



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
PUBLIC WORKS, ROADS  
AND INFRASTRUCTURE

Ref : S4/1

TO : ALL HEADS OF DEPARTMENTS  
LIMPOPO PROVINCIAL GOVERNMENT

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

**DEPARTMENTAL CIRCULAR NO. 05 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 of evaluation by the South African Qualifications Authority (SAQA). Faxed applications will not be considered.**

**N.B - For 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 shall be communicated by the department.**

3. Applications should be forwarded to:

**The Acting Head of Department  
Department of Public Works, Roads and Infrastructure  
Private Bag X 9490  
POLOKWANE  
0700**

Or hand deliver to **Works Towers Building, No. 43 Church Street, and Polokwane**

4. In cases where a post has 2 or more centres, a separate application for each centre should be submitted and the centre should be clearly reflected on the Z83. Applications which do not reflect a centre will be disqualified.

5. Telephone enquiries should be directed to: Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Justina Moloji at 015 284 7261.
6. The closing date for this advertisement is 15 May 2015 at 16h00. If you have not heard from us within 90 days after the closing date of the advert, kindly regard your application as unsuccessful. Correspondence will be limited to short listed candidates.
7. Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer and women and people living with disabilities are encouraged to apply. Successful candidates will be subjected to personnel suitability checks and security vetting.



ACTING HEAD OF DEPARTMENT

13/04/2015  
DATE

**POST NO.01 (Ref. S4/2/5/2015/01)**

<b>General Manager</b>	<b>:</b>	<b>Infrastructure Planning (01 Post)</b>
<b>Directorate</b>	<b>:</b>	<b>Infrastructure Planning</b>
<b>Centre</b>	<b>:</b>	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>14</b>
<b>Salary Package</b>	<b>:</b>	<b>R 988 152 per annum (All Inclusive)</b>

**A. Requirements: -**

An appropriate Degree in Built environment with at least five (5) years senior management experience within the Infrastructure sector. Six (06) to ten (10) years post qualification experience. Professional registration with relevant built environment councils will be an added advantage. High Computer Literacy with extensive knowledge of Infrastructure management. In-depth knowledge of the Public Service Regulation, PFMA, Treasury regulation, and practice notes, etc. In-depth knowledge of GIAMA. Management experience in design and delivery of infrastructure programmes. Valid driver's license (attach copy)

Strategic capability and leadership. Programme and Project Management skills. Financial Management skills. Change Management skills. Knowledge Management skills. Service delivery innovation. Problem Solving and analysis skills. Client orientation and customer focus. Proficiency Auto CAD or similar programme as well as Project Management of software programmes (i.e. MS Projects, etc.).

**B. Duties: -**

Provide leadership and high- level strategic direction. Establish strategic direction of component to ensure alignment with business plans of the province. Align individual performance to the strategic business objectives as outlined in the component's balance scorecard. Formulate, implement and report on strategic frameworks in the area of functional responsibility. Ensure high co-ordination of workflow of all public sector organizations. Oversee the development of operational plans to give strategic direction to the whole province by managing and coordinating.

Collaborate with other government departments, external and internal stakeholders. Facilitate and ensure stakeholders involvement and participation in the EPWP planning process. Manage relationship with a range of key players and stakeholders. Establish

and maintain good relations within the province and all stakeholders. Coordinate internal and external stakeholders, and develop relations across diverse groups of stakeholders.

Co-ordinate and monitor infrastructure development planning. Conduct research on all infrastructure development related issues and facilitate and advise on all strategic plan related matters. Manage, co-ordinate and advise on infrastructure. Facilitate and ensure stakeholders involvement and participation in infrastructure development process, advice and provide support to the executive committee to facilitate strategic infrastructure decisions. Develop strategic infrastructure maintenance objectives of the department in line with the provincial integrated infrastructure development plan.

Provide design management services. Liaise with affected stakeholders in the design integration and review of the structure and regularised activity. Initiate, design, monitor, implement, review and deliver identified projects and products that sustain the strategic performance of the department. Develop and implement strategies and processes that will facilitate transformation by determining transformation gaps and design appropriate interventions. Ensure proper detailed design and specifications.

Manage and utilise human resources in accordance with relevant directives and legislation. Ensure that the preparations of the budget are in line with the chief directorate and departmental objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensure that spending is maximized in line with strategic objectives. 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, and conflict management. Ensure that Critical Task Performed. Manage inputs in terms of the preparation of the User Asset Management Plan. Review the infrastructure project list in terms of feasibility in collaboration with the client departments.

