



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**PUBLIC WORKS, ROADS
AND INFRASTRUCTURE**

Ref: S4/2/22/2015

TO: ALL HEADS OF DEPARTMENTS
LIMPOPO PROVINCIAL GOVERNMENT

FROM: THE ACTING HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

DEPARTMENTAL CIRCULAR NO 22 OF 2015: ADVERTISEMENT OF VACANT POSTS

1. Applications are invited for the filling of vacant posts, which exist in the department as outlined in the attached annexure.
2. Applications should be submitted on the Z83 forms obtainable from any Public Service Department and should be accompanied by curriculum vitae, certified copies of qualifications and Identity Document. **Applicants with foreign qualifications should attach certified copies of certificates for evaluation by the South African Qualifications Authority (SAQA). Faxed applications will not be considered.**
3. Applications for Head Office (Polokwane) should be forwarded to:

**The Head of Department
Department of Public Works, Roads and Infrastructure
Private Bag X9490
POLOKWANE
0700**

Or hand delivered to Works Towers Building, No. 43 Church Street, Polokwane, 0699

4. The contents of this circular must be brought to the attention of all employees within the Limpopo Provincial Government.



5. The closing date for this advertisement is 20 November 2015 at 16h00. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, 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

6. Telephone enquiries for Strategic Hub posts should be forwarded to: Ms. Paulina Shai at 015 284 7311 or Mr Risenga Chauke at 015 284 7416 and for

Telephone enquiries for Support Posts at Head Office should be forwarded to: Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Justina Moloji at 015 284 7261 or Mr. Matome Malemela at 015 284 7606.


Telephone enquiries for Posts at Vhembe District should be forwarded to: Mr Mavhungu Frank or Ms Elizabeth Murovhi at 015 963 3790. Applications can be hand delivered to: CNR Traffic and SAPS Street (opposite Raluswielo School) or posted to Private bag x 2248, Sibasa, 0790.

Telephone enquiries for Posts at Sekhukhune District should be forwarded to: Ms Constance Makalela or Mr George Ngwandula at 015 632 8300. Applications can be hand delivered to: Lebowakgomo Zone A Next to Traffic Department) or posted to Sekhukhune District Private Bag X 02, Chuenespoort, 0745

7. 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.
- Successful candidates will be vetted for security reasons and be subjected to suitability checks.

NB: The Department reserves the right not to appoint. For all SMS posts, all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department.



THE ACTING HEAD OF DEPARTMENT

5/11/2015

DATE



STRATEGIC HUB POSTS

POST NO.01 (Ref. S4/2/22/2015/01) (5 year Contract)

POST : **CHIEF CONSTRUCTION PROJECT MANAGER (12 posts)**
Directorate : **Infrastructure Planning and Design**
Centre : **Polokwane (Head Office)**
Salary Level : **Grade A**
Salary Package : **An all-inclusive OSD package of R 809 988 – R926 139 per annum**

Requirements: A Bachelor's degree in a technical /built environment (e.g. B.Eng/B.Sc. Eng) with a minimum of six (06) years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license (attach a copy).

Duties: 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. Manage the execution of project management strategy. Set project standards, specifications and service levels to ensure optimum operational availability. Monitor project management to attain organisational objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Provide technical consulting services for the operation of project related matters to minimise possible project risks.

POST NO.02 (Ref. S4/2/22/2015/02)

POST : **CHIEF ENGINEER –STRUCTURAL (01 post) (5 year Contract)**
Directorate : **Infrastructure Planning and Design**
Centre : **Polokwane (Head Office)**
Salary Level : **Grade A**
Salary Package : **An all-inclusive OSD package of R 809 988 – R926 139 per annum**

Requirements: A Bachelor's degree in Civil Engineering (B.Eng or B.Sc. Eng) with six (06) years relevant post qualification experience as a Registered Professional Engineer. Compulsory registration as a Professional Engineer with ECSA .Extensive experience in the design, detailing and construction supervision of reinforced concrete and structural steel building structures as well as structural timber structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application



thereof in the design of building foundations. Good technical and innovative problem solving abilities. Computer literacy and experience in the application of Structural Engineering software and Computer Aided Drawing systems. Good interpersonal and negotiation skills. Applied knowledge of all Built environment legislatives/regulating requirements Understanding of technology and skills transfer systems. Excellent writing and presentation skills. A valid driver's licence (minimum Code B) (attach a copy) and the ability/willingness to travel.

Duties: Compile specifications and schedules for all types of engineering structures and civil work on building projects. Apply and maintain norms, standards and cost matters relating to projects. Prepare Regional Procurement submissions. Compile and check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinise and approve fee accounts of consulting engineers. Prepare, scrutinise and approve final accounts. Assist legal services with contractual matters relating to building contracts. Advise on the suitability of professional engineers for registration on the Departmental roster of consultants. Mentor and ensure the registration of Departmental professionals and technicians with the appropriate professional body.

POST NO.03 (Ref. S4/2/22/2015/03)

POST : CHIEF ENGINEER: MECHANICAL – (01 post) (5 year Contract)

Directorate : Infrastructure Planning and Design

Centre : Polokwane (Head Office)

Salary Level : Grade A

Salary Package : An all-inclusive OSD package of R 809 988 – R926 139 per annum

Requirements: An appropriate Bachelor's degree in Mechanical Engineering (B.Eng or B.Sc. Eng.) or equivalent qualification. Six (6) years post qualification experience as a Registered Professional Engineer. Compulsory Professional registration with ECSA in the Mechanical discipline. A Government Certificate of Competency in Mechanical Engineering as a Pr Eng will serve as an advantage. Valid Drivers' Licence (attach a copy). Computer literacy. Appropriate experience in Sector infrastructure delivery.

Duties: Manage the development of norms and standards for mechanical engineering work. Manage the updating of engineering norms & standards. Manage the engineering inputs in terms of the determination of life cycle costing norms for Sector Facilities. Manage the



engineering inputs in terms of cost norms for maintenance plans. Manage the determination of requirements and specification for Technical Condition Assessments from an engineering perspective. Provide inputs at the Sector Forum in the Province to interpret, customize and adopt guidelines for technical norms and standards from an engineering perspective. Provide guidance to Sector in the preparation of U-AMPs. Assess feasibility of proposed projects. Provide technical support for the preparation of the C-AMP. Provide technical inputs to the formulation of the procurement strategy and the drafting of the IPMP. Provide technical inputs to prepare the IPIP. Provide inputs to the finalization of the SDA. Provide engineering inputs for the finalisation of Master Plans. Validate that designs are in line with standardised norms and standards. Finalise the project brief as received from Sector. Finalise the Business Cases for projects. Finalise Operational Narratives. Validate relevant Project Execution Plans as received from Districts. Validate buildings plan in line with National and Local Government Building Regulations. Finalise Sector facilities design. Prepare technical documentation for Supply Chain Management processes. Participate as technical expert on the SCM Specification Committee.

