

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

APPLICATIONS

: Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified.

Applications may also be hand delivered/posted to: **Department of Public Works, Roads and Infrastructure**: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.

For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services. For Mopani District: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani.

For Sekhukhune District: Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.

For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.

For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification.

CLOSING DATE
NOTE

: 14 August 2026 at 16h30

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

OTHER POSTS

<u>POST 25/422</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A-B) REF NO: S.4/3/2/50</u> Component: Building Infrastructure Maintenance
<u>SALARY</u>	:	Grade A: R1 317 108 per annum, (OSD) Grade B: R1 593 765 per annum, (OSD) (to be structured according to individual needs). The Department will determine the salary package based on years of experience post professional registration)
<u>CENTRE REQUIREMENTS</u>	:	Capricorn district Grade 12/Matric certificate and a qualification at NQF level 7 as recognized by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Generic Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.
<u>DUTIES</u>	:	Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. Governance Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

<u>POST 25/423</u>	:	<u>CHIEF ENGINEER (GRADE A-B) REF NO: S.4/3/13/5</u> Component: Health Infrastructure Delivery
<u>SALARY</u>	:	Grade A: R1 317 108.per annum, (OSD) Grade B: R1 593 765 per annum, (OSD) (to be structured according to individual needs) (The department will determine the salary package based on years of experience post professional registration)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in B Engineering or BSc in Engineering. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license with the exception of persons with disabilities. Generic Competencies: Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict Management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Engineering design and analysis knowledge. Research and development. Computer- aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor management efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

<u>POST 25/424</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A -B) REF NO: S.4/3/13/6</u> Component: Health Infrastructure delivery
<u>SALARY</u>	:	Grade A: R1 143 468 per annum, (OSD) Grade B: R1 376 199 per annum, (OSD) (to be structured according to individual needs). The department will determine the salary package based on years of experience post professional registration)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Quantity Survey. Six years' Quantity Survey post qualification experience required. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Valid driver's license, with the exception of applicants with disabilities. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgement.
<u>DUTIES</u>	:	Quantity Survey analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.
<u>POST 25/425</u>	:	<u>PROJECT MANAGER: MECHANICAL REF NO: S.4/3/10/113</u> Component: Mechanical Services
<u>SALARY</u>	:	R932 292 per annum, (to be structured according to Individual needs), (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune District Grade 12 / Matric and a qualification at NQF level 6 as recognised by SAQA in Mechanical Engineer. An appropriate Trade test certificate. 03-05 years

	relevant experience in road maintenance/ construction environment at junior management level. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Mechanical manual, PFMA and Treasury Regulations, Strategic capability and leadership.
<u>DUTIES</u>	: Facilitate the acquisition, provision and disposal of roads maintenance earthmoving machinery, plant and equipment: Identify and analyse the needs, Compilation of specification to SCM, Pre-delivery inspection of machinery, identify unserviceable, oblate and redundant machinery, Evaluate the condition of the machinery and draw technical reports, Invite Board of survey, Transportation of the machinery and plant to scrapyard. Manage the maintenance of heavy earth moving machinery, trucks, light delivery vehicle and roads related plant and equipment: Develop service schedules. Ensure that service schedules are to and conducted to the manufacturer specifications. Monitor major breakdown repairs performed by original engineering manufacturers and departmental technicians. Develop repair trend statistics. apply corrective measures and re-engineering demand. Liaise with service providers on repairs of machinery, Ensure proper utilization of machinery. Control the road maintenance assets in the district. Compile and monitor the expenditure, Manage adherence to the relevant prescripts and eliminate waste of resources. Manage cost benefits analysis for earth moving machinery and equipment: Ensure that data is collected and captured. Monitor downtime data until the completion of repairs. Ensure that cost implications for machinery maintenance are acceptable. Ensure maintenance provide maximum viable level of availability versus hours worked and production. Identify unserviceable, obsolete and redundant machinery from cost benefit analysis end results, Ensure adherence to workshop administration processes e.g. job cards history file. Manage registration and renewal of licenses for machinery, trucks and equipment: Receive registration document of newly acquired machinery and equipment. develop roadworthy and license renewal program and monitor adherence. Facilitate the arrangement of weighbridge, police clearance and roadworthy test for new and registered machinery and equipment. Facilitate the re-introduction of asset that was deregistered by request and default. Ensure deregistration of the plant and machinery. Conduct physical inspection: Monitor major repairs before and after completion, conductor. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation: Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates, Manage leave matters.
<u>ENQUIRIES</u>	: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 25/426</u>	: <u>CIVIL/ STRUCTURAL ENGINEER (GRADE A-C) REF NO: S.4/3/15/10</u> Component: Other Provincial Departments
<u>SALARY</u>	: Grade A: R914 517 per annum, (OSD) Grade B: R1 030 296 per annum, (OSD) Grade C: R1 172 184 per annum, (OSD) (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)
<u>CENTRE</u>	: Head Office – Polokwane
<u>REQUIREMENTS</u>	: Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional

	judgment. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.
<u>DUTIES</u>	: Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications (civil). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve civil engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the civil engineering work and processes. Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise. Liaise with relevant bodies/councils on civil engineering-related matters.
<u>ENQUIRIES</u>	: Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.
<u>POST 25/427</u>	: <u>MECHANICAL ENGINEER (GRADE A-C) REF NO: S.4/3/13/3</u> Component: Health Infrastructure Delivery
<u>SALARY</u>	: Grade A: R914 517 per annum, (OSD) Grade B: R1 030 296 per annum, (OSD) Grade C: R1 172 184 per annum, (OSD) (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)
<u>CENTRE REQUIREMENTS</u>	: Head Office – Polokwane Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Mechanical Engineering. 03-05 years post experience required in mechanical engineering. Compulsory valid registration with ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Creativity. Computer skills. Planning and organizing. Negotiation skills
<u>DUTIES</u>	: Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (mechanical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve mechanical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the mechanical engineering work and processes, Administer performance management and development. Office

		administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise, and Liaise with relevant bodies/councils on mechanical engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.
<u>POST 25/428</u>	:	<u>ELECTRICAL ENGINEER (GRADE A-C) REF NO: S.4/3/13/4</u> Component: Health Infrastructure Delivery
<u>SALARY</u>	:	Grade A: R914 517 per annum, (OSD) Grade B: R1 030 296 per annum, (OSD) Grade C: R1 172 184 per annum, (OSD) (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Electrical Engineering. 03 -05 years' experience required in Electrical engineering. Compulsory valid registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Creativity. Computer skills. Planning and organizing. Negotiation skills.
<u>DUTIES</u>	:	Design new systems to solve practical electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (electrical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve electrical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the electrical engineering work and processes. Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on electrical engineering technology to improve expertise, and Liaise with relevant bodies/councils on electrical engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.
<u>POST 25/429</u>	:	<u>CHIEF ARTISAN GRADE A REF NO: S.4/3/10/197</u> Component: Drainage Structures
<u>SALARY</u>	:	R499 470 per annum, (OSD)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman in Shuttering / Steel Fixing / Concrete. Valid

	driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
<u>DUTIES</u>	: Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 25/430</u>	: <u>DEPUTY PROJECT MANAGER REF NO: S.4/3/10/80</u> Component: Regravelling and Drainage Structure
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Waterberg district
<u>REQUIREMENTS</u>	: Grade 12 / Matric certificate and NQF level 6 as recognised by SAQA in Civil Engineering. Three (03) years of experience at supervisory level in Roads Maintenance environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills; Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations.
<u>DUTIES</u>	: Manage the roads regravelling of roads. Identify the areas that needs regravelling. Planning of work to be done. Coordinate and facilitate work. Facilitate the preparation of quarry site and stockpiling of gravel. Conduct assessment of the work. Manage construction of drainage structures. Identify the spot that needs drainage. Quantify the material needed. Identify all working area environment before the work is started. Conduct inspection (Installation of pipes, maintenance of existing pipes). Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. Consolidate the availability of equipment and ensure proper maintenance. Liaise with the Mechanical workshop on: Equipment/plant that are available. Breakdowns are reported. Plant/equipment are well maintained. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