Assess the suitability of land in terms of multi purposes services to be provided. Development of lifecycle costs. Manage the preparation of Custodian Asset Management Plan as part of the broader C-AMP of the Province. Manage the preparation of IPMP. Manage formulation of procurement strategies of various clients. Manage the preparation of IPIP. Provide inputs to clients in terms of the technical norms and standards. Prepare, sign and manage the implementation of the Service Delivery Agreement. Monitor updating of the document management system and the project management system. Monitor adherence to timeframes, budgets and quality assurance standards for all contracts being implemented.

Report progress regarding implementation of infrastructure projects to relevant Governance structures. Use of funds in the Chief Directorate effectively, efficiently and in compliance with Public Finance Management Act. Undertake strategic management of the Chief Directorate in terms of setting of the visionary and strategic direction, as well as participating in strategic planning. Evaluate performance against agreed performance indicators. Monitor and report on progress and ensure compliance to

service delivery imperatives and legal prescripts. Manage the implementation of the service delivery improvement plan of the Department as it related to infrastructure and property management. Manage the human resources of the Chief Directorate to achieve the pre-determined performance indicators and service delivery imperatives. Cultivate motivated, competent, and appreciated and performance orientated staff and sound labour relations. Ensure the implementation and use of the IDMS throughout all Provincial Departments

**POST NO.02 (Ref. S4/2/5/2015/02)**

**Senior Manager** : **Lease and Municipal Services (01 Post)**  
**Directorate** : **Property and Facilities**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **13**  
**Salary Package** : **R819 126.00 per annum (All Inclusive)**

**A. Requirements:-**

Bachelor's Degree/ National Diploma in Property Management/ Property Law/ Real Estate/ Property Valuation. A minimum of five (05) years' middle management work experience within the property management environment. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act, 1998, Spatial Planning and Land Use Management Act, 2013, Municipal Act, Strategic capability and leadership skills. Valid driver's license (attach copy)

**B. Duties**

**Lease Management:** Develop business case/plan for lease management. Manage and develop lease policy and processes. Manage service level agreements. Manage the provincial leases. Manage and analyse needs using space norms and standards. Manage the Departmental Bid Adjudication Committee for authority to negotiate with landlords around the needs. Manage renewal of contracts:-Manage and develop lease renewals policy and processes. Negotiate new offer for extension of leases. Interrogate the offer according to market prices. Negotiate with the landlord where necessary.

Facilitate and present the offer to the departmental bid adjudication committee for approval. Facilitate signing of revised service level agreement.

**Rental Management:** Develop and business case/plan for rental management. Manage and provide rental accommodation. Manage and oversee the provision of rental accommodation in the province. Manage and develop rental management plan and strategies. Manage and liaise with tenants of renewal of rental accommodations. Manage the provincial accommodation register. Research and facilitate the development of rental contracts with legal services. Manage and oversee the adherence of rental contracts. Monitor adherence to stipulated terms and conditions of the contracts. Manage and develop rental collection policy and processes. Manage and develop rental collection plan and strategies. Manage and monitor reporting on rental collection. Manage and develop rental recovery plans and strategies. Manage and develop refunding policy and strategies. Report and reconcile on provincial rental collection. Report and analyse district rental collection pattern. Manage and Acquire progress report on recovery from legal services.

**Municipal services:**

Develop and business case/plan for municipal services. Manage payment of rates and taxes. Manage payment of municipal levies. Manage and develop and implement valuation policy and processes. Manage and develop strategies and plan for property valuations. Manage and conduct research on valuation.

Manage and research property rights for zoning processes and awarding of zoning certificates.

**POST NO.03 (Ref. S4/2/5/2015/03)**

**Chief Construction Project Manager: Maintenance (01 post)**

<b>Directorate</b>	<b>:</b>	<b>Maintenance Management</b>
<b>Centre</b>	<b>:</b>	<b>Capricorn District, Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>Grade A</b>
<b>Salary Package</b>	<b>:</b>	<b>R756 999.00 per annum (all inclusive)</b>

**A. Requirements:**

National higher diploma (Built Environment field), with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP / B Tech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP/Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered

Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

**Technical Competencies:** Programme and project management, Project management skills, Proficiency in principles and methodologies. Project skills. Professional judgement, Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting.

**Generic Competencies:** Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management skills, Customer focus and responsiveness. Communication skills, Computer skills, People management. Planning and organising. Conflict management. Negotiation skills. Change management. Valid driver's license (attach copy).

#### **B. Duties: -**

Project design and analysis effectiveness. Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives.

Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management.