POST NO.04 (Ref. S4/2/22/2015/04)

POST : CHIEF ENGINEER: ELECTRICAL (01 post) (5 year Contract)

Directorate : Infrastructure Planning and Design

Centre : Polokwane (Head Office)

Salary Level : Grade A

Salary Package : An all-inclusive OSD package of R 809 988 – R926 139 per annum

Requirements: An appropriate Bachelor's degree in Electrical Engineering (B.Eng or B.Sc. Eng) or equivalent qualification. Six (6) years post-qualification experience as a Registered Professional Engineer. Compulsory Professional registration with ECSA in the Electrical discipline. A Government Certificate of Competency in Electrical Engineering as a Pr Eng will serve as an advantage. Valid Drivers' Licence (attach a copy).

Duties: Develop, maintain and monitor the implementation of policies, standards and guidelines in the construction, operation and maintenance of electrical installations in State buildings and facilities. Represent the Department's interests at various stakeholder interactions in the electrical engineering community. Provide input into the Department's operational agreements with its Clients regarding electrical facilities. Ensure that the construction, operation and maintenance of electrical installations in State buildings and facilities comply with the relevant legal requirements and Departmental technical standards. Undertake special investigations and incident management regarding electrical installations. Provide technical support to the Department and its Clients regarding electrical installations.



POST NO.05 (Ref. S4/2/22/2015/05)

POST : ARCHITECT (12 Posts) (5 year Contract)

Directorate : Infrastructure Planning and Design

Centre : Polokwane (Head Office)

Salary Level : (GRADE A-C)

Salary Package : An all-inclusive OSD package of R 476 064- R729 825 per annum

Requirements: Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession. Three (03) years Post professional registration experience. Valid Drivers' Licence (attach a copy). Computer literate

Duties: Determine life cycle costing norms for Sector Facilities and Offices. Determine space norms for application in the U-AMP and C-AMP. Determine requirements and specifications for Technical Condition Assessments. Provide guidance to Sector in the preparation of U-AMPs. Assess feasibility of proposed projects. Provide technical support for the preparation of the C-AMP. Provide technical inputs to the formulation of the procurement strategy and the drafting of the IPMP. Provide technical inputs to prepare the IPIP. Provide inputs to the finalization of the SDA. Finalise the design of Master Plans. Validate that designs are in line with standardised norms and standards. Review progress reports submitted by districts and intervene where required. Review cost and scope variations submitted by Districts and make final recommendations to the Sector. Design and implement interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes. Provide inputs to the setting of standards for documentation from an architectural perspective that should be collected by Districts and submitted to the Head Office. Monitor that the required documentation from an architectural perspective are submitted by the Districts, project files are updated and submitted to the Centralised Document warehouse.



POST NO.06 (Ref. S4/2/22/2015/06)

POST : CHIEF ARCHITECT (04 Posts) (5 year Contract)
Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A)
Salary Package : An all-inclusive OSD package of R 697 941- R798 021 per annum

Requirements: B. degree in Architecture or appropriate Bachelor's Degree in Built Environment. Relevant built environment professional registration Architecture (SACAP). Six (06) years post professional experience. A valid driver's license (attach a copy).

Duties: Perform final review and approval or audits on architectural designs according to designs principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of architectural strategy through the provision of appropriate structure, systems resources. Manage commercial value add of the discipline-related programmes and projects. Allocate, monitor, and control resource. Manage, monitor, control expenditure according to budget to ensure efficient cash flow. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

POST NO.07 (Ref. S4/2/22/2015/07)

POST : ARCHITECTURAL TECHNOLOGIST (02 Posts) (5 year Contract)
Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A)
Salary Package : An all-inclusive OSD package of R 279 987-R301 833 per annum

Requirements: Bachelor of Technology in Architecture (B Tech) or relevant qualification • Three years post qualification Architectural Technologist experience. • Valid driver's license (attach a copy). • Registration with SACAP as an Architectural Technologist.



Duties: Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and preparation of presentation drawings and models of the designs. Detail design, landscape design and preparation of working drawings that will serve as legal instruction to the building constructor and in the process supervise the building to ensure that the building is built according to the working drawings and other legal documents .Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan, develop, implement and maintain databases. Keep up with new technologies and procedures. Research/perform literature studies on technical architectural technology to improve expertise. Liaise with relevant boards/councils on architectural-related matters. Identify and optimize technical solutions by applying architectural principles.

POST NO.08 (Ref. S4/2/22/2015/08)

POST : CHIEF QUANTITY SURVEYOR (08 Posts) (5 year Contract)

Directorate : Infrastructure Planning and Design

Centre : Polokwane (Head Office)

Salary Level : (GRADE A)

Salary Package : An all-inclusive OSD package of R 697 941- R798 021 per annum

Requirements: University Degree in Quantity Surveying or relevant qualification. Registration with SACQSP. Valid Drivers' Licence (attach a copy). Computer literacy. Appropriate experience in Quantity Surveyor. Six (06) years post professional experience.

Duties: Perform final review and approvals or audits on quantity survey Procedure .Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives. Manage commercial value add of the discipline-related programmes and projects. Allocate, monitor, and control resource. Manage, monitor, control expenditure according to budget to ensure efficient cash flow. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.



POST NO.09 (Ref. S4/2/22/2015/09)

POST : QUANTITY SURVEYOR (10 posts) (5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – C)
Salary Package : An all-inclusive OSD package of R 476 064- 729 825 per annum

Requirements: University Degree in Quantity Surveying and/or Relevant NQF Level 6 Qualification. Registration with SACQSP as a Professional Quantity Surveyor. Applicants registered with SACQSP as Candidate Quantity Surveyor are also encouraged to apply. Valid Drivers' Licence (attach a copy). Computer literacy and experience in the application of Quantity Surveying. Three (03) Years post registration qualification.

Duties: Co-ordinate professional teams on all aspects regarding quantity survey. Ensure the adherence to quantity determination standard. Provide quantity survey advice and technical support in the evaluation of cost. Provide solution on non-compliance on quantity determination. Ensure the adoption of technical and quality strategies. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Administer performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure. Report on expenditure and service delivery

POST NO.10 (Ref. S4/2/22/2015/10)

POST : CIVIL/ STRUCTURAL ENGINEERS (03 posts) (5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – C)
Salary Package : An all-inclusive OSD package of R 552 489 – R846 984 per annum

Requirements: A University degree in Civil Engineering (e.g. B Eng. / B.Sc. (Eng.)). Registration with ECSA as a Professional Engineer will be an added advantage. Appropriate experience in Sector infrastructure delivery. Three years post qualification engineering experience. Valid Drivers' Licence (attach a copy). Computer literacy.