<u>POST 25/431</u>	:	<u>DEPUTY PROJECT MANAGER: INSPECTORATE REF NO: S.4/3/10/196</u> Component: Roads Infrastructure Maintenance
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	Grade 12 / Matric certificate and a qualification at NQF level 6 as recognised by SAQA in Civil Engineering/ Survey Engineering. 03 years relevant experience in Road's inspection environment at lower managerial level. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of Labour-Intensive Roads Constructions. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Manage visual assessment of roads and drainage structures: Develop the inspection plan. Monitor alignment of the inspection plan to the operational plan. Analyse gaps and advise on the action to be taken. Allocate resources. Consolidate the assessment reports and make recommendations. Provide maintenance expertise: Monitor compliance with roads maintenance standards/ specifications. Manage and implement site inspection plan. Identify problems on production site and propose possible solutions. Provide on-job training to maintenance teams. Monitor and implement the Service Delivery Improvement Programme: Provide guidance and technical advice for Expanded Public Works Programme. Communicate, respond and attend to community requests, complaints and legal claims. Monitor completion and quality of roads projects. Provide advice to implement Service Delivery Improvement Programme. Coordinate progress reports on roads and bridges maintenance. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation: Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 25/432</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: S.4/3/6/13</u> Component: Enterprise-Wide Risk Enterprise
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric, a qualification at NQF level 6 as recognized by SAQA in Auditing, Finance and Risk Management. 3 years at Supervisory level / Risk Officer/ Risk Practitioner of which 5 years' experience must be Risk Management. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Enterprise Risk Management frameworks. Risk assessment methodologies. Business Continuity Management. Combined Assurance processes. Public financial management environment. Government reporting frameworks. Risk identification and analysis. Risk monitoring and evaluation. Report writing. Stakeholder engagement. Presentation skills. Governance and compliance monitoring. Policy implementation. Problem-solving abilities. Communication skills. Computer literacy. Microsoft Office proficiency. Strategic thinking. Planning and organisational skills.
<u>DUTIES</u>	:	Supervise and conduct risk assessment in the Department: Implement risk management activities in accordance with the approved Risk Management Framework. Support the development and implementation of risk management policies and strategies. Conduct departmental risk assessments and identify emerging risks. Maintain risk registers and monitor risk response plans and evaluate mitigation measures. Participate in the implementation of the Department's Combined Assurance Plan. Provide risk management awareness campaigns: Develop an approved annual Risk Management Awareness Campaign Plan/schedule. Conduct awareness sessions and consultations with management and risk champions. Facilitate induction

awareness sessions for newly appointed employees on risk management responsibilities. Develop and circulate awareness materials such as posters, brochures, presentations and emails. Provide Business Continuity Services: Assist with Business Continuity Management Programme implementation. Conduct a Business Impact Analysis (BIA) for critical business processes within the department. Conduct simulation exercises and desktop testing of Business Continuity Plans. Coordinate awareness campaigns on emergency preparedness and service continuity. Engage ICT and facilities management on system recovery and infrastructure readiness. Assess departmental readiness for potential disruptions and emergencies. Facilitate lessons-learned sessions from incidents, tests and simulations conducted. Render secretariat duties to the Business Continuity Management Committee. Establish and maintain good relation with relevant Risk Planning and Management stakeholders: Attend departmental management meetings, governance committees and stakeholder forums to provide risk management inputs. Liaise with other units about identified high risk areas. Develop recommendations for improvement of risk management practices. Maintain continuous communication with programme managers, risk champions, and senior management regarding risk management matters. Prepare presentations, briefing notes, and reports for management and stakeholder engagements on risk management matters. Promote a culture of risk awareness and accountability across the department through continuous stakeholder interaction. Provide resources (human, financial & physical): Supervise and support subordinates on daily administrative and operational activities. Allocate duties and monitor workload distribution within the section to ensure effective utilisation of staff. Promote teamwork, discipline and effective communication within the unit. Identify staff capacity gaps and recommend relevant training and development interventions. Monitor staff attendance, leave management, and timely submission of timesheets. Facilitate performance management processes, including performance agreements and quarterly reviews. Monitor the utilisation of allocated funds to ensure value of money. Ensure compliance with occupational health and safety requirements within the office environment.

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

POST 25/433 : **ROAD WORK SUPERINTENDENT REF NO: S.4/3/10/35**
Component: Alldays Roads Maintenance

SALARY : R413 001 per annum (Level 08)
CENTRE : Capricorn district: All days Roads Maintenance
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.

DUTIES : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.

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

POST 25/434 : **ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/198**
Component: Sibasa Mechanical Workshop

SALARY : R397 329 per annum, (OSD)
CENTRE : Vhembe district: Sibasa Mechanical Workshop

<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Mechanical. Five years post qualification experience as an Artisan in mechanical. Valid driver's license with the exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
<u>DUTIES</u>	:	Design. Supervise and produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions. Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 25/435</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/2/113</u> Component: Building Maintenance
<u>SALARY</u>	:	R397 329 per annum, (OSD)
<u>CENTRE</u>	:	Vhembe district: Thohoyandou Building Maintenance (Plumbing)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as recognised by SAQA. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. technical competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. generic competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 25/436</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/200</u> Component: Drainage Structures
<u>SALARY</u>	:	R397 329 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Mopani District
	:	Appropriate Trade Test Certificate. Five years of post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<u>POST 25/437</u>	:	<u>MAINTENANCE OPERATION SPECIALIST REF NO: S.4/3/10/33</u> Component: Routine Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Mopani district
	:	Grade 12/ Matric and appropriate Trade Diploma. Three (03) years' experience in road work maintenance. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety acts.
<u>DUTIES</u>	:	Maintain an action plan for the maintenance of roads. Give guidance and direction on work performance. Identify gaps and provide solutions. Conduct routine checks on maintenance works. Provide periodic reports on maintenance works. Formulate roads maintenance proposals by reviewing and analysing policy inputs: Interpret and implement roads maintenance policies. Make recommendations on the work to be done. Provide inputs on review of policies. Support and monitor implementation of the action plan: Provide guidance on work performance. Measure the work to be done. Provide reports. Enhance capacity by providing information, guidance, assistance and training: Provide guidance on work performance. Identify training needs. Conduct skills audit of subordinates. Facilitate training. Conduct on the job training.
<u>ENQUIRIES</u>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<u>POST 25/438</u>	:	<u>ADMINISTRATIVE OFFICER: INTEGRITY MANAGEMENT REF NO: S.4/3/6/15</u> Component: Integrity Management
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Head Office – Polokwane

<u>REQUIREMENTS</u>	:	Grade 12/Matric, a qualification at NQF level 6 as recognized by SAQA National Diploma in Risk management, Law, Internal Audit, Forensic investigation, Juris Criminalis, Fraud and Ethics Management. 2 to 3 years' experience in fraud risk assessments, fraud risk monitoring, ethics management, fraud and corruption investigation. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Enterprise Risk Management frameworks. Risk assessment methodologies. Constitution of the Republic of South Africa. Public Finance Management Act. Public Sector Integrity Management framework. Protected disclosure Act. Prevention and Combating of Corrupt Activities Act. National Anti-Corruption Strategy. Prevention of Organise Crime Act. Government reporting frameworks. Investigation skills. Risk identification and analysis. Risk monitoring and evaluation. Report writing. Presentation skills. Policy implementation. Problem-solving abilities. Communication skills. Computer literacy. Microsoft Office proficiency. Planning and organisational skills.
<u>DUTIES</u>	:	Conduct investigation of fraud and corruption in the department: Develop investigation plan for the purpose of conducting investigation independently. Analyse the complaint or allegations of fraud/ corruption and identify the legislation which has been contravened. Conduct interviews with the complainant/ or end user to get the background information. Gather and analyse relevant evidential documentation and evidence. Gather relevant information for background and statutory checks. Conduct interviews with potential witnesses, relevant people and implicated officials/ people. Obtain explanations for transactions/instructions/actions. Compile detailed investigation report with findings and recommendation supported facts or evidential material. Make follow up with regards to the implementation of recommendations made in the investigation reports. Liaise with other law enforcements agencies and government departments. Ensure proper communication and report progress made with regard to investigations. Conduct and facilitate the Anti-Fraud and Corruption awareness and training: implement anti-fraud and corruption awareness program. Ensure capacity building and training of employees on anti-fraud and corruption throughout the department. Conduct research, audits and analysis of the awareness. Liaise with Law enforcement agencies, and other institutions to ensure fair, unbiased and uniform interpretation of policies and guidelines. Establish and maintain good working relationship with relevant Anti-Fraud and Corruption stakeholders: Establish the departmental Anti-Fraud and Corruption governance structure. Attend meetings with various structures (both National and Provincial). Develop relationships across diverse groups of stakeholders. Attend workshops, seminars, conferences, etc to keep up to date with new trends in the vetting fields. Liaise with Law enforcements Agencies, such as NPA, SIU, SAPS, and other governments departments. Conduct and facilitate Ethics Management matters: Conduct training and education in relation to professional ethics. Provide support to the ethics officer. Perform administration function regarding the applications for other Remunerative Work. Conduct investigation on cases of non-compliance to the Code of Conduct or Code Ethics. Conduct assessment on the applications for remunerative work outside the public service. Analyse the information contained in the applications for Other Remunerative Works and advice the Ethics Officer before approval by the Executing Authority.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.
<u>POST 25/439</u>	:	<u>ADMINISTRATIVE OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: S.4/3/9/200</u> Component: Logistics and Inventory Management
<u>SALARY</u>	:	R338 106 per annum, (Level 07)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA in Logistics Management or Supply Chain Management or Financial Management or Financial Accounting. Two (2) years related Logistic and Supply Chain Management experience. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA. 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. Treasury Regulations, SCM procedures, Procurement procedures, PFMA.
<u>DUTIES</u>	:	Process requisitions for goods and services: Receive a requisition. Process requisition. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods: Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Monitoring and support of inventory stocktaking/stock count. Ensure appointment of stocktaking teams. Consolidation of stocktaking plans. Conduct visits during stocktaking/stock count. Consolidation of stocktaking/stock count reports. Submission of consolidated stocktaking/stock count report. Monitoring and support of inventory management function at the district: Check physical stock against the bin cards and system records. Monitor adherence to SOPs. Compilation of monitoring reports. Follow-up on corrective actions for any discrepancies or issues identified. Collection, verification and submission of information for inventory disclosure notes. Verify inventory records and expenditure reports. Check discrepancies. Consolidate monthly, quarterly and annual financial statement notes. Monitoring and coordinating disposal of inventory stock. Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal committee for approval.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.
<u>POST 25/440</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/2/98</u> Component: Building Maintenance
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Vhembe district - Thohoyandou building maintenance (Bricklaying)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 25/441</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/10/103</u> Component: Drainage structures
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Capricorn district
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Steel & shuttering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-