Governance: Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within

and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives

**Post No. 04 (REF. S. 4/2/5/2015/04)**

**Construction Project Manager : Production (01 post)**  
**Directorate : Construction Management**  
**Centre : Head Office, Polokwane**  
**Salary Level : Grade C**  
**Salary Package : R672 000.00 per annum (all inclusive)**

**A. Requirements:**

National Higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience/B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience/Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

**Knowledge of the following competencies:** Programme and project management, Engineering, legal and operational compliance; Engineering operational communication and process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Research and development skills, knowledge of Computer- aided engineering applications. Creating high performance culture. Technical consulting skills, Engineering skills and professional judgement. Creativity. Strategic capability and leadership. Problem solving and analysis. Team Leadership and Decision Making. Change management. Planning and organizing skills. People management and communication skills, Financial Management skills, Customer focus and responsiveness, Computer skills. A valid driver's license.



## **B. Duties: -**

Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements: Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects.

**Project accounting and financial management:** Report project progress to the Chief Construction Project Manager. Manage project budget and resources.

**Office administration:** Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management. Maintain the record management system and the architectural library. Utilise allocated resources effectively.

**Research and development:** Keep up with new technologies and procedures. Research/ and read literature on new developments of project management methodologies and liaise with relevant bodies/ councils on project management.

## **POST NO.05 (Ref. S4/2/5/2015/05)**

<b>Manager</b>	<b>:</b>	<b>Corporate Services (2 Posts)</b>
<b>Directorate</b>	<b>:</b>	<b>Corporate Services</b>
<b>Centre</b>	<b>:</b>	<b>Sekhukhune District and Mopani District</b>
<b>Salary Level</b>	<b>:</b>	<b>11</b>
<b>Salary Package</b>	<b>:</b>	<b>R532 278.00 per annum (All Inclusive)</b>

## **A. REQUIREMENTS:**

B degree / Diploma in Human Resource; Public Administration/Management or an equivalent qualification; 3-5 years' experience in a corporate services environment with a minimum of three (3) years at 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. Decision making.

Team leadership. Creativity. Financial management skills. Customer focus and

responsiveness. Communication skills. Computer skills, People management skills. Planning and organising. Conflict management skills.

**B. Duties:**

Manage Human Resources services. Develop Human Resource Management policy in line acts, regulations and directives. Develop and manage Resource Management policy, strategies and processes. Manage and populate the district Human Resources plan. Manage and oversee the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate district head count. Manage and approve PERSAL transaction. Manage and coordinate resignation (death, retirement and resignation). Manage awarding of long service recognition. Manage and coordinate benefits, state guarantees and housing allowances.

Manage employee wellness. Develop employee wellness policy in line acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety.

Manage auxiliary services in the district. Manage District's Government owned and subsidised motor transport.

Manage Telecommunication systems of the District. Manage provisioning and distribution of Labour Saving device and disposal of waste papers. Manage provisioning and distribution of office and domestic services. Manage records. Develop and monitor implementation of records management policies, strategy, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records. Manage and identify vital records and retention periods.

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.). Prepare the budget in line with strategic plans, operational plan and department objectives. 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'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. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**POST NO.06 (Ref. S4/2/5/2015/06)**

**Manager : Monitoring and Evaluation (01 Post)**  
**Directorate : Strategic Management**  
**Centre : Head Office, Polokwane**  
**Salary Level : 11**  
**Salary Package : R532 278.00 per annum (All Inclusive)**

**A. Requirements: -**

B. degree/ Diploma in Public Administration/ Public Management/ Planning or an equivalent. 3-5 years' experience in monitoring and evaluation environment with a minimum of three (3) years at management level. Valid Driver's licence. (attach a copy). Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy on monitoring and evaluation.

Strong Evaluation and Research background. Experience in Performance information audit process, analysis of evidence on Public policies and programmes and management of Departmental Research Projects. The ability to contribute to the development of monitoring and evaluation frame work. Programmes reviews and impact assessment.

**B. Duties: -**

Manage and monitor organisational performance: Manage and develop monitoring policies, strategy, plans and processes. Develop and manage monitoring frameworks. Manage and develop monitoring tools and systems. Develop unit procedures for corporate performance and monitor compliance. Monitor early identification of performance information challenges and ensure challenges are addressed to avoid qualified opinion on performance. Oversee that monitoring tools systems, manuals are in line with prescripts and auditable. Develop and maintain organisational performance management and accountability. Manage performance reviews to assess the achievements of performance targets and pre-determine commitments against operational plan. Manage and prepare performance information inputs.

Manage and evaluate departmental performance: Manage and evaluate policies, strategy, plans and processes for proper reporting. Develop and manage evaluation frameworks. Manage and develop reporting tools and systems. Develop and facilitate organisational reporting structures and mechanisms. Manage and facilitate statutory performance reporting. Manage and evaluate programme and projects focusing on service delivery. Manage and provide performance information report.

Manage compliance and improvement to management performance tool (MPAT) process. Evaluate and analyse data to formulate appropriate implementation intervention to address weakness identified as a result of performance analyses. Develop and manage research projects

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.). Develop research proposals. 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: Manage and develop service delivery plans and strategy. Manage and develop customer care plan. Coordinate and develop Batho-Pele Programmes. Manage and provide customer care and complaints management strategy.