Duties: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering



works according to prescribed norms and standards. Supervise the engineering work and processes. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

POST NO.11 (Ref. S4/2/22/2015/11)

POST : MECHANICAL ENGINEERS (03 posts) (5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – C)
Salary Package : An all-inclusive OSD package of R552 489 – R 846 984 per annum

Requirements: A university degree in Mechanical Engineering (e.g. B Eng / BSc. (Eng). Registration with ECSA as a Mechanical Engineer. Valid Drivers' Licence (attach a copy). Computer literacy. Appropriate experience in Sector infrastructure delivery. Three years' post qualification engineering experience.

Duties: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles, according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. 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 engineering work and processes. Administer performance management and development. 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. Ensure continuous professional development to keep up with new technologies and procedures. Research/ undertake literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters



POST NO.12 (Ref. S4/2/22/2015/12)

POST : ELECTRICAL ENGINEERS (04 posts) (5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – C)
Salary Package : An all-inclusive OSD package of R552 489 – R 846 984 per annum

Requirements: A university degree in Electrical Engineering (e.g. B Eng / B.Sc. (Eng). Registration with ECSA as an Electrical Engineer. Valid Drivers' Licence (attach a copy). Computer literate. Appropriate experience in Sector infrastructure delivery. Three years post qualification engineering experience.

Duties: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. 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 engineering work and processes. Administer performance management and development. 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. Ensure continuous professional development to keep up with new technologies and procedures. Research/ undertake literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

POST NO.13 (Ref. S4/2/22/2015/13)

POST : ENGINEERING TECHNICIANS - CIVIL (08 posts) (5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – C)
Salary Package : An all-inclusive OSD package of R 237 702 – R 364 377 per annum



Requirements: A National Diploma or BTech in Civil Engineering. Registration with ECSA as a Civil Engineering Technicians will be an added advantage. Applicants who are registered as Candidate Engineering Technicians are also encouraged to apply. Valid Drivers' Licence (attach a copy). Computer literacy. Appropriate experience in Sector infrastructure delivery. Three (03) years technical experience.

Duties: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research/ undertake literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Follow approved programme of development for registration purposes

POST NO.14 (Ref. S4/2/22/2015/14)

POST : ENGINEERING TECHNICIANS: MECHANICAL (07 posts)
(5 year Contract)

Directorate : Infrastructure Planning and Design

Centre : Polokwane (Head Office)

Salary Level : (GRADE A – C)

Salary Package : An all-inclusive OSD package of R 237 702 – R 364 377 per annum

Requirements: A national diploma or BTech in Mechanical Engineering. Registration with ECSA as a Mechanical Engineering Technician will be preferred. Applicants who are registered as Candidate Engineering Technicians are also encouraged to apply. Valid Drivers' Licence (attach a copy). Computer literacy. Appropriate experience in sector infrastructure delivery. Three (03) years technical (engineering) experience.

Duties: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports



as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research/ undertake literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Follow approved programme of development for registration purposes.

POST NO.15 (Ref. S4/2/22/2015/15)

POST : ENGINEERING TECHNICIANS: ELECTRICAL (08 posts)
(5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – C)
Salary Package : An all-inclusive OSD package of R 237 702 – R 364 377 per annum

Requirements: A National Diploma or BTech in Electrical Engineering. Registration with ECSA as an Electrical Engineering Technician will be an added advantage. Applicants who are registered as Candidate Engineering Technicians are also encouraged to apply. Valid Drivers' Licence (attach a copy). Computer literacy. Appropriate experience in Sector infrastructure delivery. Three (03) years technical (engineering) experience.

Duties: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research/ undertake literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Follow approved programme of development for registration purposes.



POST NO.16 (Ref. S4/2/22/2015/16)

POST : CONSTRUCTION PROJECT MANAGER (08 posts) (5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – B)
Salary Package : An all-inclusive OSD package of R 552 489 – R 677 472 per annum

Requirements: National diploma (Built Environment field), B Tech (Built Environment field) or B degree in any built environment field with a minimum of three (03) years relevant project management. Registration as a Professional Construction Project Manager with the SACPCMP will be an added advantage. Applicants registered as Candidate Construction Project Managers with SACPCMP are also encouraged to apply. Valid Drivers' Licence (attach a copy).

Duties: Prepare specifications and scope of works. Manage all aspects of the design phase. Manage all aspects of the procurement phase. Manage all aspects of the construction phase. Instruct contractors regarding various building, electrical and mechanical methods. Ensure compliance of all activities in accordance with relevant procedures and business processes. Maintain the Asset Register and database. Execute inspections to verify payments. Manage the allocated budget and related expenditure. Convene and manage regular project meetings and related reports. Execute site hand-over, first delivery certificate and final delivery. Provide technical reports.

POST NO.17 (Ref. S4/2/22/2015/17)

POST : GIS PROFESSIONAL (02 posts) (5 year Contract)

Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A – B)
Salary Package : An all-inclusive OSD package of R 476 064 – R586 392 per annum

Requirements: Degree or 4 year Diploma (NQF6 or equivalent), in GIS or one of the following: Geomatics, Cartography or Geography. Minimum three years hands-on working experience on GIS. Valid driver's Licence (attach a copy). Registration with a professional body, e.g. PLATO, would be an added advantage. Knowledge and understanding of policies and legislation governing spatial information and development planning in South Africa.



Duties: Develop and maintain the departmental geo database, with much focus on asset management. Develop, administer and manage the departmental web-based map services (ArcGIS Server). Conduct needs analysis of the various units within the department to determine gaps and new areas for spatial information usage. Promote the strategic usage of spatial information in planning and informed decision-making across the department. Analysis and interpretation of spatial and related information to enhance and add value to planning and informed decision-making processes in the province. Closely liaise with the Office of the Premier with regard to the maintenance of the provincial database. Render mapping services to the entire department/Production of maps for departmental/government use.

POST NO.18 (Ref. S4/2/22/2015/18)

POST : VALUER (02 posts) (5 year Contract)
Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : 11
Salary Package : R569 538.00 per annum an all-inclusive package

Requirements: Tertiary Qualification in Valuation/University Degree in Property Development. Registration as a Professional Valuer with the South African Council for Property Valuations. Applicants who are registered as Candidates Valuers with SACPV are also encouraged to apply. Valid Driver's Licence (attach a copy). Computer literacy. Four (04) Years post qualification experience.

