



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE



Ref : S4/1  
TO : ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL GOVERNMENT  
ALL QUALIFYING APPLICANTS  
  
FROM : HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS AND INFRASTRUCTURE

### DEPARTMENTAL CIRCULAR NO 36 OF 2026: ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited to apply for the vacant posts, which exist in the department.
2. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <http://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the Z83 form obtainable from any Public Service Department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za). Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system.
3. Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he/she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The Z83 form must not be used in isolation during the selection process. The selection committee must refer to the applicant's curriculum vitae (CV) for additional relevant information. Part F: All applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment, as their prior employment can be verified through their CV.
4. Part A, Part B, C and Part D: applicants may leave questions blank, mark them as not relevant, and use dashes or N/A if they do not apply to them or the position they are applying for.
5. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/ dates).
6. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment.
7. All shortlisted candidates including Senior Management Services (SMS) posts will be subjected to two pre-entry assessments, a Technical /practical exercise and integrity (Ethical Conduct) Assessment, the logistics of which will be communicated by the Department.

8. The successful candidate will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the applicable prescripts.
9. Following the interview process, the Selection Panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
10. Shortlisted candidates will be subjected to personal suitability checks.
11. Applications for **Head Office** posts should be forwarded to:

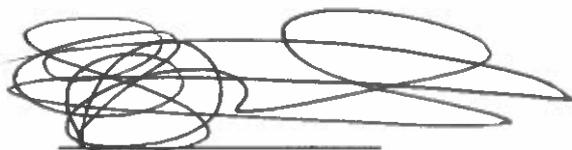
**The Director: Human Resource Management**  
**Department of Public Works, Roads and Infrastructure**  
**Private Bag X9490**  
**POLOKWANE**  
**0700**

Or hand delivered to Works Towers Building, First Floor General Registry, 43 Church Street, Polokwane, 0699. **District posts should be directed to the attention of the District Directors using the addresses below:**

Capricorn District	Mopani District	Sekhukhune District	Vhembe District	Waterberg District
Private Bag X9378 Polokwane, 0700 Tel 015 287 5613/5610/5611/5612	Private Bag X576 GIYANI, 0826 Tel 015 811 4000	Private Bag X02 Chuenespoort 0745 Tel: 015 636 8300/ 8330	Private Bag X2248 Sibasa , 0970 Tel: 051 963 3790	Waterberg District Private Bag X1028 Modimolle, 0510 Tel: 014 718 3000/ 3040/ 3052/3027
Or hand delivered to: 15 Landros Mare Street, next to Correctional Services	Or hand delivered to: 570 Parliamentary Building, Giyani	Or hand delivered to: Lebowakgomo Zone A, next to Traffic Department	Or hand delivered to: Traffic and Raluswielo Street, Sibasa	Or hand delivered to: Cnr. Thabo Mbeki & Elias Motsoaledi Modimolle
Enq.: Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP	Enq.: Mr Malesa P, Ms Mabunda KS & Ms Bila P	Enq. Ms. Makalela RC & Ms Mankge MJ, Mathabatha MJ	Enq.: Mr Mavhungu MF, Ms Muthabi M & Mr Tshipuke TI	Enq: Ms. Mokonyane, Ms Hlaole PE & Ms Rammala MY

12. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government and qualifying applicants.
13. **N.B The applicants who have applied before, for the posts that are indicated as re-advert need to re-apply again for the posts mentioned as re-advert.**
14. All general enquiries should be directed to Ms. Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, and Ms. Motsai S at 015 284 7570/ 7586 / 7663/7627/7262.
15. The closing date for submission of applications is **27 March 2026 at 16h30**. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>.

16. All Shortlisted candidates must bring certified copies of all qualifications, certificates, Identity Document and valid driver's license.
17. Late applications will not be considered.
18. 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, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
19. The contents of this circular will also be posted on the following websites [www.dpw.limpopo.gov.za](http://www.dpw.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Department social media
20. Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.
21. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.
22. The department reserves the right **NOT** to fill in the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.



**Mr. Phukuntsi MJ**  
**Head of Department**

02/03/2026  
Date

**ADVERTISEMENT OF LEVEL 2- 14 POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE**

**Post No. 01** : Director: Auxiliary Services  
**Ref. No.** : S.4/3/8/98  
**Component** : Auxiliary Services  
**Salary Notch** : R1 266 714.00 per annum  
**Salary Level** : 13  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** Grade 12/Matric certificate and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation.