Manage and oversee effectiveness and efficiency of service delivery initiatives. Manage and conduct client satisfaction survey. Drive and monitor organizational service delivery improvement projects. Provide secretariat to service delivery steering committee. Manage improvement on service delivery outputs and outcomes.

**POST NO. 07 (Ref. S4/2/5/2015/07)**

**Manager : Disposal and Transfer management**  
**Directorate : Property and Facilities Management**  
**Centre : Head Office, Polokwane**  
**Salary Level : 12**  
**Salary Package : R630 822.00 per annum (all inclusive)**

**A. Requirements:-**

An appropriate NQF level 6 qualification in Property management/ Real Estate or equivalent qualification with at least 4 years working experience in the property management environment. Knowledge of Property management, Land Management and Disposal Plan. Knowledge of Budgetary process. Knowledge of Public Finance Management Act, Preferential Procurement Policy Frame Work Act, Treasury Regulations and Public Service Act and Regulations. Valid driver's license (attach copy).

**B. Duties: -**

The incumbent will be responsible for managing the disposal of state land and immovable property. Administer disposal and donations of property and provincial government land. Coordinate transfer of provincial government land and assets. Manage liaison with the municipalities on identification of properties to be transferred and ensure the verification of registered R293 towns. Manage the process of acquisition of clearance certificates for towns to be transferred to municipalities. Ensure the preparation of Deed of Transfer and signing by both parties. Ensure the re-acquisition of properties by the provincial and national governments of those properties meant for provincial and national use respectively.

**POST NO.08 (Ref. S4/2/5/2015/08)**

<b>Deputy Manager</b>	<b>:</b>	<b>Advisory Services (01 Post)</b>
<b>Directorate</b>	<b>:</b>	<b>Demand and Acquisition Management</b>
<b>Centre</b>	<b>:</b>	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>09</b>
<b>Salary Notch</b>	<b>:</b>	<b>R 270, 804.00 per annum</b>

**A. Requirements: -**

B. degree / Diploma in Supply Chain Management/ Public Management. 3 - 5 years supervisory position 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. Knowledge of Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA.

Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership skills. Creativity. Financial management skills. Customer focus and responsiveness. Communication skills. People management skills. Planning and organising. Conflict management skills. Computer skills.

**B. Duties: -**

Develop Supply Chain Management policy. Develop Supply Chain Management policy in line with the Supply Chain Management acts, regulations and directives. Provide policy advocacy by:

Facilitating the development of new policies, guidelines, procedures and practice notes.  
Facilitating the approval of policy, guidelines, procedures and practice note.  
Conducting workshop of approved policy, guidelines, procedures and practice note.  
Customising Provincial and National policy, guidelines, procedures and practice note.  
Providing Supply Chain Management policy applications and compliance. Implement Supply chain Management policy application and compliance strategies. Monitoring compliance to legislative requirements and signing of relevant documents by Supply Chain Management Practitioners.

Provide Supply Chain Management helpdesk. Provide advice and assistance to prospective contractors/ service providers on bidding matters. Attend to complaints from dissatisfied contractors/ service providers by accessing the evaluation reports. Attend to SCM queries. Attend to CiDB related enquiries and queries

Provide Supply Chain Management capacity building. Implement capacity building strategies, processes and procedures. Consolidate FAQ's (Frequently Asked Questions) from internal and external stakeholders to inform training programme. Organising and conduct training sessions/ workshop for internal and external stakeholders.

**POST NO.09 (Ref. S4/2/5/2015/09)**

**Deputy Manager : Knowledge Management (01 Post)**  
**Directorate : Human Resource Development**  
**Centre : Head Office, Polokwane**  
**Salary Level : 09**  
**Salary Notch : R 270, 804.00 per annum**

**A. Requirements: -**

B degree / Diploma in Information Management/ studies/ science; Archival/Library studies; Knowledge Management. Valid Driver's licence (Attach a copy). 3 - 5 years supervisory position in the relevant environment.

Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, Implementation and interpretation. Strategic capability and leadership. Problem solving and analysis skills. Team leadership skills.

Creativity. Decision making and Information Sharing skills. Financial management skills. Planning and organising skills. People management skills. Conflict management skills. Customer focus and responsiveness. Communication skills. Computer skills.

**B. Duties: -**

Provide information services. Implement Information Management Plan. Implement information management policies, strategies, guidelines and processes. Facilitate information management committee meetings. Monitor and evaluate of information services. Provide feedback to source points. Create a culture of information utilization in the institution. Implement and maintain information resource center. Maintain facility information database. Conduct research in information. Coordinate training for relevant personnel on information management.