Duties: Customise methods for valuation. Determine appraisal standards. Determine methods for estimations. Link valuations to life cycle costs. Determine norms and standards for valuations. Make inputs to the development and updating of the spatial database. Inspect properties to evaluate construction, condition, special features and functional design. Take property measurements. Search for public records for transactions such as sales, leases and assessments. Take photographs of interior and exterior properties to assist in estimation of property values. Evaluate land and neighbourhoods. Verify legal descriptions of properties. Verify building codes, zones and by-laws. Estimate building replacement costs. Interact with relevant stakeholders to obtain information and data. Incorporate any requirements in terms of heritage and related studies in the valuation. Implement valuations pertaining to leases. Interpret valuation data and information. Prepare valuation reports. Refer valuation reports to the National Valuation Council for validations. Present valuation reports to stakeholders. Assure Quality of the work performed by external Valuers. Undertake research to improve valuation services for the Health Property Portfolio. Interact with professional bodies and councils and bodies to enhance new developments in technology and methodology related to valuation.



POST NO.19 (Ref. S4/2/22/2015/19) (5 year Contract)

POST : CHIEF TOWN PLANNER -TOWN PLANNING SERVICES (02 Posts)
Directorate : Infrastructure Planning and Design
Centre : Polokwane (Head Office)
Salary Level : (GRADE A)
Salary Package : An all-inclusive OSD package of R 697 941 per annum

Requirements: An appropriate degree in Town and Regional Planning with six (6) years post-registration working experience including experience in various facets of town and regional planning and related built environment legislation/policies. Registration as Professional Planner with the South African Council for Planners (SACPLAN) is compulsory. A valid driver's Licence (attach a copy) and the willingness to travel extensively. Knowledge: Conversant with Built Environment related legislation/policies .In-depth understanding of Site Clearance processes. Well-developed project management skills. Knowledge of PFMA, Treasury regulations and other related Government prescripts. Understanding of property development.

Duties: Ensure rapid site clearance delivery for the construction of accommodation for National departments, in line with the Site Delivery Programme linked with Construction Programmes and budgets. Ensure verification and interpretation of Client departments' needs, preference and space norms. Ensure community involvement and stakeholder support in projects. Manage site analysis/audits as well as approval and clear sites for development. Provide timely progress reports and briefings to Client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related Government guidelines. Prepare consultant appointment terms of reference and scrutinise development conditions. Ensure effective relationships with Client departments, Portfolio Managers, Professional Services, Head and Regional Office Project Managers as well as other relevant Government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers. Provide professional and technical support to the implementation teams at Head and Regional offices. Conduct research with regard to international best practice on town planning. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project compliance with legal and development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans. Resolve any town planning and other related development matters that affect client sites or assets. Provide professional advice on town planning issues.



OTHER POSTS

POST NO.20 (Ref. S4/2/22/2015/20)

POST : Project Manager (01 post)
Directorate : Roads Maintenance
Centre : Sekhukhune District
Salary Level : 11
Salary Package : An all-inclusive package of R569 538.00 per annum

A. Requirements: National Diploma/ Bachelor's degree in Diploma / degree Qualifications in Civil Engineering/ Project Management with at least five (05) years' experience at Deputy or Manager level in handling projects. A valid driver's Licence (attach a copy).

- Knowledge of Computer literacy (knowledge of MS Excel, MS Word, MS Power-point and MS Project). Knowledge HR Matters, Financial Management, Technical Standards and Procedure, needs and priorities of stakeholder. Planning and organizing skills. Knowledge of managerial functions and project management.
- Advanced Analytical thinking, Information Technology proficiency. Skill in Policy Formulation and interpretation. General Management and Change Management skills.

B. Duties: Perform management functions services in relation to road maintenance activities. Ensure blading of gravel roads, Pothole repairs, Surfacing, Bush clearing (clear obstructions on all roads) road sign replacement, grass cutting, cleaning of drainage structures, cleaning of resting place, repair and install drainage structures, as well as regravel severely damaged roads. Erect and repair fences along roads. Manage roads activities services done by both Departmental teams and private contractors. Monitor the utilization of road maintenance and plant equipment. Control movement /shifting of all machineries. Develop business plan (annual performance plan) and budget for roads component and monitor implementation thereof. Conduct test section for each activity to determine production and unit costs. Receive priorities from Cost Centres. Balance resources, develop documents and adjust where necessary. Compare the total cost of the adjusted document with the approved allocated and align budget and planned activities. Compile a complete and aligned Roads Annual Performance /Operational Plan. Prepare budget inputs, motivation and calculations. Prepare purchasing schedules and monitor expenditure. Monitor the implantation and adherence of the plan.

Compile monthly and quarterly progress reports. Receive production reports from Cost Centres. Verify the quality and quantity of the production. Receive and analyze Site/Road Cost reports. Compile and submit the progress reports. Manage a road maintenance costing system. Ensure that all daily return are captured in the system. Analyze each cost per activity. Monitor actual cost against allowable unit cost. Monitor adherence to quality standard. Monitor and ensure that all road maintenance activities are done according to the set standards and procedures. Monitor compliance with OHS Act.



POST NO.21 (Ref. S4/2/22/2015/21)

POST : Chief Artisan Mechanical Services (01 post)
Directorate : Maintenance
Centre : Sekhukhune District
Salary Level : Grade A - B
Salary Notch : (OSD) R297 372.00 – R478 869.00 per annum

Requirements: - Grade 10 and appropriate Trade Test Certificate. Valid driver's license (attach a copy). Ten years post qualification experience required as an Artisan/Artisan Foreman.

Knowledge of Project Management, Technical design and analysis. Knowledge of Computer-aided technical applications. Knowledge of legal compliance. Technical report writing skills. Technical consulting skills. Production, process knowledge and skills. Generic competencies required: - Problem solving and analysis skills. Decision making skills. Team work orientation. Creativity. Change Management skills Financial Management skills, customer focus and responsiveness. Communication skills. Computer skills. Planning and organizing skills.

B. Duties: -

Manage technical services. Manage technical services and support in conjunction with Technicians/Artisans and associates in field, work with technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements and provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology, As well as 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 and manage artisans and related personnel and assets.

Financial Management; control and monitor expenditure according to budget to ensure efficient cash flow management and 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 requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise. Ensure continuous individual development to keep up with new technologies and procedures. Research/ undertake literature studies on technical/engineering technology to improve expertise and liaise with relevant Bodies/Councils on technical/engineering-related matters.



POST NO.22 (Ref. S4/2/22/2015/22)

POST : Senior Manager: Logistics and Asset Management (01 post)
Directorate : Finance
Centre : Polokwane (Head Office)
Salary Level : 13
Salary Package : An all-inclusive package of R864 177.00 per annum

A. Requirements: Bachelor`s degree in Commerce, Logistics and/or Assets Management majoring in Accounting. 6 -10 years` experience relevant environment with a minimum of five (5) years at middle management level. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity. Financial management skills. Customer focus and responsiveness. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. Valid driver`s license (attach a copy).