		management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
<u>POST 25/442</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/10/86</u> Component: Drainage structures
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Sekhukhune district
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Bricklaying/Plumbing/Masonry/ Carpentry. Experience in Steel fixing and Shuttering will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 25/443</u>	:	<u>ARTISAN PRODUCTION GRADE A (X3 POSTS)</u> Component: Mechanical Workshop
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Waterberg District: Mokopane Mechanical Workshop Ref No: S.4/3/10/201 Vhembe District: Sibasa Mechanical Workshop Ref No: S.4/3/10/182 Malamulele Mechanical Workshop Ref No: S.4/3/10/202
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, technical report writing, technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Teamwork, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

<u>DUTIES</u>	:	Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boots bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cards after completing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of worn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job records and other registers. Maintain and adhere to agreed development plan.
<u>ENQUIRIES</u>	:	For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 25/444</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Waterberg District: Lephalale Roads Maintenance Ref No: S.4/3/10/203 Vhembe District: Thohoyandou Roads Maintenance Ref No: S.4/3/10/204
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render administration clerical support of roads maintenance: Receive documentation for roads maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance. Update registers and statistics. Handle routine enquiries, make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 25/445</u>	:	<u>ADMINISTRATION CLERK RCC REF NO: S.4/3/2/57</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Mopani district office
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to

DUTIES

capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.

Render administration clerical support of building maintenance: Receive documentation for building maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

ENQUIRIES

POST 25/446

ADMINISTRATION CLERK REF NO: S.4/3/2/128
Component: Building Infrastructure Maintenance

SALARY
CENTRE
REQUIREMENTS

R237 453 per annum (Level 05)
Vhembe district: Makhado Building Maintenance
A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.

DUTIES

Render administration clerical support of building maintenance: Receive documentation for building maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES

Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

<u>POST 25/447</u>	:	<u>ROAD WORKS FOREMAN (X6 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Sekhukhune district: Regravelling Ref No: S.4/3/10/205 (X1 Post)
	:	Vhembe district: Makhado Roads Maintenance Ref No: S.4/3/10/206 (X1 Post)
	:	Musina Roads Maintenance Ref No: S.4/3/10/207 (X1 Post)
	:	Capricorn district: Lebowakgomo Cost Centre Ref No: S.4/3/10/208 (X1 Post)
	:	Regravelling Ref No: S.4/3/10/228 (X1 Post)
	:	Waterberg district: Bela Bela Road Maintenance Ref No: S.4/3/10/209 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and Processes. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness communication, People management, Planning and organising, Conflict management.
<u>DUTIES</u>	:	Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.
<u>ENQUIRIES</u>	:	For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790. For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612. For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 25/448</u>	:	<u>TRADESMAN AID (X3 POSTS)</u> Component: Roads Maintenance
<u>SALARY CENTRE</u>	:	R170 266 per annum (Level 03)
	:	Sekhukhune district: Lebowakgomo Mechanical workshop Ref No: S.4/3/10/210 (X1 Post)
	:	Robbersdal Mechanical workshop Ref No: S.4/3/10/211 (X1 Post)
	:	Capricorn district: Senwabarwana Mechanical workshop Ref No: S.4/3/10/212 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Cleaning equipment. Safety· Health and safety measures. Working procedures in respect of work environment.
<u>DUTIES</u>	:	Perform services and repairs to roads related plant and equipment. Assist in carrying out services as per service category and complete standards. Assist in performing per-inspection for additional defects before repairs. Safekeeping of machinery and tools.
<u>ENQUIRIES</u>	:	For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330. For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612.
<u>POST 25/449</u>	:	<u>TRADESMAN AID (X4 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY</u>	:	R170 266 per annum (Level 03)

<u>CENTRE</u>	:	Waterberg district: Modimolle Building Maintenance Ref No: S.4/3/2/66 (X1 Post) Bela Bela Building Maintenance Ref No: S.4/3/2/124 (X1 Post) Carpentry Services Ref No: S.4/3/2/129 (X1 Post) Mopani district: Naphuno Building Maintenance Ref No: S.4/3/2/126 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.
<u>DUTIES</u>	:	Provide assistant in maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. Repair, clean service and safe keeping of equipments and tools according to standard: Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.
<u>ENQUIRIES</u>	:	For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
<u>POST 25/450</u>	:	<u>ROAD WORKER (X12 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R170 266 per annum Level 03 Capricorn District: Lebowakgomo Roads Maintenance Ref No: S.4/3/10/213 (X1 Post) Regravelling Ref No: S.4/3/10/214 (X2 Posts) Sekhukhune district: Hoeraroep Roads Maintenance Ref No:S.4/3/10/216 (X1 Post) Regravelling Ref No: S.4/3/10/217 (X1 Post) Drainage Structures Ref No: S.4/3/10/218 (X1 Post) Waterberg district: Mookgophong Roads Maintenance Ref No: S.4/3/10/219 (X1 Post) Bela Bela Roads Maintenance Ref No: S.4/3/10/130 (X1 Post) George Masebe Roads Maintenance Ref No: S.4/3/10/220 (X1 Post) Roedtan Road Maintenance Ref No: S.4/3/10/221 (X2 Posts) Mopani district: Regravelling Ref No: S.4/3/10/169 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.
<u>DUTIES</u>	:	Perform routine activities in respect of road maintenance and construction through: Construction of culvet and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330. For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 25/451</u>	:	<u>DRIVER OPERATOR (X10 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R170 266 per annum (Level 03) Capricorn District (X3 Posts) Mothapo Roads Maintenance Ref No: S.4/3/10/223 (X1 Post) Lebowakgomo Roads Maintenance Ref No: S.4/3/10/224 (X1 Post) Regravelling Ref Fo: S.4/3/10/175 (X1 Post) Sekhukhune District: Groblersdal Roads Maintenance Ref No: S.4/3/10/155 (X1 Post)

		Waterberg district: Lephalale Ref No: S.4/3/10/222 (X2 Posts)
		Mopani district: Letaba Roads Maintenance Ref No: S.4/3/10/123 (X1 Post)
		Vhembe district: Mutale Roads Maintenance Ref No: S.4/3/10/225 (X1 Post) Malamulele Roads Maintenance Ref No: S.4/3/10/226 (X1 Post) Musina Roads Maintenance Ref No: S.4/3/10/227 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Minimum 2 years driving and operating specialized equipment experience. Knowledge And Skills: Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.
<u>DUTIES</u>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330. For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 25/452</u>	:	<u>DRIVER REF NO: S.4/3/2/130</u> Component: Building Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 266 per annum, (Level 03) Vhembe district: Makhado Building Maintenance Grade 10 qualifications / A qualification at NQF Level 03 as recognized by SAQA. A valid driver's license with Professional Driving Permit (PDP). Seven (7) to twelve (12) months driving experience. Knowledge And Skills: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle procedure to ensure that the vehicle is maintained properly. Confidentiality Flexible Good communication High standard of workmanship.
<u>DUTIES</u>	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 25/453</u>	:	<u>CLEANER (X3POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 266 per annum (Level 03) Mopani district: Facilities Services Ref No: S.4/3/3/100 (X2 Posts) Waterberg district: Bela-Bela Cost Centre Ref No: S.4/3/3/128 (X1 Post) Grade 08 / ABET / AET qualifications / A qualification at NQF level 02 as recognised by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