Provide knowledge management and sharing programmes. Develop and implement knowledge management framework, policies, strategies, guidelines and processes. Implement knowledge management and innovation plan. Implement and monitor knowledge transfer strategy and plan. Monitor and evaluate knowledge management plan. Facilitate the establishment of knowledge management steering committee and knowledge sharing structures. Provide knowledge management awareness. Capacitate knowledge management champions to promote knowledge sharing. Implement a knowledge culture (including promoting open communication collaboration and knowledge sharing) between partners. Facilitate sharing of best practices, know-how and expertise between partners. Capture and document best practice of partners to enable dissemination of findings and information from the information providers. Establish sharing relation with all stakeholders/partners to identify information and knowledge requirements.

Provide library services. Implement library policies, strategies, guidelines and processes. Implement library management Plan. Provide library budget. Provide and maintain library asset register. Provide and maintain the library. Provide and maintain a library database and systems. Implement intranet and website policies, strategies, guidelines and processes. Implement and maintain knowledge repository/ port and ICT – based knowledge platforms. Provide and maintain the repository. Provide and maintain the departmental website and intranet.

**POST NO.10 (Ref. S4/2/5/2015/10)**

**Deputy Manager : Occupational Health and Safety (01 Post)**

**Directorate : Employee Health and Wellness**

**Centre : Head Office, Polokwane**

**Salary Level : 09**

**Salary Notch : R 270, 804.00 per annum**

**A. Requirements: -**

B degree / Diploma in Occupational Health and Safety or an equivalent qualification. SAMTRACK certificate will be an added advantage. Valid Driver's licence .3- 5 years Supervisory position in the relevant environment.

Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Occupational Health and Safety Act. Compensation of Injury on Duty Ac. Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity. Financial management skills. Customer focus and responsiveness. Planning and organising skills, People management skills, Conflict management skills, Communication skills. Computer skills.

**B. Duties: -**

Provide Occupational Health and Safety. Implement Occupational Health and Safety Plan. Implement Occupational Health and Safety policies, strategies, guidelines and processes. Implement Safety, Health, Environment, Risk and Quality (SHERQ) programmes. Facilitate the appointment of SHE Reps, Fire Fighters and First Aiders/Practitioners. Conduct medical surveillance. Provide and integrate the WHP policy. Coordinate Occupational Health and Safety awareness campaign and training of safety structures. Draft specifications for Occupational Health and Safety equipment's. Compile Occupational Health and Safety performance report and audits. Provide training and mentoring of Occupational Health and Safety structures within the cost centres and districts office. Maintain the Occupational Health and Safety intervention plan. Consolidate district Occupational Health and Safety reports. Co-ordinate and integrate a disaster management contingency plan for the Department and its facilities. Liaise with stakeholder Departments and other service providers on the promotion of OHS programmes.



Provide Compensation of Injury on Duty. Compile regulatory reports on injuries on duty for Department of Labour and HOD. Investigate incidents and accidents in the workplace. Liaise with stake holders departments and other service providers on the promotion of OHS and COLD matters. Provide reports on all I.O.D cases attended to and liaise with the Commissioner for Compensation through the Premier's office. Oversee Management of injury on duty records and statistics. Facilitate payment of service providers. Maintain safekeeping of injury on duty records. Maintain database of service providers.

Coordinate and integrate a disaster management contingency plan for the department and its facilities. Identification of potential disasters in the department. Ensure implementation of the contingency plan and disaster management program. Maintenance of stakeholders relations with fire department, hospitals etc. Implement operational/ business plan of the directorate. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new information, monitor and evaluate such information. Attend to audit queries and monitor compliance to audit corrective measures.

**POST NO.11 (Ref. S4/2/5/2015/11)**

**Deputy Manager** : **Employee Assistance Programme (02 Posts)**  
**Directorate** : **Corporate Services** :  
**Centre** : **Vhembe District & Sekhukhune District**  
**Salary Level** : **09**  
**Salary Notch** : **R270 804.00 pa**

**A. Requirements:-**

An appropriate NQF level 6 qualification in Social Work / Nursing or an equivalent qualification with at least 3 years working experience in the counselling environment; Ability to interpret and apply policy; Knowledge of Professional counselling and referral; Workshop presentation and facilitation; Basic research and report writing skills.

**B. Duties: -**

The incumbent will be responsible Manage and implement OHS (Occupational Health and Safety) services. Implement, setup and maintain database of occupational health and safety records.

Maintain management information by providing statistics for HIV and AIDS and for national benchmarks with the national intergrated HIV- AIDS Strategy.

Compile Regulatory reports on injuries on duty for the Senior Manager: Employee Wellness. Advice Sub- Programmes in the district on strategic management of health matters in the work place. Advice on implementation of a comprehensive SHERQ programme for service delivery improvement in the district.