B. Duties: Provide leadership strategic direction in the directorate. Develop, monitor and manage the implementation of finance policies, strategies and processes. Establish strategic direction of the directorate to ensure alignment with departmental business plan or strategic plans. Manage and monitor the implementation of the departmental strategic plans. Align operational plan of the directorate to the Annual Performance Plan, the business plan and strategic plan of the department. Implement and report on strategic frameworks in the area of functional responsibility. Align individual performance to strategic business objectives as outlined in the Annual Performance Plan and directorate operational plan. Oversee the development of Operational plan to give strategic direction to the division by managing and coordinating the activities of the division. Manage audit process and implementation of corrective measures.

Manage logistics services. Facilitate and development of logistics policies, guidelines and procedures. Manage purchasing of goods and services. Manage and analyse the vendor performance. Manage and maintain the supplier relations. Manage order processing. Manage and provide movable assets services. Facilitate and development of assets management policies, guidelines and procedure. Develop the departmental movable assets register. Manage and develop assets/ inventory movement register. Manage and facilitate movement of assets. Manage and analyse the departmental movable assets/ inventory register in terms of monetary value. Manage and facilitate the departmental stock taking. Manage and consolidate departmental assets/ inventory reports. Analyse the inventory report to identify loss of assets. Manage and conduct preliminary investigation on lost/moved assets without authorisation. Authorise assets movement. Analyse and consolidate the departmental loss of assets/inventory in monetary value.

Manage and facilitate disposal of movable assets. Facilitate and development of movable assets disposal policies, guidelines and procedure. Facilitate the appointment of disposal



committee. Manage and monitor the implementation of disposal committee's recommendations. Manage and conduct assets inspections to identify unserviceable, redundant and obsolete movable assets. Provide and analyse the inspection report. Manage and develop the disposal plan. Manage and facilitate the disposal of assets. Manage and develop the disposal register. Manage and facilitate transfer of assets. Facilitate and development of movable assets disposal policies, guidelines and procedure. Facilitate the appointment of disposal committee. Manage and monitor the implementation of disposal committee's recommendations. Manage and conduct assets inspections to identify unserviceable, redundant and obsolete movable assets. Provide and analyse the inspection report. Manage and develop the disposal plan. Manage and facilitate the disposal of assets. Manage and develop the disposal register. Manage and facilitate transfer of assets.

Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Formulate and manage the component's budget against its strategic objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the Division is adequately staffed. 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 directorate leave matters.

POST NO.23 (Ref. S4/2/22/2015/23)

POST : Manager: Inventory and Disposal (01 post)
Directorate : Finance
Centre : Polokwane (Head Office)
Salary Level : 11
Salary Package : An all-inclusive package of R569 538.00 per annum

A. Requirements: Bachelor degree in Commerce, Logistics and/or Assets Management majoring in Accounting. 3-5 years' experience Logistics and Assets Management environment with a minimum of three (3) years at junior management level. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of Treasury Regulations. Knowledge of Supply Chain Management procedures and procurement procedures. Knowledge of Procurement Procedures. Knowledge of PFMA, DORA, PPPFA. Strategic capability and leadership, Problem solving skills. Analysis skills, Decision making skills, Team leadership skills, Creativity. Valid Driver's licence (attach a copy).

B. Duties: Manage the formulation of movable assets disposal committee. Facilitate appointment of the disposal committee. Manage and provide secretariat to the committee.



Manage and facilitate committee settings. Manage the implementation of committee's recommendations.

Manage movable assets inspections. Facilitate and implement movable assets inspection guidelines and procedures. Develop and implement the inspection plan. Manage and conduct assets inspections to identify unserviceable, redundant and obsolete movable assets

Manage and provide the inspection report. Analyse the inspection report in monetary value to identify unserviceable, redundant and obsolete movable assets.

Manage disposal of assets. Facilitate and implement movable assets disposal policies, guidelines and procedure. Manage and develop the disposal plan. Manage and present the disposal plan to the disposal committee. Manage and implement the recommendation of the disposal committee. Manage and facilitate auctioning and or donating of movable assets

Manage the auctioning of movable assets. Manage and provide the disposal register. Manage and facilitate the transfer of assets. Manage and provide auctioning monetary value.

Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Plan and organise resources for future requirements (human, finance, equipment's etc.). Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development.

Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

POST NO.24 (Ref. S4/2/22/2015/24)

POST : Deputy Manager: Assets and Inventories (01 post)

Directorate : Supply Chain Management

Centre : Capricorn District

Salary Level : 09

Salary Notch : R289 761.00 per annum

A. Requirements: Degree or diploma in Logistics/ Inventory or Assets Management majoring in Accounting. 3 - 5 years relevant experience. Knowledge of relevant Public Service Acts, regulations and frameworks.

Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Knowledge assets management, Inventory Management, and Supply Chain Management Procedures. Leadership skills. Computer Literacy skills. Policy formulation and analysis skills. Planning and organising skills. Conflict management skills. Communication skills, Project Management skills. Valid Driver's licence (attach a copy).

B. Duties: Manage stock needs analysis and performance. Manage consolidation of district stock needs. Compile register of frequently and non - frequent used items. Compile report and motivate for budget analysis. Manage stores. Implement stores policies, procedure and processes. Manage and verify invoice of purchased stores supplied. Facilitate payments processes of purchased goods. Approve captured stores on the system. Manage stores registers.



Manage stock taking: Manage district stock taking processes. Consolidate district stock taking report and submit the overall stock taking report including financial costs to head office. Balance the ledger at the end of the year. Consolidate district stores obsolete report. Facilitate and participate in the district auctioning process. Provide assets and inventory management services. Implement assets and inventory and assets policies, procedure and processes. Manage consolidation of district assets needs. Compile report and motivate for budget analysis. Verify invoice of purchased assets supplied. Submit the non – purchased asset requests to Head Office to be included in the next budget. Compile report for purchase of equipment according to the threshold. Approve received assets on the system. Facilitate and participate in the district auctioning process.

Provide inventory management services. Manage assets verification and inspection for the district is conducted according to treasury regulation. Consolidate and motivate on district obsolete assets. Provide inventory report of the district. Monitor resources (human, financial, & physical) in accordance with relevant directives and legislation. 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. Coordinate division leave matters

POST NO.25 (Ref. S4/2/22/2015/25)

POST : Manager: Bank Reconciliation (01 post)
Directorate : Finance
Centre : Polokwane (Head Office)
Salary Level : 11
Salary Package : An all-inclusive package of R569 538.00 per annum

A. Requirements: Degree/national diploma in Financial Management majoring in Accounting. 3-5 years' experience in financial management environment with a minimum of three (3) years at junior management level. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of PFMA, Treasury Regulations, Financial Systems and Management. Knowledge of Bookkeeping and debt Management. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity. Customer focus and responsiveness. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Valid Driver's licence (attach a copy).