**KEY PERFORMANCE AREAS:** **Manage the provision of office services:** Develop, manage and implement Office Services Plans. Provide office furniture, equipment, protective clothing and printing services. Manage requisitions and purchase orders. Develop and manage telecommunication strategy, policy and practices. Administer hired labour saving devices. Manage the provision of cellphones and landline services. Manage the departmental switchboard services. **Manage the provision of fleet management services:** Develop and monitor Fleet management procedures and ensure adherence to mandates and directives. Develop, manage and implement Fleet management plans. Facilitate transport acquisition and disposal. Manage subsidised vehicles. Manage government vehicles. Manage theft and accident cases. **Manage the provision of records and knowledge management services:** Manage the departmental records services. Manage the implementation of electronic records management system. Manage disposal of old records. Manage postal and messenger services. Provide Information management, Knowledge management and innovation plan. Manage and conduct research in information management systems. Provide knowledge transfer strategy and plan. Provide knowledge management implementation plan and monitoring and evaluation tool. Provide knowledge management steering committee and knowledge sharing structures. Provide knowledge management awareness and capacitation of knowledge management champions to promote knowledge sharing. Provide knowledge portal. **Manage the provision of physical security services:** Develop and monitor facilities requirements. Implement and maintain access control. Conduct physical surveillance of the facilities. Monitor the performance of private security services. Manage in-house security services. **Manage resource (Human, Financial and Equipment):** Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and

development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees

**Post No. 02** : **Director: EPWP Innovation and Empowerment**  
**Ref. No.** : **S.4/3/4/16**  
**Component** : **EPWP Innovation and Empowerment**  
**Salary Notch** : **R1 266 714.00 per annum**  
**Salary Level** : **13**  
**Centre** : **Head Office – Polokwane**

**MINIMUM REQUIREMENTS:** Grade 12/Matric and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation.

**KEY PERFORMANCE AREAS: Manage the provision of community empowerment activities:** Assist and advice Small Medium and Micro Enterprises (SMME's), Service Providers, Suppliers and Contractors, Non Profit Organisations (NPO's), community groups and cooperatives in assessing opportunities in EPWP. Assist the aforementioned groups in developing bankable business plan to access financing. Identify barriers for the aforementioned groups in the construction value chain and develop strategies to ensure survival in the construction industry. Support approaches that will harness local skills and local resources for the benefit of local communities including adaption of specification and procurement documents. **Facilitate skills and capacity development:** Prepare Annual Training Plans targeted at EPWP Programme/ Project Managers. Manage and actively participate in capacity development activities with service providers appointed by the department including training workshops, Seminars and Conferences. Monitor EPWP training. Manage post-training impact assessment of projects. Liaise with EPWP Technical Advisers and ensure that the expertise is transferred to relevant departments and the programme. **Conduct employment Intensive research:** Identify research areas along the construction value chain to boost Local Economic Development and create employment. Manage research projects. Manage the establishment of pilot projects and documentation. Develop linkages with local research entities and institutions of Higher Learning in order to influence LIC Research. Facilitate LIC related research, publish and disseminate research papers and reports. Present the LIC research papers and reports at seminars and conferences. **Manage resource (Human, Financial and Equipment):** Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the

performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.

**Post No. 03** : Deputy Director: Security Management  
**Ref. No.** : S.4/3/8/99  
**Component** : Security Management  
**Salary Package** : R896 436.00 per annum (to be structured according to Individual needs)  
**Salary Level** : 11  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENTS:** Grade 12/Matric and a qualification at NQF level 6 in Security Management as recognised by SAQA. State Security Agency (SSA), Security Grade A/B (PSIRA. 5 years' experience in Security Management environment of which three (3) years MUST be at Junior Management / Assistant Director level. Valid firearm competencies. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

**KEY PERFORMANCE AREAS: Manage the provision of operational risk and security awareness programmes:** Develop operational risk and security awareness programmes. Implement security awareness plans. Monitor the provision of workshops on security awareness. Evaluate the security status within the department. Liaise with other departments on security issues. Propose control measures to minimise or eliminate the security risks. **Monitor and evaluate the implementation of Security Policies and Procedures as well as the Security Measures e.g. MISS, MPSS, etc:** Develop security procedures. Develop policy for security measures. Develop a contingency plan. Develop, manage and monitor the implementation of security plans and programmes. Advice and attend to security breaches. Propose control measures to minimise or eliminate the security risks. **Manage the provision security administrative services.** Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical security appraisals and information security audits by:- Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control.

**Provide resource (Human, Financial and Equipment):** Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of

performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**Post No. 04** : Deputy Director: Corporate Services  
**Ref. No.** : S.4/3/8/34  
**Component** : Corporate Support  
**Salary Package** : R896 436.00 per annum (to be structured according to Individual needs)  
**Salary Level** : 11  
**Centre** : Waterberg District

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA. Five (5) years' relevant experience of which three (03) years must be at junior management/ ASD level in HRM. PERSAL Certificate / results. A Valid driver's license with the exception of applicants with disabilities.