**POST NO.12 (Ref. S4/2/5/2015/12)**

**Deputy Manager** : **Risk Planning (02 Posts)**  
**Directorate** : **Corporate Governance and Risk – Management**  
**Centre** : **Head Office, Polokwane**  
**Salary Level** : **09**  
**Salary Notch** : **R 270, 804.00 per annum**

**A. Requirements: -**

B degree / Diploma in Risk Management or Auditing or an equivalent qualification. 3 - 5 years supervisory position in the relevant environment .Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of Treasury Regulations and instructions, PFMA and Auditing. Valid driver's license (attach copy)

Problem solving and analysis skills. Decision making. Team leadership skills. Creativity. Financial management skills. Customer focus and responsiveness. Communication skills. Computer skills. Planning and organising skills. People management skills. Conflict management skills. Leadership skills. Policy interpretation, Report writing skills. Project management skills.

**B. Duties: -**

Provide risk management strategies. Develop a risk management strategy and translate the institution's risk strategy into an implementation framework. Mitigate risk management strategies are against the identified risks. Monitor and ensure continuous improvement in internal risk control systems and procedures to improve financial and other risk issues. Evaluate and improve the effectiveness of risk management measures and procedures. Coordinate and ensure compliance and implementation of legislation, policies, programs, projects, processes & procedures for a peaceful work environment. Conduct threat and risk assessment (TRA).

Manage and provide advice with regard to risk management. Implement risk management policies, strategies and processes. Implement risk management plan.

Conduct risk analysis of projects across the institution. Integrate risk management with other planning and management activities.

Continuously and regularly conduct risk assessments to identify emerging risks and report accordingly. Liaise with other units such as Antifraud & Anti-corruption with regard to identified high risk areas. Implement training and awareness interventions and ensure risk awareness throughout the institution. Administer risk analysis projects and ensure that risks attached to each component are addressed. Conduct research/analysis regarding risk strategy especially in asset management and SCM.

Provide risk management awareness campaigns. Develop awareness campaign plan. Ensure the implementation of awareness campaign programs. Present and conduct training sessions or workshops throughout the institution. Ensure attendance of all targeted groups. Develop evaluation tool. Evaluate the effectiveness of the programs. Analyze the impact of the programs and gets inputs from stakeholders. Review the programs.

**POST NO.13 (Ref. S4/2/5/2015/13)**

<b>Deputy Manager</b>	<b>:</b>	<b>Leave Management (01 Post)</b>
<b>Directorate</b>	<b>:</b>	<b>Human Resource Services</b>
<b>Centre</b>	<b>:</b>	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>09</b>
<b>Salary Notch</b>	<b>:</b>	<b>R 270, 804.00 per annum</b>

**A. Requirements: -**

B degree / Diploma in Human Resource Management, Public Management, Public Administration or an equivalent qualification. 3 - 5 years supervisory position in the relevant environment. Valid Driver's licence. 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, Decision making, 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.

**B. Duties: -**

Monitor leave auditing. Develop leave auditing policy, guidelines and procedures.

Verify/ Certify audited files for transferred, transferring officers and serving employees. Verify/ Certify audited files for terminated officers in the department.

Facilitate submission of audited file for payment of leave gratuity to Risk Management for CFO's authorisation. Approve leave gratuity and leave discounting transactions on Persal system. Check correctness of advices issued to salary section for payment purposes. Compile reports on payments made. Responds to Audit queries.

Monitor leave utilisation and processing. Develop and implement leave management policy and procedures. Facilitate submission of leave plans for 10 days leave (compulsory leave) that must be taken consecutively at the beginning of each leave cycle. Monitor the utilization of planned leave days and group them per months. Facilitate report on non – utilization of previous leave cycle (forfeited days). Assess the responses and report to the Senior Manager and General Manager.

Facilitate payment of declined leave applications (unused leave days). Approve transaction for leave discounting. Approve registered leave application in the system before they are send to registry for filling. Monitor the implementation of 8-week rule. Check exceptions reports and take appropriate action. Conduct leave workshops. Disseminate information with regard to new development by means of internal memorandums. Respond to audit queries.

Manage attendance and leave registers: Coordinate the program on attendance register and leave register audits. Ensure that leave registers are updated regularly. Consolidate reports and inform the HOD about the findings of the audits conducted. Inform the directorates and districts about the findings and request them to report on the corrective measures. Check progress. Assess the responses and inform the Senior Manager and GM for directive. Check if the recommendations are implemented as approved by HOD. Offer advices with regard to the management of the registers. Provides on the job training. Responds to related audit queries.