B. Duties: Manage bank reconciliation services. Develop bank reconciliation strategy, policy and procedures. Manage and extract the exception report on the BAS system and obtain the bank statement. Analyze and compare the transactions and post to the relevant accounts:-

- Deposit account
- Unpaid
- Sal: Persal Ebt
- Bank adjustment

Manage suspense accounts and exceptions. Process journals. Manage requisition of funds. Monitor books of accounts. Manage the departmental PMG. Manage bookkeeping services Manage cash collection and banking services. Manage the Annual Financial Statement report. Manage bookkeeping services. Manage debt. Develop and implement debt management strategy, policy and procedures.



Manage the opening of individual debtor's files to be taken on in BAS. Develop and implement debt recovery strategy, policy and procedures. Manage recovery by deposit in the departmental banking account. Monitor the implementation of treasury regulations and directives. Align the departmental policies in line with treasury regulation. Manage debt reconciliation. Manage and safekeeping of debt records. Facilitate and oversee the development of operational/ business plan to give strategic guidelines. Align individual performance to the strategic objective. Oversee the development and implementation of departmental policies, directives and regulations in relation to bank reconciliation and bookkeeping. Monitor the efficient and suitable work procedures are identified, developed and implemented. Undertake audits on performance and compliance to departmental policies and recommend improvement measures. Conduct human resource review process. Monitor that the departmental financial management activities are aligned to the Treasury activities. Disseminate information on new financial developments and monitor and evaluate such development. Attend to audit queries.

Manage resources. Compile the operational plan of the sub – directorate in line with the Annual Performance Plan. Manage leave matters. Monitor individual performance and assessment of staff members. Compile job description of each member in line with the objective of the directorate.

POST NO.26 (Ref. S4/2/22/2015/26)

POST : Deputy Manager: Bids Administration (02 posts)

Directorate : Supply Chain Management

Centre : Sekhukhune and Vhembe District

Salary Level : 09

Salary Notch : R289 761.00 per annum (excluding benefits)

A. Requirements: Degree or diploma Commerce and/ or in Supply Chain Management. 3 - 5 years relevant experience.

Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership skills.

Assets Management skills. Inventory Management skills. Knowledge of Supply Chain Management Procedures. Leadership skills. Computer Literacy. Policy formulation and analysis skills. Planning and organising skills. Conflict management skills. Communication skills. Project Management skills. Valid Driver's licence (attach a copy).

B. Duties: - Provide demand of goods and services. Implement Demand Management policy in line with the Supply Chain Management acts, regulations and directives. Implement demand management policy, strategies and processes. Provide and implement the district procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Monitor that goods and services are rendered according to the procurement plan. Compile budget projection as per the departmental needs analysis. Empower on procurement process. Manage acquisition of goods and services: Implement acquisition management policy, strategies and processes. Provide and implement acquisition plan. Facilitate appointment of specification committee. Provide secretariat services for the Bids Administration committee. Consolidate requests for invitation of quotation. Monitor quotation invitations. Verify and advice on specifications for goods and services.



Provide BAC secretariat. Prepare submission to appoint member of the BAC. Facilitate logistical arrangements for BAC meetings. Provide secretariat function to the BAC.

Monitor the implementation of BA and Present to the BAC.

Provide supplier database. Monitor supplier database by:-

- Issue invitation to prospective service providers.
- Issue out, record and explain the supplier database forms to suppliers.
- Receiving, verifying compulsory attachments, and recording database forms.

Facilitate verification of the following:-

- Company existence.
- Shareholding Status. Principal business activities vis-à-vis relatedness to business applied for. Manage establishment and update of district supplier database. Monitor implementation of transversal contracts.

Monitor resources (human, financial, & physical) in accordance with relevant directives and legislation. 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. Coordinate division leave matters.

POST NO.27 (Ref. S4/2/22/2015/27)

POST : State Accountant: Financial Management (01 post)
Directorate : Corporate Services
Centre : Sekhukhune District
Salary Level : 08
Salary Notch : R R243 747.00 per annum

A. Requirements: B degree / Diploma in Commerce and/ or Financial Management majoring in Accounting. 3 - 5 years in the Financial Management environment. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation

Knowledge of building material and tools. Strategic capability and leadership. Problem solving and analysis skills, Decision making skills, Team leadership skills. Creativity. Financial management skills, Customer focus and responsiveness. Communication skills, Computer skills, People management skills, planning and organising skills, Conflict management skills. Valid Driver's licence (attach a copy).

B. Duties: Process payments and accounts. Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture payment vouchers. Receive EBT stubs. Link stubs and invoices and dispatch copies.

Provide salary: Check authenticity of documents to be capture on Persal system. Approve persal transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide persal administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS for directives of paying taxes.



Identify and specify state liabilities on pension funds.

Provide revenue. Collect of Government money. Issue receipts manually or on line under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book.

Verify bank money. Verify and approve receipts in the finest. Close of receipts in finest.

Monitor on line receipts and deposits for reconciliation. Compile monthly reports.

Facilitate debt: Open debt file for relevant employee. Complete BSA Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advices from Head Office to implement DEBT ON Persal in cases where the employee where the employee is currently. Liaise with Head Office in updating of BAS records. Receive reports from Head Office in clearing of Debts. Close Debt files.

POST NO.28 (Ref. S4/2/22/2015/28)

POST : Personnel Practitioner: Human Resources Management (01 post)
Directorate : Corporate Services
Centre : Sekhukhune District
Salary Level : 08
Salary Notch : R R243 747.00 per annum

Requirements: B degree / Diploma in Human Resource management, Public Management, Public Administration. 3 - 5 years in the relevant environment. Valid Driver's licence (attach a copy). Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership skills. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity. Financial management skills. Customer focus and responsiveness. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills.

Duties: Provide human resource provisioning services. Implement resource provisioning policies, strategy, processes and procedures. Provide district vacancies. Facilitate district recruitment services. Receive applications from registry and keep record thereof. Provide statistics of received application per post. Provide scheduling of district posts. Facilitate district selection services. Facilitate shortlisting in the district. Provide and facilitate district appointment services. Facilitate appointment of candidates upon receipt of approval to appoint.

Provide conditions of services. Provide and administer HR systems and Persal

- Implement HR systems policy, procedures and processes.
- Implement transfer policy, procedures and processes.
- Facilitate transfer and translation of personnel.
- Effect the translation and transfer of personnel upon receipt of approval from the HOD.
- Facilitate district head count.

Provide and approval PERSAL transaction. Provide and administer service terminations.



- Implement conditions of services policy, procedures and processes
- Implement service termination due to death/ resignation policy, procedures and processes.
- Implement service termination due to retirement (normal and early retirement) policy, procedures and processes.

Provide and administer employee benefits.

- Implement conditions of services policy, procedures and processes
- Implement human resources employee benefits policy, procedures and processes.
- Facilitate recognition of long service awards.
- Facilitate the provisioning of medical aid scheme.
- Facilitate housing allowances.