- DUTIES** : Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas. Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils. Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines (microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials.
- ENQUIRIES** : For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

DEPARTMENT OF SPORT, ARTS AND CULTURE

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

- APPLICANTS** : should apply using E-Recruitment system at <https://erecruitment.limpopo.gov.za>, click on browse jobs and select Department of Sport, Arts and Culture.
- CLOSING DATE** : 10 August 2026
- NOTE** : Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccarr Street, Polokwane, Olympic Towers Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. 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. Notes: Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) 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. Pre-Entry Assessments: 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Practical Exercise (a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. (b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024> 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 The closing date for submission of applications is the 10 August 2026. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 25/454</u>	:	<u>CHIEF DIRECTOR: SPORT AND RECREATION REF NO: DSAC 2026/01</u> Re-advertisement, Applicants who applied before are encouraged to apply again
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma (NQF level 07) in Sport Management, Sport Sciences/ Management / Sport Administration qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of five (5) years experience at Senior Management level. Extensive experience in sport and recreation services. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme 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. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant sport and recreation legislation. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.
<u>DUTIES</u>	:	Provide leadership and high-level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of the strategic plans of the chief directorate. Establish strategic direction of the branch to ensure alignment with business plans. Manage sport and recreation services. Coordinate processes for the upgrading of sport and recreation facilities created by local authorities. Develop and manage the implementation of seamless sport support programs, governance structures, coaching and technical officiating. Manage sport and recreation services. Ensure development and implementation of best practice manuals for the implementation of sport and recreation programs. Develop mechanisms for unlocking resources to extend the provision of sport and recreation services. Manage the development of provincial policy framework for sport and recreation governance. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Enhance and maintain employee motivation and cultivate a culture of performance management.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

OTHER POSTS

<u>POST 25/455</u>	:	<u>DEPUTY DIRECTOR: COMPETITIVE SPORT REF NO: DSAC 2026/02</u>
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management/ Sport Sciences/ Sport Administration qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of public service administration procedures and policies, Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / diversity management, research skills, computer literacy, good communication skills, client orientated skills, report writing skills; facilitation skills, co-ordination skills, liaison skills, computer literacy and networking.
<u>DUTIES</u>	:	Provincial Strategy and Programme Planning: Develop and implement provincial competitive sport strategies aligned with national policies and frameworks, coordinate the development of Annual Performance Plans

(APPs), Operational Plans, and reporting frameworks. Align district plans and targets with provincial priorities and ensure uniform implementation across all districts. Integrate competitive sport programmes with school sport, club development, and high-performance pathways. Review and refine policies and programmes to improve effectiveness and service delivery. Coordination of Provincial Competitive Sport Programmes: Provide strategic management and coordination of provincial competitive sport programmes and major events. Coordinate inter-district, provincial, and national participation programmes and ensure readiness of teams. Manage the implementation of talent identification and athlete development systems across districts. Ensure standardisation, quality assurance, and equitable delivery of programmes in all districts. Monitor programme performance and support districts to address implementation challenges. Stakeholder and Intergovernmental Coordination: Establish and maintain strategic partnerships with sport federations, municipalities, schools, and national stakeholders. Facilitate coordination between provincial office and district sport units to ensure integrated service delivery. Represent the province in national, interprovincial, and sector forums and structures. Manage service level agreements (SLAs) and collaborative programmes with stakeholders. Promote stakeholder participation in talent identification, athlete development, and competitive events. Financial and Resource Management: Manage and monitor the competitive sport budget in compliance with PFMA and departmental policies. Oversee allocation and utilisation of resources including equipment, attire, transport, and logistics. Ensure proper procurement processes and contract management for service providers. Monitor expenditure, prevent irregular/fruitless expenditure, and ensure value for money. Support financial planning and budgeting processes linked to programme priorities. Governance, Risk and Compliance: Ensure compliance with PFMA, Public Service Regulations, and departmental policies. Develop and implement risk management strategies within competitive sport programmes. Ensure accurate, credible, and verifiable reporting and maintenance of supporting evidence. Address audit findings and implement corrective action plans. Promote ethical conduct, accountability, and proper record-keeping within the unit.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/456 : **DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSAC 2026/03**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS : Waterberg District
: Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management/Sport Sciences/ Sport Administration qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Sport and Recreation environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of public service administration procedures and policies, Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / diversity management, research skills, computer literacy, good communication skills, client orientated skills, report writing skills; facilitation skills, co-ordination skills, liaison skills, computer literacy and networking.

DUTIES : Coordinate school sport programs: Organise Sporting events, organise school events., coordinate registration of schools for leagues, and support school sport structure. Coordinate recreation programs: Organise Recreation events, co-ordinate recreation council activities, co-ordinate elderly recreation activities, institute recreation council in municipalities, monitor and evaluate functionality of Recreation hubs and integrate the Sport hub system with district and local municipalities. Coordinate Sport stakeholders: Support Federations, co-ordinate activities of all stakeholders, co-ordinate the capacity building of stakeholders and support IGR fora. Coordinate Sport development programs: Co-ordinate the establishment of community sport, organise and facilitate sport programs, establish, monitor sport structures, support communities with technical expertise and provide support to District Confederation and District Academy. Risk management: Plan events in compliance of SASREA Act,

		identify all protocols risks in events and report them, prevent adverse audit findings in sport events and provide risk aversion strategies in events.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/457</u>	:	<u>DEPUTY DIRECTOR: CULTURE AND CREATIVE INDUSTRIES REF NO: DSAC 2026/04</u> Re-Advertisement, Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Arts and Cultural Studies or equivalent qualification related to the field as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Culture and Creative Industries environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Sound and in-depth knowledge of All Arts and Cultural legislative frameworks. In-depth knowledge of the legislative and regulatory frameworks governing the Public Service. Human Resource Management principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment. Advanced human resource management.
<u>DUTIES</u>	:	Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. Manage the development of visual arts Industry in the province: Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. Manage the development and distribution of local film and video: Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

<u>POST 25/458</u>	:	<u>DEPUTY DIRECTOR: LIBRARY AND INFORMATION SERVICES REF NO: DSAC 2026/05</u>
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Information Science/Library Science /Archives and Records Management or equivalent qualification related to the field as recognized by SAQA A minimum of three (3) – five (5) years of experience in Library environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Systems management / integrated electronic library and information systems, budgeting and financial management, project management, communication, policy management and reporting. Skills: Leadership, interpersonal, negotiation and consultation, problem solving, planning and organising, conflict management and presentation.
<u>DUTIES</u>	:	Manage the implementation and maintenance of ICT infrastructure in community libraries: Monitor installation of library security systems in community libraries and conduct quality assurance, facilitate the maintenance and the renewal of maintenance contract of library security systems, verification of invoices and quotation for installation of security systems correspond before payment and manage budget for implementation and installation of security systems. Manage and co-ordinate the implementation of library management systems in the Province: Liaise with line managers responsible for projects to ensure that projects are implemented according to business plan, generate submissions for approval of projects and procurement of services, monitor implementation of projects, for example, submission of parameters to service provider, configuration of libraries, develop and implement policies and procedure manuals regarding library systems, attend SLA meeting library management systems and co-ordinate Service Level Agreement with stakeholders. Manage, monitor and support provision of processed library material to community libraries: Ensure the monitoring of cataloguing and classification of library material in the province is done according to approved service standards, oversee that processed material are distributed to district libraries and further cycled to their respective service points, ensure that catalogue records are edited before printing of catalogue cards and manage the bar coding and linking of library material at district libraries. Manage training of library staff on library management systems: Ensure that training needs are received from district libraries, consolidated and forwarded to service provider, liaise with service provider on training schedules, manage and ensure availability of training resources within the sub-directorate, edit the training report and submit to management and monitoring section and evaluate the impact of training and manage the implementation of an in-house training.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/459</u>	:	<u>DEPUTY DIRECTOR: ACADEMY OF SPORT REF NO: DSAC 2026/06</u> One (1) year contract Re-Advertisement, Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	Diploma A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management or equivalent qualification related to the field as recognized by SAQA. A minimum 5 years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of Public Service administration Procedures and Policies, knowledge of Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / Diversity management. Skills: Research skills, computer literacy,

DUTIES

: good Communication skills, client orientated skills, report writing skills; Facilitation skills, co-ordination skills, liaison skills, typing skills and networking. Sport Science and medicine support: Coordinate sport specific testing using scientific protocols, facilitate physiotherapy services for athletes, facilitate medical services for athletes and facilitate rehabilitation programmes for athletes. Coaching: Train elite coaches, provide qualified elite coaches to selected talented athletes, deploy head coaches during training camps and championships, provide access to information and the latest trends on coaching performance squad and events: Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programmes and coordinate exchange programmes. Talent identification: Deploy scouts, facilitate access to conducive facilities, monitor usage of correct selection criteria and capture data of the selected athletes into the academy database. Management of human and financial capital in the division: Manage performance and development of employees within the division, develop, implement and monitor service standards and operational plans, develop, review and ensure compliance to applicable policies and strategies, conduct budget planning and monitor utilisation in accordance with applicable prescripts.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/460

: **DEPUTY DIRECTOR: STRATEGY AND POLICY DEVELOPMENT REF NO: DSAC 2026/07**

Re-advertisement, Applicants who applied before are encouraged to apply again.