Manage implementation of PILIR. Develop and monitor PILIR policy and procedures. Provide advice on PILIR issues. Offer assistance/ in house training. Compile monthly reports on status/ progress concerning implementation of PILIR. Respond to related audit queries. Manage the register for filling PILIR documents. Provide monthly head count. Receive and verify invoice for payment. Monitor payment advice.

**POST NO.14 (Ref. S4/2/5/2015/14)**

<b>Deputy Manager</b>	<b>:</b>	<b>Skills Development (01 Post)</b>
<b>Directorate</b>	<b>:</b>	<b>Human Resource Development</b>
<b>Centre</b>	<b>:</b>	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>09</b>
<b>Salary</b>	<b>:</b>	<b>R 270, 804.00 per annum</b>

**A. Requirements**

B degree / Diploma in Human Resource Management / Public Administration or Management or an equivalent qualification; 3 - 5 years' experience in skills development environment. Valid driver's license (attach copy).

**B. Duties**

Provide human resources development programs: Facilitate and implement human resource development policies, strategy, processes and procedures. Develop and implement a work-place skills plan. Co-ordinate and/or outsource in-house training, courses, seminars and workshops. Implement "Investors in People Standard" and mentorship programme. Facilitate human resources training & development, compile and submit annual training reports. Compile Skills Development programme. Administer recognition of prior learning and competency assessments through the HRD quality and information management system.

Co-ordinate and oversee the implementation of learnerships and internship: Facilitate and implement Learnership and internship, strategy, processes and procedures. Facilitate the identification of areas for Learnership and Internship and align with the departmental strategic plan and SETA. Monitor and administer Learnership agreements. Disseminate information on learnerships through roadshows, enquiries, workshops and exhibitions. Monitor the accessibility and applicability of learnerships, qualifications and unit standards. Develop Learnership curriculum. Coordinate recruitment and selection of learners. Maintain learning records and learner profiles

Manage the administration of departmental bursary scheme mentorship and scholarship programme: Facilitate and implement bursary policies, strategy, processes and procedures. Facilitate the appointment of bursary adjudication committee members. Provide secretariat services to the adjudication committee meeting. Facilitate and co-

ordinate the recruitment and selection of prospective bursaries. Coordinate the scholarship programme. Facilitate and implement bursary programme and strategies.

Monitor completion of bursary contracts. Develop bursary database. Facilitate and strengthen contacts and build relationships with students and institutions. Co-ordinate and ensure proper and efficient management of study leaves. Participate on career exhibition program, Open day sessions and support programmes. Compile submission for bursary approval. Report on expenditure (debt) processes. Monitor compliance of bursary holders to terms and conditions of bursary contract. Communicate breach of terms and conditions of bursary holders

**POST NO.15 (Ref. S4/2/5/2015/15)**

**Deputy Manager : Acquisition Management (01 Post)**  
**Directorate : Demand and Acquisition Management**  
**Centre : Head Office, Polokwane**  
**Salary Level : 09**  
**Salary : R 270, 804.00 per annum**

**A. Requirements: -**

B degree / Diploma in Supply Chain Management/ Public Management. 3 - 5 years' experience in the relevant environment. Valid Driver's licence; Knowledge of relevant Public Service Acts, regulations and frameworks; Knowledge and understanding of policy analysis, development and interpretation; Treasury Regulations; Supply Chain Management procedures. Procurement Procedures, PFMA, DORA and PPPFA.

Strategic capability and leadership, Problem solving and analysis skills. Decision making. 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.

**B. Duties: -**

- Provide acquisition of goods and services. Monitor and implement acquisition management policy, strategies and processes. Monitor and implement acquisition plan.
- Facilitate appointment of specification committee. Provide secretariat services for the Bids Administration committee. Consolidate requests for invitation of bids and quotation.

Prepare and monitor that bids documents adherences to National Treasury format for goods and services.

Standard Bidding Documents (SBD's). Prepare bids invitation documents to provincial Treasury for publication:

- Determine bid document prices for each in accordance with norms and standards.
- Determine correctness of grading's for the built environment bids.
- Determine closing date in line with the approved time frames.
- Consolidate advert of bids for consideration and approval.
- Monitor submission of approved advert to provincial treasury.
- Verify that bulletin is according to the approval and issue out an addendum to rectify the errors where necessary.

Monitor issuing of bids documents. Monitor quotation invitations. Monitor opening of bids and quotations. Verify and advice on specifications.