Facilitate state guarantees.

Provide leave matters`. Implement leave policy, procedures and processes. Implement leave auditing policy, guidelines and procedures. Monitor attendance and leave registers. Facilitate PILIR. Provide district leave auditing. Provide leave gratuity and discounting. Monitor capturing of leave gratuity upon receipt of approval letter. Verify and approve leave gratuity and leave discounting. Facilitate implementation of compulsory leave. Facilitate and monitor unused leave days from the previous leave cycle. Facilitate and compile report on non – utilization of previous leave cycle (forfeited days). Check exceptions reports and take appropriate action. Facilitate workshops on leave matters. Disseminates information with regard to new development by means of internal memorandums.

Provide human resource development services: Implement human resource development system policies, strategy, processes and procedures. Facilitate and coordinate district human resource development services. Provide performance management and development system documentation. Facilitate workplace skills plan. Liaise with head office on schedule of courses to be attended. Monitor learnerships and internships candidates. Facilitate accommodation arrangement for nominated candidates. Verify and approve performance management and development system on persal. Facilitate performance management and development system workshops. Facilitate performance management and development system moderation. Verify and approve captured performance management and development system rewards/incentives.

Provide and facilitate Labour Relations services:

- Facilitate district labour forums
- Provide secretariat to the labour forums

Provide resources (human, financial, & physical). Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job description to subordinates. Provide sectional leave matters.



POST NO.29 (Ref. S4/2/22/2015/29)

POST : Provisioning Admin Officer: Stores (01 post)
Directorate : Corporate Services
Centre : Sekhukhune District
Salary Level : 08
Salary Notch : R R243 747.00 per annum

Requirements: B degree / Diploma in Procurement, Inventory, Assets Management.
3 - 5 years in the procurement/ stores environment. Valid Driver's licence (attach a copy).
Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of building material and tools
Strategic capability and leadership. Problem solving and analysis. Decision making skills. Team leadership. Creativity. Financial management skills. Customer focus and responsiveness. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills.

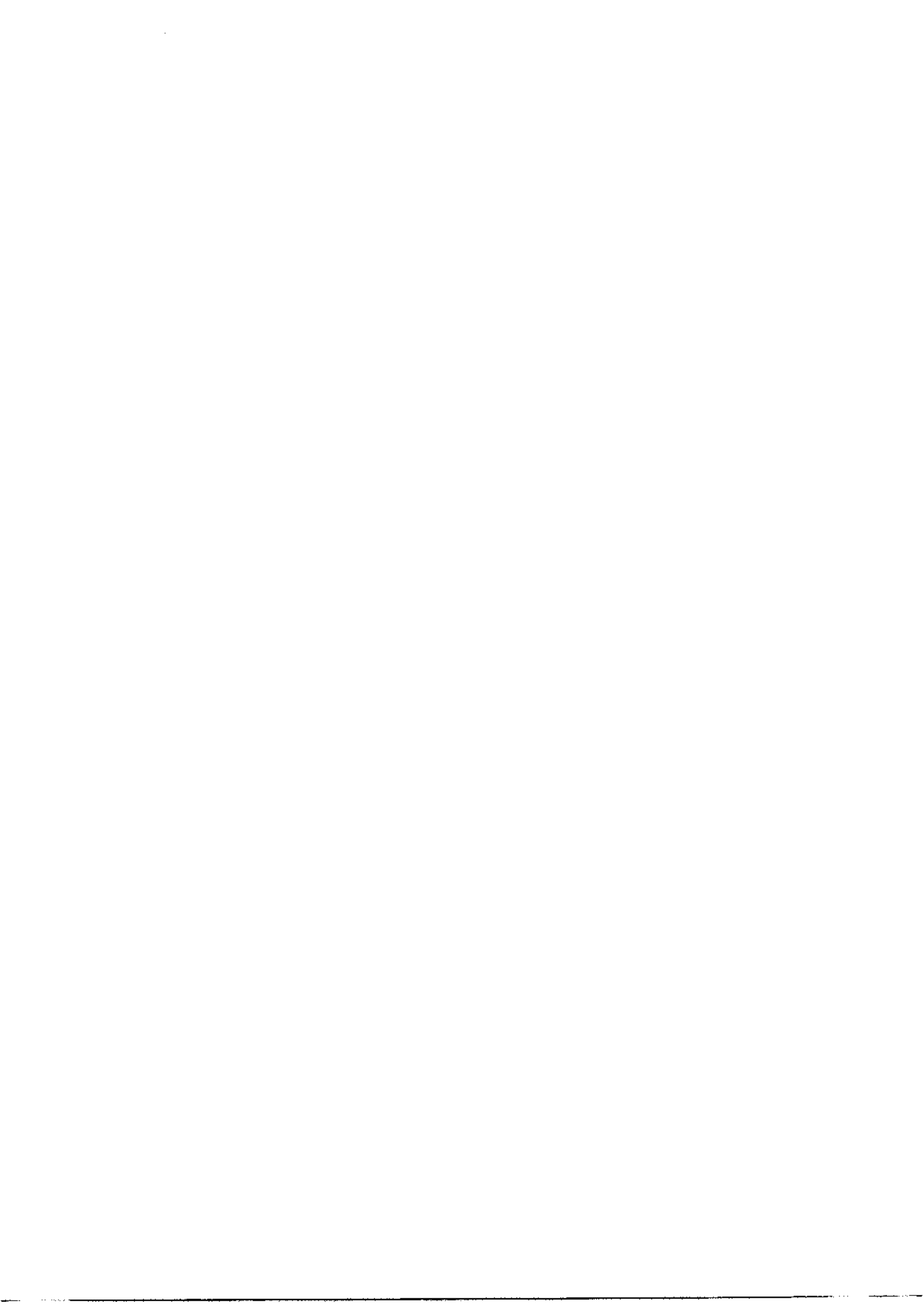
Duties: Manage stock needs analysis and performance. Conduct stores needs analysis. Compile monthly stores specification report and submit to the district office. Compile the stores budget analysis. Compile register of frequently and non -frequent used items. Manage the stores. Implement stores policies, processes and procedures. Receive goods from suppliers. Approve stores received on the system. Monitor the issuing of stores and the Bin cards. File all documents in a chronological order and compile monthly report.

Manage stock taking. Develop stocktaking plan. Check stock against the tally cards and bin cards. Balance the ledger at the end of the year. Identify redundant, non-serviceable and obsolete equipment for disposal. Compile monthly stock-taking reports. Supervise human resource/ staff. Allocate and ensure quality of work. Develop personnel. Assess staff performance. Apply discipline. Provide assets management services. Receive new assets in the cost centre. Monitor the inventory list in the cost centres. Update the inventory list.