**SKILLS AND KNOWLEDGE:** Strategic Capability and Leadership; People Management and Empowerment; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; Team leadership; Client Orientation and Customer focus; Communication. Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. communication skills, Ms Office package / computer skills. PFM & Treasury regulations.

**KEY PERFORMANCE AREAS:** **Manage human resources services:** Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage 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 transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. **Manage employee wellness:** Develop wellness policy in line with 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 subsidized motor transport: - Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. **Manage Telecommunication systems of the District by:-** Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. **Manage provisioning and distribution of labour saving devices and disposal of waste papers by:-** Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour saving devices.

Monitor service level agreements. **Manage provisioning and distribution of office and domestic services by:-** Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. **Manage records:** Develop and monitor implementation of records management policies, strategies, 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 plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. 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. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

**Post No. 05** : Deputy Director: Demand and Acquisition Management Goods and Services  
**Ref. No.** : S4/3/9/27  
**Component** : Procurement Management  
**Salary Package** : R896 436.00 per annum (to be structured according to Individual needs)  
**Salary Level** : 11  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and a qualification at NQF level 7 as recognised by SAQA in Procurement/ SCM/Financial Management. Five years' relevant experience within Supply Chain of which three (3) years must be at junior Management level (ASD). Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Supply Chain, Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Strategic capability and leadership. Problem solving and analysis · Decision making · Team leadership Creativity · Financial management · Customer focus and responsiveness · Communication · Computer skills · People management · Planning and organising · Conflict management.

**KEY PERFORMANCE AREAS: Manage and develop the goods and services procurement plan:** Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives, Manage and facilitate the approval of infrastructure procurement plan, Manage and communicate the procurement plan, Manage and monitor that is goods and services rendered according to the procurement plan, Manage and compile budget projection as per the departmental needs analysis. **Manage and conduct market assessment:** Develop and manage market analysis policy, strategies and processes, Develop a purchasing strategy for the department, Develop and conduct market assessment through:- Benchmarking; Industry/ market analysis; Market characteristics; Sourcing strategy. **Manage supplier database:** Facilitate registration of supplier

Incorporate the resolutions and suggestions of the forums when developing the maintenance plan where necessary. Manage and maintain the stakeholder relation. **Manage the implementation of roads maintenance Expanded Public Works Programme.** Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation.** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**Post No. 07** : Architect  
**Ref. No.** : S.4/3/1/05  
**Component** : Education Infrastructure Delivery  
**Salary Package** : R761 157.00 per annum (to be structured according to Individual needs)  
**Salary Level** : OSD - Grade A  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and a qualification at NQF level 07 as recognized by South African Qualification Authority (SAQA) in Architecture or relevant qualification. 03 years post qualification in architectural experience required. Compulsory registration with South African Council for the Architectural Profession (SACAP) as a professional Architect. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE & SKILLS:** Programme and project management. Architectural design and analysis knowledge. Computer-aided engineering and project applications. Research and development. Knowledge of legal compliance. Creating high performance culture. Networking. Professional judgement. Decision making · Team leadership · Analytical skills · Creativity · Self - management · Financial management · Customer focus and responsiveness · Communication · Computer Literacy · Planning and organising · Conflict Management · Problem solving and analysis · People management · Change Management · Innovation

**KEY PERFORMANCE AREAS:** **Perform architectural activities on state owned or leased buildings, structures or facilities:** Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance with legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. **Human capital development:** Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. **Office administration and budget planning:** Manage resources, prepare and consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development to keep up with new

database, Manage and liaise with CIDB about professionals/ contractor's information, Manage the process of verifying supplier and professionals. **Manage the functional operation of the goods and services acquisition management:** Manage, design and develop acquisition management policies processes and procedures, Compile operational/supply chain acquisition management plan and obtain approval, Manage the execution of the acquisition management plan, Monitor and review the acquisition management activities, Establish Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. **Oversee the bidding process:** Compilation of bid documents and advertisements, Publishing of bid documents, Receipt (closing and opening) of bid documents, Processing of bid documents. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

**Post No: 06** : **Project Manager – General Maintenance**  
**Ref No.** : **S.4/3/10/28**  
**Component** : **Roads Infrastructure Maintenance**  
**Salary Notch** : **R 896 436.00 per annum**  
**Salary level** : **11**  
**Centre** : **Capricorn District**

**MINIMUM REQUIREMENTS:** Matric/Grade 12 and a qualification at NQF level 06 as recognised by SAQA in Civil Engineering. 6 years relevant experience in roads construction and maintenance environment, at least 3 years in Junior management position, valid driver's license, with the exception of applicants with disabilities.

