

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Applications are encouraged to be submitted through the e-Recruitment website at https://erecruitment.limpopo.gov.za , however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za , and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<u>CLOSING DATE</u>	:	06 October 2026 at 16h00 (Walk-in) and 23h59 (online).
<u>NOTE</u>	:	The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting the limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme . A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, "all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended: All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job. Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate. The Office shall communicate the logistics for the psychometric assessment to the candidate. The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to

security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan and targets of the Office. Applicants with disabilities are requested to mention the nature of their disabilities on their CV. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) should be submitted by the shortlisted candidates to HR on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and all Office of the Premier Social media pages. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

OTHER POSTS

<u>POST 34/233</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: OTP: 07 / 26 / 01 (X1 POST)</u> Chief Directorate: State Law Advisory Services (Legal Services)
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (Level MR6)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate legal qualification (NQF level 7) in LLB / B. JURIS / B. Proc as recognized by the South African Qualification Authority (SAQA). A minimum of eight (8) years appropriate post qualification legal experience in labour matters. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Ensure a well-coordinated Civil & Labour Litigation Service and represent the Provincial Administration in Conciliation, Arbitration and Labour Matters. Provide legal advice to the Provincial Administration. Draft or edit Labour related contracts and Legal documents for the Provincial Administration. Perform delegated and assigned duties.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/234</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP: 07 / 26 / 02 (X1 POST)</u> Directorate: Financial Accounting and Management Services
<u>SALARY</u>	:	R487 197 – R584 370 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Financial Management environment at a Supervisory level. Knowledge of BAS & LOGIS systems will be an added advantage. A valid driver's license except for people with disabilities.

<u>DUTIES</u>	:	Manage and coordinate the processing of payments of suppliers through BAS and LOGIS systems. Compile monthly reports and Supplier reconciliation reports. Manage and maintain effective relationships with internal and external stakeholders. Supervise and manage staff within the accounts unit.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/235</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP: 07 / 26 / 03 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY</u>	:	R487 197 – R584 370 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's licence except for people with disabilities.
<u>DUTIES</u>	:	Facilitate Recruitment & Selection, Appointments and Probation processes. Monitor the capturing/updating of PERSAL Structure, Staff Establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate the development, implementation of the Human Resource and Employment Equity Plans as well as management of HR, Information and Systems.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/236</u>	:	<u>PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP: 07 / 26 / 04 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
<u>DUTIES</u>	:	Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/237</u>	:	<u>ADMINISTRATIVE OFFICER: SERVICE DELIVERY INTERVENTION REF NO: OTP: 07 / 26 / 05 (X1 POST)</u> Directorate: Service Delivery Intervention
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Administration or related field. A valid driver's licence except for people with disability.

<u>DUTIES</u>	:	Provide support in the coordination of service delivery complaints. Provide administrative support in the coordination of Khaedu deployment programme. Provide administrative support in the management and coordination of performance evaluations of government priorities and interventions. Provide administrative support in the implementation of the issues raised during EXCO Outreach programmes. Provide administrative support in the coordination of customer surveys. Provide administrative support in the management of the Directorate.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/238</u>	:	<u>ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: OTP: 07 / 26 / 06 (X1 POST)</u> Directorate: Records and Facilities Management Services (Work Environment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Polokwane A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Auxiliary Services. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Render administrative services to the component. Monitor the provision of cleaning services. Monitor the maintenance of grounds. Manage staff within the unit.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

<u>APPLICATIONS</u>	:	Applicants should apply through the following website https://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.
<u>CLOSING DATE</u>	:	07 October 2026 at 16h30
<u>NOTE</u>	:	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 will be subjected to a security clearance and verification of qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 34/239</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: S.4/3/8/99</u> Component: Security Management (Re-advert)
<u>SALARY</u>	:	R932 292 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric and a qualification at NQF level 6 in Security Management /Security Risk Management/Policing as recognised by SAQA. Security Grade A/B (PSIRA). 05 years' experience in Security Management environment of which three (03) years MUST be at Junior Management / Assistant Director level. State Security Agency (SSA) will be an added advantage. Valid firearm competencies. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.
<u>DUTIES</u>	:	Manage the provision of operational risk and security awareness programmes: Develop operational risk and security awareness programmes. Implement security awareness plans. Monitor the provision of workshops on security awareness. Evaluate the security status within the department. Liaise with other departments on security issues. Propose control measures to minimise or eliminate the security risks. Monitor and evaluate the implementation of Security Policies and Procedures as well as the Security Measures e.g. MISS, MPSS, etc: Develop security procedures. Develop policy for security measures. Develop a contingency plan. Develop, manage and monitor the implementation of security plans and programmes. Advise and attend to security breaches. Propose control measures to minimise or eliminate the security risks. Manage the provision security administrative services. Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical

		security appraisals and information security audits by: Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control. Provide resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/262.
<u>POST 34/240</u>	:	<u>ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: S.4/3/9/200</u> Component: Acquisition Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA in Supply Chain Management/Finance/Marketing/Economics or related field. 3 years' experience in Supply Chain Management 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. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: -Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.
<u>DUTIES</u>	:	Provide the district demand for goods and services: Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Provide the acquisition of goods and services: Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. Provide BAC secretariat: Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. Provide bids evaluation: Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. Verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. Provide resource (Human, Financial and Equipment: Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
<u>POST 34/241</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO:S.4/3/1/120 (X1 POST)</u> Component: Mechanical Workshop (Re-advert)
<u>SALARY</u>	:	R253 341 per annum, OSD
<u>CENTRE</u>	:	Vhembe District – Sibasa Mechanical Workshop
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with

		disabilities. Knowledge: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.
<u>DUTIES</u>	:	Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks 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 cords after competing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of warn 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>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 34/242</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/1/105</u> Component: Drainage structures (Re-advert)
<u>SALARY</u>	:	R253 341 per annum, OSD
<u>CENTRE</u>	:	Vhembe 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 34/243</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/3/126</u> Component: Lease and Municipal services (Re-advert)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mopani district
<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 clerical duties, practices as well as the ability to capture data,

		operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer. Planning and organising. Language. Good verbal and written communication.
<u>DUTIES</u>	:	Administer rental services: Update and issue monthly rental statements. Update the rental register. Capture and update rental payments system for cash payments. Update register and statistics. Provide safekeeping of rental documents by: File in the respective files. Folio numbers the files. Update the refund register. Update the arrear rental register. Write arrear notifications to tenants. Prepare statement of accounts. Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Remove the property from the Asset Register. Handle routing 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. Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services. Order office stationery. Keep and maintain the assets register of the component. Provide personnel and financial administration support services. Maintain a leave register for the component. Facilitate traveling and accommodations. Check correctness of subsistence and travel claims of official.
<u>ENQUIRIES</u>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 34/244</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Finance: Logistics & Asset Management (Re-advert)
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Vhembe district: Thohoyandou and Collins Chabane Stores Thohoyandou Ref No: S.4/3/9/191 Collins Chabane Ref No: S.4/3/9/193
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support: Bar code new assets. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Conduct assets verification. Update the inventory list. Order stores: Place orders for goods. Receive and verify goods from suppliers. Capture goods in the system or item registers. Issue stores: Receive Logis requisition form. Check and verify the form with the requester. Issue goods to end users. Issue goods out of the system. Update and maintain register of suppliers. Render stock-taking services: Count the stock level in the stores. Verify the stock against the issuing reports. Balance the stock level.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.