SALARY

: R932 292 per annum Level (11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE REQUIREMENTS

: Head Office (Polokwane)
: Diploma / Bachelor's Degree NQF level 06 / 07 in Strategy and Policy Development /Development Studies / Public Policy or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years' experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Sounds and knowledge of PFMA, government planning framework, government planning cycle (MTEF and strategic planning), public service legislation and policy frameworks, national and provincial development plans, research development frameworks, strategic planning, policy development processes and research processes, understanding of Batho Pele Principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology (MS Office: Word, Excel, Power Point, outlook etc)., Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Policy formulation, analysis and development ,Planning and Organising, Developing Others, Report writing skills, Facilitation and presentation , Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, formulation and editing, Ability to work under pressure, self-motivate and work in a team environment.

DUTIES

: Manage the departmental strategic and annual operational planning processes: Coordinate Departmental strategic, annual and operational planning sessions. Develop, maintain and communicate planning policies and procedures. Implement the Framework for Strategic Plans and annual performance plans, record departmental planning sessions proceedings, consolidate strategic plans, annual performance plans and operational plans, facilitate the alignment of departmental strategy to the government priorities, support programme managers on planning concepts and tools and facilitate production of strategic, annual performance and operational plans and submission to designated places. Facilitate development and review of departmental policies: Provide technical support on policy development, review policies for alignment to with provincial and the national policies, develop, maintain and communicate policy guidelines, develop and maintain repository for departmental policies and procedures, coordinate the development of

departmental policy implementation plans and monitor the implementation of the policy action plan. Coordinate development and manage implementation of the research agenda: Facilitate the approval of research proposals at the provincial research and research ethics committees, collect, store, analyse and disseminate research information and support Line Managers in implementation of research recommendations and findings. Manage the sub-directorate resources and performance: General supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advice and lead supervisees regarding all aspects of the work, manage performance, conduct and discipline of supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/461 : **ASSISTANT DIRECTOR: ARTS AND CULTURE REF NO: DSAC 2026/08**

SALARY : R605 742 per annum (Level 10)
CENTRE : Mopani District
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Arts and Culture studies, Heritage and Cultural Studies or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Arts and Culture at salary level 7/8. Valid driver's license (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of All relevant Arts Culture, Heritage, Language, Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills. Advanced Human Resource management. Facilitation skills. Budgeting Research.

DUTIES : Facilitate the development of visual performing arts in the districts, implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on visual and performing arts activities. Render language and heritage services. Establish and maintain visual arts, literature and heritage committees in the province, provide support, including but not limited to financial support, to any person or institutions needing assistance. Organize regular trainings and create marketing platforms in languages, heritage and arts and culture to ensure sustainability of industry. Facilitate the development and promoting of emerging artists, crafters and authors as well as monitor projects related to visual, performing arts, heritage and literature. Facilitate the development and distribution of local theatre productions, film and video content. Supervise employees to ensure an effective visual and performing arts service. Manage the development of database for visual arts, crafters, authors, and living heritage treasures. Identify and select potential artists through competitions and auditions. Identify and support visual, performing arts, heritage, theatre, languages, film and video projects. Provide opportunities to previously disadvantaged communities. Identify and nurture talent in theatre, film and video. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial, national theatres and media platforms. Provide support to any person or organisation participating in Theatre, Film and Video industries Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the District Performing Artists, Craft, Theatre, Film and Video Databases. Provide leadership and guidance to subordinates, evaluate and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/462 : **ASSISTANT DIRECTOR: LIBRARY AND ARCHIVES SERVICES (X4 POSTS)**

SALARY : R605 742 per annum (Level 10)
CENTRE : Vhembe District Ref No: DSAC 2026/09
 Capricorn District Ref No: DSAC 2026/10
 Sekhukhune District Ref No: DSAC 2026/11

<u>REQUIREMENTS</u>	:	Waterberg District Ref No: DSAC 2026/12 Diploma / Bachelor's Degree NQF level 06 / 07 in Information Science/Library Science /Archives and Records Management or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in the library environment at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Batho Pele Principles, Public Regulation, policies and procedures, administrative procedures and norms and standards, knowledge of National and Limpopo Provincial Act, PAIA, POPI and PFMA, Minimum to Security Standard (MISS) Act, knowledge of Electronic records Management System such as Atom and SLIMS, knowledge of Archival standards such as ISAD(G), ISAAAR(CPF), ISDIAH, ISDF, EAD. Skills: Computer Literacy, communication skills (verbally and written), people management, project management, basic interpersonal skill, leadership, team building, planning, problem-solving, goal-oriented, motivating, time management, organization and planning, analytical skills, research and presentation skill and interviewing skills.
<u>DUTIES</u>	:	Coordination and Management of Library Services: Develop and implement district library support programs in collaboration with municipalities, monitor and evaluate the functionality and performance of community libraries, coordinate collection development, distribution and replenishment of library materials to public libraries and monitor compliance with library and information legislation and policies. Management of Archival and Records Services: Oversee the acquisition, appraisal, and preservation of public and private archival collections, ensure compliance with records management policies in provincial departments and municipalities, provide training and support to governmental bodies on records classification systems and disposal plans and maintain and update archival databases for improved access and reference services and monitor compliance with records management legislation and policies. Stakeholder Engagement and Intergovernmental Relations: Facilitate partnerships with local municipalities, NGOs, and national bodies to enhance library and archival services, represent the department in district and provincial forums on library and archive development, coordinate community engagement initiatives to promote awareness of library and heritage services and advise municipalities on compliance with the Minimum Norms and Standards for public libraries. Outreach and Awareness Programmes: Promote library and archive services through marketing and outreach activities, develop partnerships with local stakeholders and institutions, conduct and manage community awareness programs and campaigns and represent the department in stakeholder engagements and plenary meetings. Administration and Resource Management: Prepare district-level operational plan performance targets with budget, and procurement plans, supervise and mentor staff, including conducting performance reviews and skills development plans, consolidate monthly, quarterly, and annual performance and compliance reports and contribute and attend planning sessions for development of the annual performance plan and the annual operational plan.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/463</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT SERVICES REF NO: DSAC 2026/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Head Office (Polokwane) Diploma / Bachelor's Degree NQF level 06 / 07 in Risk Management/Auditing, Public Management /Administration or related field. A minimum of 3 years' supervisory experience in risk management environment at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Sounds working knowledge of the legislative requirements relating to ERM. Good understanding of integrated Risk Management principles and practices. Knowledge of Public Finance Management Act (PFMA). Understanding of ISO 22301 and ISO 22313 Frameworks. Knowledge of good practice guidance on business continuity management. Knowledge of Treasury Regulations. Understanding Public Service Regulations. Good communication skills (written and spoken). Good computer literacy and use of standard packages. Research and project management skills. Ability to liaise with and coordinate stakeholder engagements. Knowledge of policy development, analysis and implementation. Organisational, planning and co-ordination skills.