**SKILLS AND KNOWLEDGE:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**KEY PERFORMANCE AREAS: Manage the district road maintenance operations:** Manage the district works maintenance plan. Manage the implementation of the road maintenance manual. Analyze the inspection reports against the district operational plan. Provide roads maintenance budget projections. Manage and control the utilization of heavy roads construction and maintenance plant and equipment's mainly the shifting of plant from one maintenance center to another. Compile maintenance reports. Analyze the project site reports against the project plan. Manage adherence to Occupational Health and Safety by: - Provide specifications for camp resources (sanitation resources etc.). Provide specifications for protective clothing and equipment. **Manage roads maintenance production and provide budget.** Receive and verify the quality and quantity of camps production. Analyze the production activity of the camps to determine the production cost. Prepare the purchase schedules and monitor the expenditure. Monitor actual cost against the allowable unit cost. Compile the budget inputs and motivations. Allocate the budget to address the needs of the district. Compile and monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. **Manage stakeholder relations:** Receive and analyse the needs and /or queries of the following forum: - Local Municipal, Transport, Farmers union, General Public / Tribal Authority.

technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on project management.

**Post No. 08** : Chief Artisan: Grade A X3  
**Ref. No.** : Ba-Phalaborwa S.4/3/2/30, Tzaneen S.4/3/2/107, Makhado S.4/3/2/91  
**Component** : Building Maintenance  
**Salary Notch** : R480 261.00 per annum  
**Salary Level** : OSD Grade A  
**Centre** : Mopani district x2: Ba Phalaborwa Building Maintenance & Tzaneen Building Maintenance  
Vhembe district x1: Makhado Building Maintenance

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills.

**GENERIC COMPETENCIES:** Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

**KEY PERFORMANCE AREAS:** **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 regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. **Manage administrative and related functions:** Provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. **Financial Management:** Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. **People management:** Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. **Maintain and advance expertise:** Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**Post No. 09** : **Assistant Director: Performance Management and Development**  
**Ref. No.** : **S.4/3/8/100**  
**Component** : **Performance Management and Development**  
**Salary Notch** : **R468 459.00 per annum**  
**Salary Level** : **09**  
**Centre** : **Head Office – Polokwane**

**MINIMUM REQUIREMENT:** Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Human Resource Management / Personnel Management/ Public Management / Administration. 3-5 years' experience in human resource management environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Performance Management Framework. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

**KEY PERFORMANCE AREAS:** **Facilitate performance management evaluation:** Implement performance management policies and procedures and ensure adherence to mandates and directives. Conduct performance evaluation against operational plans of the directorates and districts. Develop circulars and time – table for the submission of annual evaluation forms. Monitor that circulars and time – table are available and accessible. Monitor the updating of PMDS submission database. Monitor issuing timeous PMDS submission statistics reports. Liaise with directorates with regard to outstanding evaluation forms. Conduct quality assurance of performance evaluation forms: Monitor that evaluation form are aligned to the performance agreement. Conduct the process of quality assurance on the performance evaluation forms. Monitor submission process and provide guide on the evaluation process. Facilitate performance management evaluation workshop. Conduct performance evaluation workshop at the district, head office, institutions and cost centers. Distribute performance evaluation forms. **Coordinate performance management evaluation and capacity building:** Compile submission for appointment of performance management moderation committee members. Provide logistics for moderation committee meeting. Render secretariat for the moderating committee meetings. Implement moderation committee recommendations. **Facilitate performance bonus/ incentive appraisal and rewards:** Compile performance evaluation schedules. Approve performance bonus transaction on PERSAL system. Compile performance bonus report. Issue feedback letter for satisfactory and unsatisfactory performance. **Facilitate probation processes.** Liaise with HR on recruited list. Liaise with officer on probation and supervisors to fill the quarterly probation forms. Monitor capturing of probation forms on PERSAL system. Facilitate submission to HOD for permanent appointments of officers. Compile confirmation letter for completion of probation. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**Post No. 10** : **Assistant Director: Human Resource Provisioning**  
**Ref. No.** : **S.4/3/8/65**  
**Component** : **Conditions of Services and Human Resource Provisioning**  
**Salary Notch** : **R468 459.00 per annum**  
**Salary Level** : **09**  
**Centre** : **Head Office – Polokwane**

**MINIMUM REQUIREMENT:** Grade 12/ Matric and a qualification at NQF level 6 in Human Resource Management / Personnel Management/ Public Management / Administration as recognised by SAQA. Three (3) years of experience at supervisory level within Human Resource environment. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached.