- Provide BAC secretariat services. Prepare submission to appoint member of the BAC. Facilitate clearance of appointed members. Facilitate logistical arrangements for BAC meetings. Provide secretariat function to the BAC. Monitor the implementation of BAC.
- Provide bids evaluation. Monitor and implement bids evaluation policy processes and procedures. Monitor and implement guidelines for appointment of a bids evaluation committee. Manage the registration of received bids and quotation documents from the bid box for evaluation. Facilitate the appointments BEC. Facilitate and prepare appointment letters for BEC members. Hand over appointment letters, the code of conduct and oath of secrecy to BEC members. Facilitate security clearance for members of the BEC. Facilitate and monitor evaluation of bids and quotations.
- Present to the BAC. Present submissions. Respond to questions pertaining to submissions. Manage and co-ordinate submissions that are referred back and conditionally approved. Provide advice on evaluation criteria:
  - Initiate new evaluation criteria to comply with new requirements and challenges.
  - Provide expert advice on evaluation criteria and interpretation.Customise and implement any changes on standard evaluation criteria.
- Implement operational/ business plan of the directorate. Implement operational plan and monitor that identified activities are performed. Facilitate alignment of individual performance to the strategic objective of the directorate. Facilitate and monitor the implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Monitor that departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such developments. Attend to audit queries and monitor compliance to audit corrective measures.

**POST NO.16 (Ref. S4/2/5/2015/16)**

<b>Personnel Practitioner</b>	<b>:</b>	<b>Labour Relations (01 Post)</b>
<b>Directorate</b>	<b>:</b>	<b>Human Resource Services</b>
<b>Centre</b>	<b>:</b>	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>08</b>
<b>Salary</b>	<b>:</b>	<b>R227, 802.00 per annum</b>

**A. Requirements: -**

Diploma /Degree in Labour Relations or equivalent; 2-3 years' experience in Labour Relations; Valid drivers' license (Attach a copy).

**B. Duties: -**

Handle Misconduct cases as per Disciplinary Code & Procedures: Investigate on cases forwarded. Compile a findings report to the sectional head; Compile a report to the head of the department for approval; Invite the panel members for the proceedings. Provide secretariat services during the proceedings; Compile a submission to the Head of Department regarding the outcome of the hearing. Compile a submission to HRM for implementation of the outcome if no appeal; Compile a submission for Appeal to the MEC if the employee appealed against the outcome of the hearing. Communicate the outcome of appeal to the employee. Submit the outcome to HRM for implementation.

Handle Grievances and Disputes Resolution: Investigate the grievances. Compile a report to Head of Department for approval. Provide secretariat services during the proceedings. Assist in drafting the documentation to the PSC for consideration. Compile a report to the head of department. Advise on Labour Relations: Conduct workshops on labour relations; Provide inputs in relation to labour relation issues.

Administer Strikes: Collect data during strikes. Compile final strike documentation. Provide secretariat services during the strike management committee meetings. Coordinate consultative forums and collective bargaining structures in the Department. Arrange labour-management consultative forum. Invite inputs from parties and prepare the agenda for the forum. Distribute the agenda and minutes of the forum. Provide secretariat services during the meetings. Facilitate follow-ups on outstanding issues.



**POST NO.17 (Ref. S4/2/5/2015/17)**

<b>Personal Assistants</b>	<b>:</b>	<b>SMS Offices (08 Posts)</b>
<b>Directorate</b>	<b>:</b>	<b>Monitoring and Evaluation; Strategic Planning; HRS; Corporate Services; EPWP; Office of the HOD, CFO's Office, Risk Management</b>
<b>Centre</b>	<b>:</b>	<b>Head Office, Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>07</b>
<b>Salary</b>	<b>:</b>	<b>R 183 438.00 per annum</b>

**A. Requirements:-**

Secretarial Diploma or equivalent with 3- 5 years' experience in secretarial environment. OR Grade 12 /National Senior Certificate (Vocational) coupled with Office Administration /Secretarial Certificate and a minimum of 5years experience in a secretarial environment, Basic knowledge on financial administration. Knowledge on relevant legislation/ policies/ prescripts and procedures. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good telephone etiquette. Computer literacy. Good grooming and presentation. Good people skills, high level of reliability written communication skills.

**B. Duties:-**

Provide a secretarial/ receptionist support service to the manager. Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Perform advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Record the engagements of the senior manager: Utilise discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitise/ advise the manager regarding engagements.

Render administrative support services: Compile realistic schedules of appointments. Ensure effective flow of information and documents to and from the office of the manager. Keep safe all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collate and compiles reports e.g. Progress reports, Monthly reports and Management reports. Scrutinise routine submissions/ reports and make notes and/ or recommendations for the managers. Responds to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on

behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manage the leave register and telephone accounts of the unit. Handle the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports.

Provides support to manager regarding meetings. Scrutinise documents to determine actions/ information/ other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/ decisions and communicates to relevant role – players, follow – up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget.

Collects and coordinates all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keeps records of expenditure commitments, monitors expenditure and alerts manager of possible over – under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and inform the manager of changes.

Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

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