		Facilitation and presentation skills. Management and Organisational skills. Negotiation and consultation skills.
<u>DUTIES</u>	:	Coordinating and providing technical and administrative support on corporate governance, departmental enterprise risk management, developing and monitoring the implementation of the Business Continuity Plan. Developing and reviewing framework for Enterprise Risk Management. Benchmarking with the best practices in Risk Management to review the Risk Management Frameworks. Implementing the reviewed Risk Management Framework. Developing the risk appetite and tolerance framework and implementation thereof. Facilitating the development of the departmental Combined Assurance Plan. Coordinate and Provide secretariat services to the Risk Management Committee (RMC). Coordinate and provide secretarial services to the Business Continuity Management Committee. Coordinate the facilitation of the departmental risk identification and assessment workshops including events and departmental sisters. Capturing and updating risk management reports into the Barnow System.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/464</u>	:	<u>ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: DSAC 2026/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Head Office (Polokwane)
	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Risk Management/ Auditing and Human Resource Management or equivalent qualification. A Certificate in Criminal Justice and Forensic investigations will be an added advantage. A minimum of 3 years' supervisory experience in Ethics and Integrity Management environment at salary level 7/8. A valid driver's license level (except for persons with disabilities). Knowledge and Skills: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Treasury Regulations, Minimum Information Security Standards, Public Finance Management Act, National Anti-Corruption Strategy, Skills development. Skills: Diplomacy, Project Management, Interpersonal relations, Communication, Conflict Management, Problem solving.
<u>DUTIES</u>	:	Coordinate and implement National Anti-Corruption Strategy, Fraud Prevention Plan a Ethics Strategy, Policies and Programmes in the Department. Coordinate implementation report on ethics policies. Promotion of the financial disclosure framework in the Department. Conduct investigations of all reported cases and monitor the resolutions of disciplinary processes in the Department. Conduct impact and knowledge reviews on Fraud and Corruption with relevant stakeholders. Coordinate Ethics Committee and provide secretarial services. The development and maintenance of the internal anti-corruption systems and update databases. Provide advice on matters of anti-fraud and corruption. Analysing the corruption and fraud cases to inform the Fraud Prevention Plan and conduct awareness to the employees of the Department on Fraud Prevention, Fraud Risks and Integrity Management. Facilitate the procurement of promotional material. Reviewing the Anti-Fraud and Corruption framework in line with relevant prescripts and guidelines. Drafting of progress status report on cases of fraud and corruption against the department to be presented to the Risk Management, COPCOC and Audit Committees on quarterly basis.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/465</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION COMMUNICATION & TECHNOLOGY SYSTEM REF NO: DSAC 2026/15</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Head Office (Polokwane)
	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Information Technology, Computer Science, Informatics or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Information Communication & Technology System at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills:

		Knowledge: Microsoft exchange and office suites, networks, switches, cabling and wireless devices, legislation and policies governing ICT in South Africa, international standards pertaining to ICT, information management and SITA services. Skills: Problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, conflict management, planning and organizing.
<u>DUTIES</u>	:	Render ICT infrastructure services: Installation and configuration of computers, laptops and printers, provide 1st line support to all users in conjunction with contracted service providers, maintenance of computer equipment, serves, storage, server environment controls and network apparatus, take charge of any new projects that pertain to IT, process orders for the directorate and process invoices for the directorate. Update anti-virus software, standardize desktop software and server updates: Update anti-virus software, update software and patches on server infrastructure, update user's software to the recommended and prescribed software, re-install any software that is corrupt, install all new additional software and maintain the software in general. Manage and maintain network: Deploy and monitor switches, routers, security devices including updates and firmware upgrades, manage internet bandwidth, identify new network and wireless access point connectivity, LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels and ensure that DRP equipment is fully operational and fully functional at all times Manage the development and implementation of a DRP (Disaster recovery plan). Provide ICT assets: Identify and compile needs for new equipment's, compile report for equipment's that has to be written off or replaced, provide electronic ICT assets register, facilitate disposal of redundant ICT infrastructure, draft specifications and process motivations for procurement and ensure that the department gets value for money and that latest technological equipment and peripherals purchased. Human Resource Management: Advice business units for budget on ICT services, management of the unit's staff, report on the utilization of equipment's, evaluate and monitor performance and appraisal of subordinates, capacitate and develop subordinates, enhance and maintain subordinate's motivation and cultivate a culture of performance management, facilitate discipline, provide job description to subordinates and manage leave matters.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/466</u>	:	<u>ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: DSAC 2026/16</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (National Diploma at NQF level 06) in Media Studies / Communications / Public Relation / Events Management / Graphic Design or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Events Management/Communications/Media Relations/Public Relations/Public Sector Corporate Communication at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Advance events management, computer literacy, graphic designer, project management and good communication skills; Digital communications skills, presentation skills, report writing, stakeholder engagement skills; research management skills, Computer literacy not limited to PowerPoint and excel, report writing skills and professional writing; professional negotiating skills; planning; organizing, leading and coordinating departmental events.
<u>DUTIES</u>	:	Designing publications and managing corporate brand compliance when managing, organizing, facilitating, and coordinating departmental events. Facilitate and coordinate the management of events preparatory meetings and development of events management plan: Monitor the compilation of events calendar, facilitate communication with various stakeholders for the logistics of events, facilitate compilation and updating of guest list in line with the nature of the event, ensure all stakeholders are invited for all events, extend invites to departmental workforce for assistant and ensure attendance registers and guest lists are preserved. Facilitation and coordination of logistical arrangements of the event: Conducting environmental scan, to assist in the identification of suitable venues for events, drawing of ground plans of every event, research and facilitate drafting of specifications, facilitate processing of

memos, facilitate putting of tents, sound & stage for every event. Facilitation and coordination in development departmental year plan/events calendar: Managing events calendar, consolidate and circulate bi-weekly. Facilitate development of checklist for respective events, facilitate drafting of invitations, agendas and distributing to stakeholders, facilitate drafting of programmes for the events, co-ordinate all preparatory meetings. Facilitation and Coordination protocol arrangements: Facilitate and render protocol services in all departmental events, organise ushers, facilitate and coordinate the availability of briefing rooms of the events, facilitate proper sitting arrangements, ensure correct application and management of the official order of precedence, and facilitate correct seniority placement at all official ceremonial functions. Consolidate report for each programme- pre-during and post events.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/467 : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DSAC 2026/17**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Media Studies / Communications / Public Relation / Journalism / Marketing / Communications/ Graphic design / Digital Communications or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Communications / Digital Communications / Marketing / Public Relations / Events Management at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Legislative prescripts or framework, constitution, PFMA, communication policies, Event Management policies including stakeholder engagement and management; PAIA. Skills: Digital Communication skills, project management skills; report writing, news story writing; graphic designing skills, research skills, stakeholder engagement skills; research management skills, Computer literacy not limited to PowerPoint and excel, graphic design skills, presentation skills, report writing skills and professional story writing; professional negotiating skills; planning; organizing, leading and coordinating departmental communications programmes.

DUTIES : Designing publications (poster/flyers/annual reports, brochures), managing corporate brand compliance, creating digital assets for social media, and overseeing the production of print and multimedia materials. Manage Departmental corporate image promote good image of the department. Manage corporate communications through intranet not limited to emails and noticeboards. Manage external and internal media coverage of departmental events, consolidate Media Releases/Statements/Invitations for mainstream media and digital media/digital media. Assist in organizing Media Briefings/Launch and Press Conferences/ Organize Information Sessions, Networking Sessions with the Media. Assist is managing departmental social media platforms and website updates. Promote good image of the department through social media platforms. Facilitate coverage of Departmental events and programs for publishing and promotion. News story writing; Recording Videos and capturing Images for internal and external publications and social media Platforms and facilitating and Recording interviews during events for social media marketing and promotion. Assist in developing and implementing Communications policy and strategies. Monitor the implementation of communication strategy. Conduct media scanning. Ensure that media monitoring plan developed and implemented. Assist in broadening public participation of communities. Design and develop corporate communication materials and ensuring adherence to communications policies and framework. Assist in developing/designing content for flyers, banners, signboards, Brochures and Booklets. Maintain the Corporate image of the department. Ensure that the Departmental logo is properly used on all promotional material, not limited to Banners, Signboards, Posters, Letterheads, Nametags, and other materials produced in the name of the department Proofreading of the material prior to printing and text. Marketing departmental programmes/events. ensure that advertisements placed on Newspapers bear proper identity of the department.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