**KNOWLEDGE AND SKILLS:** 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. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**KEY PERFORMANCE AREAS: Supervise and provide recruitment services:** Draft the advert. Facilitate the advertisement process. Receive applications of registry after the closing date. Administer the applications for shortlisting. Facilitate the shortlisting process. Facilitate the interviewing process. Provide travel arrangements where necessary. Provide statistics of received application per post. **Facilitate the appointment services:** Compile the report for suitability check: Monitor that appointment contract and assumption of duty is received from the appointees. Provide the appointment report monthly, quarterly and annually. **Supervise the administration of human resource transfers:** Facilitate transfer of personnel. Effect the translation of personnel upon receipt of approval from the HOD. **Manage and utilise resources (human, financial, & physical).** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

**Post No. 11** : **Assistant Director: Special Programmes**  
**Ref. No.** : **S.4/3/8/63**  
**Component** : **Employee Health and Wellness, Special Programmes and Labour Relations**  
**Salary Notch** : **R468 459.00 per annum**  
**Salary Level** : **09**  
**Centre** : **Head Office- Polokwane**

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and a qualification at NQF Level 6 in Public Management or Administration/ or Developmental studies as recognised by SAQA. 3-5 years' experience transformation environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge and understanding of key transformation objective. Knowledge and understanding of National Gender Policy Framework. Problem solving and analysis. Confidentiality. Decision making. Team leadership.

Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising

**KEY PERFORMANCE AREAS: Implement programmes on women, youth, children, the aged, and people living with disabilities:** Provide advocacy programmes for nation building. Coordinate the provision of advice to districts. Facilitate the provision of education of public service on women empowerment, skills development for the youth, programmes on caring for children, the elderly and people living with disabilities. Coordinate the participation in crosscutting departmental issues. Facilitate the promotion of equality and equity. Facilitate disability structure. Facilitate improvement of the mainstreaming of disability programmes and youth economic development at all levels. Encourage participation by young people in nation building projects, events and celebrations. Provide social support systems for the children, youth, people with disabilities and the elderly. Popularise rights of the children and women. Analyse and evaluate the developed programmes and projects to alleviate poverty to benefit children. Facilitate departmental celebrations of children's rights and responsibilities. **Provide gender mainstreaming:** Conduct advocacy workshops. Coordination of functional gender-based structure in districts. Implement departmental policy and planning in line with the National Gender Policy Framework. Facilitate gender training and education of all staff within the department so as to ensure integration of gender into all aspects of work. Monitor and evaluate departmental projects and programmes to assess whether they are consistent with Nation Gender Policy. **Provide Gender focal point programmes.** Organise youth events. Participate in the organization of international Women's Day celebration. Organise the departmental Women in Construction events. Organise celebrations for people with disability

**Post No. 12** : **Assistant Director: Office Services**  
**Ref. No.** : **S.4/3/8/64**  
**Component** : **Office Services**  
**Salary Notch** : **R468 459.00 per annum**  
**Salary Level** : **09**  
**Centre** : **Head Office – Polokwane**

**MINIMUM REQUIREMENT:** Grade 12/ Matric and a qualification at NQF Level 6 in Public Administration / Administration or equivalent qualification as recognised by SAQA. Three (3) years' experience at supervisory level within Office Services environment. Computer literacy. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

**KEY PERFORMANCE AREAS: Supervise and provide administration of office goods and services.** Conduct needs assessment in respect of required number, type of office and domestic furniture. Provide specifications for goods to be procured. Receive goods from the service provider. Coordinate the distribution of goods according to the set norm. Facilitate maintenance and repair of broken office

and domestic furniture. Facilitate disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procure Uniform and Protective Clothing. Facilitate the provision of accommodation and related needs (flights, shuttles, etc.). **Supervise and provide administration of telecommunication services.** Facilitate installations of landlines and extensions needed in accordance to the number of offices and personnel available. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Provide norms for provision of cell phones. Evaluate application for cell phones and make recommendations. Procure cell phones. Monitor compliance to allocated airtime as per norms and standards. Provide monthly statements of account. Provide the monetary value on the usage of telecommunication. Manage the switchboard. **Supervise and provide labour saving devices.** Monitor the service level agreement with the service providers on labour saving devices. Monitor the compliance of the agreement by the service provider. Facilitate maintenance of the devices as per the agreement. Provide the monetary value on the usage of labour saving devices as per the service agreement. Facilitate payment for labour saving devices. **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. 13** : **Road Work Superintendent**  
**Ref. No.** : **S.4/3/10/37**  
**Component** : **Letaba Roads Maintenance**  
**Salary Notch** : **R397 116.00 per annum**  
**Salary Level** : **08**  
**Centre** : **Sekhukhune district: Mecklenburg Roads Maintenance**

**MINIMUM REQUIREMENT:** Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.

**KEY PERFORMANCE AREAS:** Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads,

plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.