POST NO.30 (Ref. S4/2/22/2015/30)

POST : Chief Artisan: (01 post)
Directorate : Maintenance Services
Centre : Vhembe District (Mutale Cost Centre)
Salary Level : Grade A - B
Salary Notch : (OSD) R297 372.00 – R360 870.00 per annum

A. Requirements: Grade 10. Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. (CODE 08/10) Valid Driver's Licence (attach a copy).



Project Management skills. Technical design and analysis skills. Proficiency in computer aided technical applications skills. Skill in legal compliance. Technical report writing skills. Technical consulting skills. Production, process knowledge and skills.

Problem solving and analysis skills. Decision making skills. Team work orientation. Creativity. Change Management skills. Financial Management skills. Communications skills. Customer Focus and responsiveness. Planning and organizing skills.

B. Duties: Manage technical services. Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory 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 and consolidate inputs to the technical operational plan. 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.

Manage finances: 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

Manage people: 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 requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Maintain and advance expertise: Ensure 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.

POST NO.31 (Ref. S4/2/22/2015/31)

Manager : Finance (1 Post)
Directorate : Finance
Centre : Vhembe District (Sibasa)
Salary Level : 11
Salary Package : An all-inclusive package of R569 538.00 per annum



REQUIREMENTS: -

B. degree / National Diploma in Commerce or Financial Management, majoring in Accounting. Three (3) - (five) 5 year`s junior management experience in financial management sector. Expert knowledge of the PFMA, PPPFA, BBBEE, and DORA, Treasury Regulations and Supply Chain Management framework and practice notes. Proven experience in managing budget processes, procurement processes and systems. Ability to provide attention to detail and work well under stressful conditions and communicate at all levels. Strategic capability and leadership skills. People management skills. Financial management skills. Skill in communication strategies. Report writing skills. Valid driver's license (attach copy). Computer literacy in MS Office package.

DUTIES: -

Facilitate and oversee the development of operational/ business plan to give strategic guidelines: Align individual performance to the strategic objectives. Oversee the development and implementation of finance policies, directives and regulations. Monitor and ensure that efficient and suitable work procedures are identified, developed and implemented. Undertake audits on performance and compliance with departmental policies and recommend improvement measures. Conduct human resource review process. Monitor that the district finance activities are aligned to the Treasury activities. Disseminate information on new financial developments. Monitor and evaluate such developments and attend to audit queries.

Provide proper management of assets and inventory: Develop, manage and implement assets and inventory strategies processes and policies/ regulations. Manage district movable assets. Coordinate consolidation of asset and inventory reports. Manage stores and oversee stocktaking and Board of Survey activities. Manage implementation of bids administration: Develop, manage and implement bids administration strategies processes and policies/ regulations. Oversee secretariat services to bids administration committees Manage provision of advisory services to internal and external clients. Manage purchase orders. Manage establishment and update of district supplier database. Monitor implementation of transversal contracts and coordinate district programme demands. Implement procurement risk management and internal controls.

Provide financial management services: Develop, manage and implement salaries strategies processes and policies/ regulations. Develop, manage and implement accounts and expenditure strategies processes and policies/ regulations. Develop, manage and implement revenue collection strategies processes and policies/ regulations. Coordinate consolidation of financial reports and statements. Manage and facilitate district budget by advising, monitoring, projecting & reporting expenditure. Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation: Lead district budget preparations in line with strategic plans & department objectives. Monitor and report on the utilization of equipment. Ensure that the Division is adequately staffed. 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 and manage directorate leave matters.



POST NO.32 (Ref. S4/2/22/2015/32) Re-advertisement

Manager : Monitoring and Evaluation (01 Post)
Directorate : Strategic Management
Centre : Head Office
Salary Level : 11
Salary Package : An all-inclusive package of R569 538.00 per annum

REQUIREMENTS: -

B. degree/ Diploma in Public Administration / Management or equivalent related fields with extensive research background and knowledge. Three to Five years' experience in the monitoring and evaluation environment with a minimum of three (3) years at junior management level or a minimum of 5 years in the related technical fields (Research, ethics, legal and statistical analysis). Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy on monitoring and evaluation. Valid Driver's license (attach -copy).

B. Duties: -

Develop and manage research projects and proposals and ensure that information is deposited in the Provincial Repository. Provide Monitoring and evaluation services in the department and ensure that all MPAT KPA's are adhered to. Ensure that the MPAT standard on Evaluation is not compromised. Analyze information.

Do internal programme evaluations in line with the Department Evaluation Plan.

Ensure that other related duties, responsibilities, obligations and professions are taken care of.

Do business process management. Manage and evaluate organizational performance: Manage and facilitate statutory performance reporting. Manage and evaluate programmes and projects focusing on service delivery. Manage and provide performance information report. Manage compliance and improvement to management performance tool (MPAT) process. Evaluate and analyze data to formulate appropriate implementation intervention to address weakness identified as a result of performance analyses.

Manage and conduct organizational research: Develop operational research plans and strategy. Develop research methodology and sampling techniques. Manage and design research tool and methods (e.g. data gathering tool, questionnaire etc). Facilitate identification of operational challenges and problematic areas. Compile stakeholder consultation plan and strategy. Facilitate and benchmark for improvement measures. Formulate problem solving team, terms of reference and guidelines. Advocate on best solution selection and recommendations of the team. Manage organizational service delivery: Coordinate and develop Batho-pele Programmes.

Facilitate and oversee the development of operational/ business plan to give strategic guidelines. Develop the operational plan to identify what is needed and/or has to be done. Align individual performance to the strategic objective of the directorate. Oversee the development and implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Undertake audits on performance and compliance to departmental policies and recommend improvement measures. Evaluate Programmes to ensure that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures



POST NO.33 (Ref. S4/2/22/2015/33) Re-advertisement

Manager : Business Solutions (01 Post)
Directorate : Strategic Management
Centre : Head Office - Polokwane
Salary Level : 11
Salary Package : An all-inclusive package of R569 538.00 per annum

REQUIREMENTS: -

Three years Diploma in Information Technology/Information Systems or equivalent professional ICT qualifications (NQF 5) (Minimum of 6 years' experience in IT Environment). Expert knowledge of ICT governance frameworks and a good understanding of system Development Life Cycle (SDLC). ITIL and COBIT certification will be advantageous. The candidate must demonstrate high policy development and implementation skills. A valid Driver's licence (attach a copy).

B. Duties: -

Conduct Business processes and systems analysis. Investigate the business and user requirements. Provide user advice on the acquisition of business solutions and assist in the development of business cases. Conduct systems and project feasibility studies. Draft systems specifications by developing accurate and detailed requirements specification documents, user interface guides, and functional specifications for systems to be developed. Develop monitoring and evaluation tools for the systems, quality assurance measures and deliverables, and maintain a change control policy and updates application systems.