<u>POST 25/468</u>	:	<u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSAC 2026/18</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management or equivalent qualification related to the field recognised by SAQA. A minimum 2 years' experience in Sport environment. A valid driver's license (except for person with disabilities). Skills And Knowledge Must have facilitation and presentation skills, Excellent verbal communication, reading and writing skills; project planning and report writing, problem solving skills, good interpersonal relationships and ability to work under pressure and excellent computer skills.
<u>DUTIES</u>	:	Promoting, coordinating, and supporting the development and sustainability of sport clubs and community-based sport structures within the district: Facilitate the establishment, registration, and strengthening of clubs, ensuring compliance with governance principles, federation requirements, and applicable legislation: Coordinate and implement sport development programmes, leagues, tournaments, championships, and community participation initiatives aimed at increasing access to sport and recreation opportunities for all age groups, genders, and persons with disabilities: Create an enabling environment for identifying and nurturing sporting talent, facilitating capacity-building programmes for club administrators, coaches, technical officials, and volunteers, and strengthening institutional capacity within the sport sector: Establish and maintain partnerships with municipalities, sport federations, sport confederation, academies of sport, community organizations, and other stakeholders to ensure integrated planning and implementation of sport programmes: Coordinate sport events and projects, collect, analyse, compile, and maintain sport participation data and stakeholder information, prepare performance and compliance reports, and monitor programme outcomes to support evidence-based decision-making: Provide administrative and technical support regarding sport facilities, infrastructure, and equipment management, including the maintenance of inventory systems and the monitoring of equipment allocation and utilization: Assist in the administration, monitoring, and reporting of funded sport projects and transfer payments to ensure compliance with financial and governance requirements.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/469</u>	:	<u>CULTURAL OFFICER REF NO: DSAC 2026/19</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Arts and Cultural Studies or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in Arts and Culture. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service, project management, computer skills, planning and organising, Financial Management, communication skills, report writing skills analytical skills, presentation skills, research skills, motivational skills, cultural development skills and diversity management.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft: Facilitate transformation of performing and visual arts to impact on socio-economic development, promote and develop community/public based arts, culture and heritage programmes, establish and maintain partnerships with relevant stakeholders, manage the implementation of youth development programmes and projects, promote socio-cultural development of vulnerable groups, identity and support the development of high impact job creation areas and skills development in arts, culture and heritage sector and promote the culture of reading and writing, promotion and development of craft, music sector and technical service industries and multimedia (audio-visual, design, visual arts) sector. Create awareness programmes for craft, performing and visual arts: Design and conduct awareness campaigns to promote arts and culture programmes, liaise with all relevant stakeholders, promote usage of Arts Centres and integrated crafts hubs and promote and develop community/public

based arts and culture programmes. Conduct needs analysis and provide professional advice on performing, visual arts and crafts: Conduct research on arts and culture programmes, coordinate the establishment and provide support to arts and culture structures, implement policies and strategies for arts, culture matters and provide advice to all relevant stakeholders on arts and culture matters. Render administrative functions in relation to programmes that are implemented: Monitor and evaluate funded projects and programmes, develop and maintain database of arts, culture and heritage institutions, provide administrative and technical support with regard to arts and culture programmes and monitor the implementation of approved programmes for all funded organisations and institutions.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/470 : **MUSEUM HUMAN SCIENTIST REF NO: DSAC 2026/20**

SALARY : R338 106 per annum (Level 07)
CENTRE : Dzata Museum (Vhembe District)
REQUIREMENTS : Bachelor/Diploma's Degree NQF level 06/07 in Heritage Management / Museum Studies, Indigenous Knowledge System or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in museum environment. A valid driver's license (Except for people with disability). Knowledge And Skills: Knowledge of museum practices and collection management, knowledge of National Heritage Act 25 of 1999, Knowledge of South African Heritage Resource Act, research and analytical abilities, Supervision skill, Administration procedures relating to museums including norms and standards, planning and organizing, reporting procedures, procurement directives, conflict resolution, project management, analytical thinking, marketing communications, research, interpersonal relationship, problem solving, maintaining discipline, team building, presentation and communication skills.

DUTIES : Management and administration of museum: Managing all museological functions according to the museum sciences, supervision of museum staff, management and administration, in charge of all the departmental assets at museum, transport management and administration at museum, procurement submissions and Indigenous Knowledge Systems Management. Cultural / natural collection management (conservation, preservation and interpretation: Management of all the museum collection, acquisition according to museum guidelines and specifications, going on collection and acquisition trips to gather a representative collection according to the theme of Dzata Museum, documentation according to museum standards, all articles and artefacts to be regularly inspected, cleaned, treated with pesticides and fungicides, storerooms according to museum specification, the museum annually treated by pest control, research on products, processes and artefacts: All articles and collections and exhibitions to be interpreted according to researched information, contact and guidance to researches, contact with tertiary institutions, communication with communities, take photographs, audio recordings, and video documentation of artefacts and processes, conduct fieldwork to collect primary data from communities and sites, conduct informal educational programmes (museum information dissemination, research constantly to be done for all educational programmes, marketing and promotion, exhibitions and exhibition management, guided tours and talks; school groups, presentations, participation at shows, festivals and other events, planning and organizing special events at the museum, tour guiding training, professional publications, brochures and pamphlets production.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/471 : **LANGUAGE PRACTITIONER: SIGN LANGUAGE REF NO: DSAC 2026/21**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Languages / Language Practice with specialization in sign language as recognized by SAQA. A minimum of 2 years of experience in the Translation field will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts,

application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, (Limpopo Language Policy, White paper on an Integrated National, Disability Strategy, Promotion of Access of Information Act, Public Service Regulations, Bargaining Council Resolutions. Skills: Sign Language Interpreting skills, people management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, facilitation skills and co-ordination skills.

DUTIES : Provide SASL interpreting services: Interpret spoken language into South African Sign Language (SASL) and vice versa in meetings, departmental events and official engagements, interpret from South African Sign Language (SASL) to voice and from voice to sign language and translate documents, speeches, or audio content into SASL and/or video formats. Monitor the implementation of SASL services: Ensure that departments utilise standard SASL interpreting services, attend to queries regarding Sign Language service, advocating for SASL Charter, promote language rights, especially SASL and facilitate the development of systems to ensure access to information by Deaf people. Promote development of languages: Participate in languages development, especially SASL, harvest terminology, provide SASL terminology equivalents for specific fields, promote authenticated terminology and promote multilingualism. Promote use of languages: Create awareness on SASL and Deaf culture in the Department, render administrative functions in relation to SASL and other Language Services functions, liaise with stakeholders on use of SASL, coordinate and conduct SASL workshops in the Department and create a platform for the expansion of pool of SASL literate employees in the Department.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/472 : **LANGUAGE PRACTITIONER: SEPEDI REF NO: DSAC 2026/22**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Languages / Language Practice with specialization in Sepedi or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years of experience in the Translation field will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Languages. Knowledge of Language policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders. Computer Literacy. Communication skills. Planning and organizing. Analytical and facilitation skills.

DUTIES : To promote access to information by providing translation, terminology and literature promotion services. Translating official documents from English into Sepedi and vice versa. Provide Sepedi term equivalents for terminology projects. Provide interpreting services when required. Proofreading and preparing manuscripts for literature promotion. Liaise and meet with stakeholders for language development projects as well as organizing language related events such as terminology development projects, literature promotion events and multilingualism promotion campaigns.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/473 : **LIBRARIAN (X3 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Ohrigstad Library Ref No: DSAC 2026/23
 Modimolle Library Ref No: DSAC 2026/24
 Fetakgomo Library Ref No: DSAC 2026/25
REQUIREMENTS : An undergraduate qualification NQF level 6 in Library & Information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy.

		Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/474</u>	:	<u>STATE ACCOUNTANT: BUDGET REF NO: DSAC 2026/26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Financial Management or equivalent qualification related to the field or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in Finance Management environment. A valid driver's license (except for persons with disabilities). Knowledge and Skills: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS / BAS system. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Prepare & capture journals: Capturing of budget in the system, requesting PERSAL report from salary section in order to check all misallocation, requesting Bas report in order to check all misclassification, preparing of journals on the sheet, capturing of journals on the BAS system. Prepare IRM report: Requesting Bas report in order for all infrastructure projects, preparing of IRM report on a monthly basis, ensure that expenditure is updated, ensure that the projections for all infrastructure are updated and ensure that the expenditure is in accordance with projections and is within the allocated budget. Prepare the monthly expenditure report: Requesting expenditure report on the system, capture the expenditure on the provided template on a monthly basis, ensure that all projection per month are updated as per the projections submitted to Provincial Treasury, ensure that all expenditure per month are updated and balancing and ensure that all commitment per month are updated and balanced as per the report on the system. Shifting of funds: requesting expenditure report on the system before shifting and ensure that funds are available for shifting, ensure that the shifting of funds is processed on Bas system, monitoring of the budget on Bas system and request Bas report after shifting to verify if the shifting was done correctly and send the updated report to the responsible programme manager. Maintain filling & filling documentation: Open new files, manage filling systems, collect all documentations within and outside the department as required by the section and distribute all documentations within and outside the department as required by the section.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/475</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSAC 2026/27</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Office Management / Management Assistant or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience as a Personal Assistant. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Word processing, managing files and records, obtaining and disseminating Information, managing requests or enquiries and providing

DUTIES

customer and personal services. Good Telephone etiquette, computer literacy, sound organizing skills, good people skills, basic Interpersonal relationship, communication skills, organizing skill and client Liaison / Customer care.