**Post No. 14** : Artisan Foreman Grade A X2  
**Ref No** : Tzaneen S.4/3/8/106, Polokwane S.4/3/8/18  
**Component** : Building Maintenance  
**Salary Level** : OSD  
**Salary Notch** : R382 047.00 per annum  
**Centre** : Mopani district - Tzaneen building maintenance  
Capricorn district – Polokwane building maintenance -Plumbing

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate as recognised by SAQA. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities

**TECHNICAL COMPETENCIES:** Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills

**GENERIC COMPETENCIES:** Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.

**KEY PERFORMANCE AREAS:** **Design:** Supervise and produce designs according to client specifications and within limits of production capability. **Production:** Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. **Maintenance:** Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. **Perform administrative and related functions:** Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. **Human and capital resource management:** Supervise and mentor staff. Planning of resources. Scheduling work. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

**Post No. 15** : **Property Inspector: Lease and Municipal Services x2**  
**Ref. No.** : **Mopani S.4/3/3/41, Capricorn S.4/3/3/116**  
**Component** : **Properties and Facility Management**  
**Salary Notch** : **R325 101.00 per annum**  
**Salary Level** : **7**  
**Centre** : **Mopani District & Capricorn district**

**MINIMUM REQUIREMENT:** Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, BSc Property Studies and degree in Property Valuation as recognised by SAQA. 2 – 3 years' experience in property management / real estate. Valid driver's license, with the exception of applicants with disabilities.

**SKILLS AND KNOWLEDGE:** high level of reliability, report writing. Language skills · Computer Literacy. Sound organisational skills · Good people skills · High level of reliability · Report writing. Written communication, Ability to act with tact and discretion, Good grooming and presentation, Investigation skills. Language skills. Computer literacy. Sound organizational skills, good people skills.

**KEY PERFORMANCE AREAS:** **Inspect property for rental purposes.** Conduct property assessment before handing – over to occupants for rental purposes. Conduct property conditional assessment on termination of rental. Compile the reports for property condition. Monitor condition of the lease agreement during the rental period. Ensure that tenant pays key deposit prior occupation. Opening of job cards on behalf of tenants. **Investigate subletting of tenants:** Conduct tenant audit to ensure that tenants are not subletting. Conduct regular inspection in rented properties. Investigate property complains and compliance. **Enforce conditions of the Lease Agreements.** Compile tenant vacating report and inspection. Monitor and ensure that vacating tenants are liable for all damages. Facilitate the refunding of key deposit to the tenants. **Conduct space audit.** Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.

**Post No. 16** : **Administrative Officer: Land Management**  
**Ref No** : **S.4/3/3/95**  
**Directorate** : **Property and Facilities Services**  
**Salary Level** : **07**  
**Salary Notch** : **R325 101.00 per annum**  
**Centre** : **Waterberg district**

**MINIMUM REQUIREMENTS:** Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, BSc Property Studies and degree in Property Valuation as recognised by SAQA. 2-3 years' experience in Property Management environment. Valid driver's license with exception of people with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**KEY PERFORMANCE AREAS:** **Provide district asset register:** Implement processes for assets registering. Provide records of new properties and update asset register. Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File erven in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). **Provide disposal and transfer of State properties:** Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. **Conduct & facilitate the process of land acquisition:** Implement land acquisition and vesting policies and plans. Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. **Provide office accommodation to provincial departments, district & local municipalities:** Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**Post No. 17** : Provisioning Administrative Officer  
**Ref. No.** : S.4/3/9/176  
**Component** : Fetakgomo- Tubatse Stores  
**Salary Notch** : R325 101.00 per annum  
**Salary Level** : 7  
**Centre** : Sekhukhune district- Fetakgomo- Tubatse Stores

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/ Management / Administration, Logistics/ Assets Management. 02 years' supervisory position in Logistics/ Assets Management. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS: KNOWLEDGE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Knowledge and understanding of the following:- Assets Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Problem solving and analysis · Decision making · Team leadership Creativity · Financial management · Customer focus and responsiveness · Communication · Computer skills · People management · Planning and organizing.

**KEY PERFORMANCE AREAS: 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:** Receive goods from the supplier, 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:** 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. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Manage division leave matters.

**Post No. 18** : **State Accountant Revenue and Systems Control**  
**Ref. No.** : **S. 4/3/9/188**  
**Component** : **Management Accounting**  
**Salary Notch** : **R325 101.00 per annum**  
**Salary Level** : **07**  
**Centre** : **Head Office- Polokwane**

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment. Trained on finance systems (BAS, LOGIS, PERSAL and PASTEL). Valid driver's license, with the exception of applicants with disabilities.

**SKILLS AND KNOWLEDGE:** Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing.

**KEY PERFORMANCE AREAS: Provide revenue collection:** Verify collected cash against the receipt book. Capture receipt on BAS. **Provide cash book:** Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. **Provide system maintenance:** Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. **Provide user support:** Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.

