **ADMINISTRATIVE OFFICER: GOVERNMENT OWNED VEHICLES REF NO: OTP: 05 / 26 / 16 (X1 POST)**
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R338 106. – R398 277 per annum (Level 07)
 : Polokwane
 : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Supply Chain Management / Transport Management / Logistics Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Supply Chain Management / Transport Management. A valid driver's license except for people with disabilities.
- DUTIES** : Allocate Government owned vehicles for special purposes. Register and process vehicle licenses. Check log-sheets and trip authorisation for government owned vehicles. Attend to Traffic fines and handle accidents / incidents.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/440** : **REGISTRY CLERK: GENERAL RECORDS REF NO: OTP: 05 / 26 / 17 (X2 POSTS)**
 Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R338106 – R398 277 per annum (Level 05)
 : Polokwane
 : A National Senior Certificate / an equivalent (NQF 4) or an equivalent qualification as recognized by the South African Qualification Authority (SAQA). Computer Literacy (Microsoft Office package).
- DUTIES** : Responsibilities: Provide General Records services to clients. Implement staff file plan, Records policy, Procedure manual and records control schedule. File personal and series files. Facilitate Messenger and Postal services.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/441** : **PHOTOCOPY OPERATOR REF NO: OTP: 05 / 26 / 18 (X1 POST)**
 Directorate: Departmental Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
 : Polokwane
 : Grade 8 / ABET / AET level 2 qualification as recognized by the South African Qualification Authority (SAQA).
- DUTIES** : Operate the Photocopier machines. Make requisition for photocopying materials. Perform minor maintenance on the photocopy machines.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
- POST 23/442** : **CLEANER REF. NO: OTP: 05 / 26 / 19 (X1 POST)**
 Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
 : Polokwane
 : A minimum of Grade 8 (NQF level 1 or 2) / (AET or ABET level 2 certificate) qualification as recognized by the South African Qualification Authority (SAQA).
- DUTIES** : Provide cleaning services by cleaning offices, restrooms, corridors, elevators, passages, guardroom, reception area and Atrium. Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.