: Provide secretarial/ receptionist support service to the chief director: Handling phone calls, in addition to the call for the Chief Director, Discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should finalize some enquiries, performs advanced typing work, operates and ensures that office equipment, e.g. Fax machines and photocopies are in good working order, records the engagements of the Chief Director, utilizes discretion to decide whether to accept/ decline or refer other employees request for meetings, based on the assessed importance and urgency of the matter, co-ordinates with and sensitises/ Advises the Chief Director regarding engagements and compiles realistic schedules of appointment. Render administrative support services: Process all invoices that emanates from the activities of the Chief Director's work, records minutes of the meetings of the Chief Director where required, drafts routine correspondences and reports, filing of documents for the Chief Director, administers matters such as leave registers and telephone accounts, receive records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationery, refreshments, etc, collect all relevant documents to assist the Chief Director to prepare for meetings. Remains up to date with prescripts/ policies and procedures applicable to his work terrain to ensure efficient and effective support: study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly and remains abreast with the procedures and processes that apply in the office of the Chief Director.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/476

: **LIBRARIAN CPU REF NO: DSAC 2026/28 (X2 POSTS)**
(for a period of one (1) year contract)

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07), plus 37% of lieu benefit

: Head Office (Polokwane)

: Diploma / Bachelor's Degree NQF level 06 / 07 in Library & information Studies / Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES

: Online cataloguing of library materials: Analyse the library material, formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23) to determine the call number, consult the Resource Description and Access (RDA) standards to determine the applicable cataloguing rules. Online classification of library materials on Library Management System (SLIMS): Check the existence of a library material on the SLIMS database, analyse the library material, determine the type, audience and language, analyse and determine the subject content and use Sears List of Subject Headings to determine the subject headings. Printing catalogue cards using REMORA system: Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on REMORA, verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search existing library materials from the SLIMS database: Search the library material by ISBN, author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards. Confirm the information on the cards.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/477

: **SPORT SCIENTIST REF NO: DSAC 2026/29**
(for a period of one (1) year contract)

**SALARY
CENTRE**

: R338 106 per annum (Level 07), plus 37% of lieu benefit

: Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Science or equivalent qualification related to the field as recognised by SAQA. 0A minimum of 2 years' experience of experience in Sport Environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management. Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word.
<u>DUTIES</u>	:	Coordinate programmes of sport science in academics and athlete's support: Nutrition and recovery, fitness and health assessment, team preparation, performance enhancement and injury prevention and data analysis. Liaise with medical practitioners for testing of athletes, medical screening, sport specific testing and medical interventions: Providing medical care during events and training, performance optimization, injury diagnosis and treatment and injury prevention. Support athletes from districts through the academy system: Talent identification, provide expert coaching and training to develop athletes' skills, athlete's pathway to profession sport, offering top-notch facilities and resources. Liaise with federations and other critical clients in areas of scientific support in sport: Arranging and attending meetings, report on athletes' progress support identified athletes in a high-performance area and maintain athlete support database.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/478</u>	:	<u>SCHOOL SPORT COORDINATORS (X8 POSTS)</u> (for a period of one (1) year contract)
<u>SALARY CENTRE</u>	:	R280 278 per annum (Level 06), plus 37% of lieu benefit
	:	Sekhukhune District Ref No: DSAC 2026/30 (X2 Posts)
	:	Waterberg District Ref No: DSAC 2026/31 (X1 Post)
	:	Mopani District Ref No: DSAC 2026/32 (X1 Post)
	:	Capricorn District Ref No: DSAC 2026/33 (X2 Posts)
	:	Vhembe District Ref No: DSAC 2026/34 (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management / Administration as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management. Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word.
<u>DUTIES</u>	:	Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees, Coordinate School Sport Leagues in School Circuits and Districts, Compilation of reports and data capturing.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/479</u>	:	<u>HUMAN RESOURCE OFFICER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453. per annum (Level 05)
	:	Head Office (Polokwane):
	:	Ref No: DSAC 2026/35
	:	Ref No: DSAC 2026/36
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificates from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Human Resource Management / Development / Public Management as recognised by SAQA will

be an added advantage. Skills And Knowledge: Understanding of the legislative framework governing the public service e.g. Public Service of South Africa Act, computer literacy, planning and organising, problem solving, verbal and written communication skills.

DUTIES : Management of recruitment and selection: Management of application to advertised posts, render secretarial services during short listings and interviews, attend to queries related to recruitment and selection processes, prepare appointment letters for successful candidates, capture appointments on PERSAL system and compile memo/submissions for appointment Handling of transfer: Receive request / application for transfer, compile submission to obtain approval, issue response / release letter and transfer employees on PERSAL system. Update Pay points and information PERSAL System and Upgrading of post: Place personnel to correct Pay points on PERSAL system, update personnel information on PERSAL system, complete Request form for creation of post and write a memo for employees who are due for upgrading. Maintain employee data: Update register for newly appointed employees, inform employees about termination of contract. Management of advert: Draft DPSA and internal advert for posts according to the approved organisational structure.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/480 : **CLUB COORDINATOR REF NO: DSAC 2026/37**
(for a period of one (1) year contract)

SALARY : R237 453 per annum (Level 05), plus 37% of lieu benefit
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management / Administration/ Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, Computer literacy, Project planning, Problem solving Communication, Report writing.

DUTIES : Provide administrative support to local federations and confederations: Provide support services to federations, clubs and schools, render support to Provincial Sport academy and satellite, implement programmes to increase and improve relation between sport and recreation stakeholders and establish good governance structures of sport and recreation as dictated by relevant legislation. Coordinate and integrate stakeholder activities in communities: Collect, analyse, compile and update data in all sport and recreational activities, provide administrative support regarding sports and recreation facilities and infrastructure, administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Facilitate capacity building development plans: Facilitate capacity building activities, administer coach training in terms of different sporting codes, provide support for education and training events, promote sports and skills management, coordinate club development leagues, perform events management / coordination activities, liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities and implement programmes to increase and improve relations between sports and recreation stakeholders. Administer league related to sports programmes: Provide health and fitness activities in communities, provide support to local and district clubs, encourage all levels of communities to participate in different codes of sport and recreation activities, collate club needs, collect club profiles and coordinate club affiliation and promotion programmes.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/481 : **LIBRARY ASSISTANT (X3 POSTS)**

SALARY : R201 093 per annum (Level 04)
CENTRE : Thulamela Library Ref No: DSAC 2026/38
Mahlabathini Library Ref No: DSAC 2026/39
Mookgopong Town Library Ref No: DSAC 2026/40

<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education or equivalent qualification from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or bachelor's degree in library and information studies / library and information science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. Skills And Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
<u>POST 25/482</u>	:	<u>CLEANERS REF NO: DSAC 2026/41 (X6 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	NQF level 1 (Grade 9) (AET/ABET level 4 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Knowledge And Skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.
<u>DUTIES</u>	:	Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015)284 4143/ 4109/4186 / 4314.
<u>POST 25/483</u>	:	<u>GENERAL WORKER REF NO: DSAC 2026/42</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	NQF level 1 (Grade 9) (AET/ABET level 4 certificate) from a recognized institution of Basic Education. Knowledge And Skills: Ability to operate equipments, basic literacy and good communication skills. Knowledge of repetitive work procedures such as cleaning\ equipments /gardening and Health and Safety measures.
<u>DUTIES</u>	:	Perform General Duties: Load and off-load furniture, equipment, archivalia and any other goods to the relevant destination, safe keeping of records and archivalia. Cleaning inside and outside of the building: clean relevant workstations and maintenance of the external areas of the archive building: Distribute and collect documents, ensure proper movements of documents: Ensure proper movements of documents and record in the register. Operate elementary machines: Vacuums and photocopier
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015)284 4143/ 4109/4186 / 4314.
<u>POST 25/484</u>	:	<u>GENERAL WORKER (X2 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Muti Wa Va Tsonga (Mopani District) Ref No: DSAC 2026/43 Schoemansdal (Vhembe District) Ref No: DSAC 2026/44

<u>REQUIREMENTS</u>	:	NQF level 1 (Grade 9) (AET/ABET level 4 certificate) from a recognized institution of Basic Education. Knowledge And Skills: Ability to operate equipments, basic literacy and good communication skills. Knowledge of repetitive work procedures such as cleaning\ equipments /gardening and Health and Safety measures.
<u>DUTIES</u>	:	Perform General Duties: Load and off-load furniture, equipment, archivalia and any other goods to the relevant destination, safe keeping of records and archivalia. Cleaning inside and outside of the building: clean relevant workstations and maintenance of the external areas of the archive building: Distribute and collect documents, ensure proper movements of documents: Ensure proper movements of documents and record in the register. Operate elementary machines: Vacuums and photocopier.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.