**Post No. 19** : **Administrative Officer**  
**Ref No** : **S.4/3/8/75**  
**Component** : **Auxiliary Services**  
**Salary Notch** : **R325 101.00 per annum**  
**Salary Level** : **07**  
**Centre** : **Mopani District**

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and at qualification at NQF level 06 as recognized by SAQA in Logistics, Transport Management, Public Management, Public Administration. 02- 03 years' experience in relevant environment. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE & SKILLS:** 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, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Conflict Management.

**KEY PERFORMANCE AREAS:** **Provide the administration of District's Government owned and subsidised motor transport.** Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. Render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. **Provide the administration of Telecommunication systems of the District.** Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. **Provide the administration and distribution of Labour Saving device and disposal of waste papers.** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. **Provide the administration and distribution of office and domestic services.** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. **Manage and utilise resources (human, financial, & physical).** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

**Post No. 20** : Artisan Production Grade A x2  
**Ref. No.** : Capricorn S.4/3/2/18, Vhembe S.4/3/2/21  
**Component** : Building Maintenance  
**Salary Notch** : R243 597.00 per annum  
**Salary Level** : OSD  
**Centre** : Capricorn district: Carpentry Services  
Vhembe district: Mutale Building Maintenance (Electrical)

**MINIMUM REQUIREMENT:** Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills.

**GENERIC COMPETENCIES:** Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.

**KEY PERFORMANCE AREAS:** **Design:** Produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. **Maintenance:** Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. **Perform administrative and related functions:** Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures.

**Post No. 21** : Administration Clerk  
**Ref. No.** : S.4/3/9/191  
**Component** : Thohoyandou Stores  
**Salary Notch** : R228 321.00 per annum  
**Salary Level** : 05  
**Centre** : Vhembe district - Thohoyandou Stores

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment

**GENERIC COMPETENCIES** · Job Knowledge · Communication · Interpersonal relations · Flexibility · Teamwork.

**TECHNICAL COMPETENCIES** · Computer skills · Planning and organising · Language · Good verbal and written communication skill

**DUTIES: Place order:** Receive request of goods from the end user. **Receive stock from the supplier:** Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. **Receive stock into the system.** Capture the received stock into the system. Verify and update the register in line with the system stock. **Issue goods to end users.** Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.

**Post No. 22** : **Administration Clerk X3**  
**Ref. No.** : **Tzaneen S.4/3/2/57, Bela-Bela S.4/3/2/104, Modimolle S.4/3/2/105**  
**Component** : **Building Infrastructure Maintenance**  
**Salary Notch** : **R228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Mopani district x1: Tzaneen building maintenance**  
**Waterberg district x2: (Bela-Bela & Modimolle Building Maintenance)**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.

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

Keep and maintain the attendance register of the component, Forward component leave form to corporate services. **Render financial administration support services in the component:** Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**Post No.23** : **Administration Clerk**  
**Ref. No.** : **S.4/3/10/178**  
**Component** : **Roads Infrastructure Maintenance**  
**Salary Notch** : **R228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Capricorn District – Skeiding Roads Maintenance**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**KEY PERFORMANCE AREAS: Render administration clerical support of roads maintenance:** Receive documentation for roads maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. **Render administration clerical support on office services and accommodations:** Liaise with internal and external stakeholders in relation to procurement of goods and services. Keep and maintain the asset register of the component. **Provide personnel administration clerical support services within the component:** Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. **Render financial administration support services in the component:** Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**Post No. 24** : **Administration Clerk: Acquisition Management**  
**Ref No** : **S.4/3/9/182**  
**Component** : **Finance**  
**Salary notch** : **R228 321.00 per annum**  
**Salary level** : **05**  
**Centre** : **Mopani District**

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the

legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment

**GENERIC AND TECHNICAL COMPETENCIES:** Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Language. Good verbal and written communication skills.

**KEY PERFORMANCE AREAS: Provide the acquisition of goods and services:** Render clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. **Provide supplier database:** Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. **Provide bids:** Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. **Provide bids evaluation:** Make arrangements for evaluation of bids and quotations. Capture information for all bids and quotations. Customise changes on standard evaluation criteria.

**Post No. 25** : **Road Works Foreman**  
**Ref. No.** : **S.4/3/10/51**  
**Component** : **Routine Maintenance**  
**Salary Notch** : **R228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Waterberg district (Hessi se Water Roads Maintenance)**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and Processes. Problem solving and analysis · Decision making · Team leadership · Creativity · Financial management · Customer focus and responsiveness · Communication · People management · Planning and organising · Conflict management.

**KEY PERFORMANCE AREAS: Support Road construction or maintenance work through:** Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. **Supervise activities in respect of road construction or maintenance work through:** Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.

**Post No. 26** : **Tradesman Aid X14**  
**Component** : **Building Maintenance**  
**Salary Notch** : **R163 680.00 per annum**  
**Salary Level** : **03**  
**Centre** : **Mopani district X5** :  
 Giyani Building Maintenance x1 -S.4/3/2/40  
 Tzaneen Building Maintenance x2 – S.4/3/2/72  
 Ba-Phalaborwa Building Maintenance x1 – S.4/3/8/102  
 Carpentry Services x1- S.4/3/8/103  
**Sekhukhune district X3**  
 Thabamopo x2 – S.4/3/2/44  
 Ephraim Mogale Building maintenance x1 – S.4/3/2/63  
**Waterberg district X6:**  
 Bakenburg x1 – S.4/3/2/101  
 Modimolle building maintenance x5 – S.4/3/2/66

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 04 as recognized by SAQA.

**SKILLS AND KNOWLEDGE:** Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.

**KEY PERFORMANCE AREAS: Provide assistant in maintenance of facilities and equipment:** Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. **Repair, clean service and safe keeping of equipments and tools according to standard:** Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.

**Post No: 27** : **Road Worker X7**  
**Component** : **Routine Maintenance**  
**Salary Notch** : **R 163 680.00 per annum**  
**Salary level** : **03**  
**Centre** : **Capricorn District x1**  
 Dendron – S.4/4/3/153  
**Sekhukhune district x2**  
 Nebo Road Maintenance – S.4/3/10/173  
 Mecklenburg Road Maintenance – S.4/3/10/172  
**Waterberg districtx3:**  
 Hessie se Water – S.4/3/10/180  
 Tolwe – S.4/3/10/179  
 Mokopane Road Maintenance – S.4/3/10/181  
**Mopani district x1:**  
 Drainage Structures – S.4/3/10/177

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 04 as recognized by SAQA.

**SKILLS AND KNOWLEDGE:** Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.

**KEY PERFORMANCE AREAS:** Perform routine activities in respect of road maintenance and construction through: Construction of culvet and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.

**Post No. 28** : **Driver Operator X11**  
**Component** : **Routine Maintenance**  
**Salary Notch** : **R 163 680.00 per annum**  
**Salary Level** : **03**  
**Centre** : **Capricorn District X2:**  
Matlala Roads Maintenance – S.4/3/10/183  
Dendron Roads Maintenance –S.4/3/10/176  
**Sekhukhune District X3 - re-advert:**  
Hoeraroep x2 –S.4/3/10/175  
Mecklenburg Roads Maintenance –S.4/3/10/161  
**Waterberg district x5:**  
Regravelling x3 –S.4/3/10/181  
Tolwe x 1 –S.4/3/10/145  
Roedtan Roads Maintenance x1–S.4/3/10/181  
**Mopani district x1- re-advert**  
Ba-Phalaborwa Roads Maintenance –S.4/3/10/122

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Minimum 2 years driving and operating specialized equipment experience.

**SKILLS AND KNOWLEDGE:** Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organizing.

**KEY PERFORMANCE AREAS:** Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.

**Post No. 29** : Driver  
**Ref. No.** : S.4/3/2/84  
**Component** : Naphuno Building Maintenance  
**Salary Notch** : R163 680.00 per annum  
**Salary Level** : 03  
**Centre** : Mopani district – Naphuno Building Maintenance

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license with Professional Driving Permit (PDP). Seven (7) to twelve (12) months driving experience.

**KNOWLEDGE AND SKILLS:** Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality · Flexible · Good communication · High standard of workmanship.

**KEY PERFORMANCE AREAS: Core driver functions:** Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.

**Post No. 30** : Groundsman X5  
**Component** : Facilities Services  
**Salary Package** : R138 486.00 per annum  
**Salary Level** : 02  
**Centre** : Mopani district x4  
 Maruleng Cost Centre –S.4/3/3/119  
 Giyani Cost Centre –S.4/3/3/120  
 Baphalaborwa Cost Centre –S.4/3/3/112  
 Facilities Services –S.4/3/3/95  
**Waterberg district x1**  
 Modimolle / Mookgopong cost centre –S.4/3/3/68

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 2 as recognized by SAQA. **SKILLS AND KNOWLEDGE:** cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic numeracy. Basic interpersonal relationship. Basic literacy. Organizing.

**KEY PERFORMANCE AREAS: Maintain premises and surroundings:** clean premises and surroundings. Empty dirty bins. **Maintain the Garden:** Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. **Maintain gardening equipment and tools:** Detect and report malfunction of gardening equipment and tools. Repair minor defects of gardening equipment and tools. **Keep gardening materials and equipment:** Cleaning of machines and equipment after use request gardening materials.

**Post No.31** : **General Worker/Stores Assistant X4**  
**Component** : **Giyani stores, Naphuno stores, Tzaneen stores & Logistics & Asset Management**  
**Salary Level** : **02**  
**Salary Notch** : **R138 486.00 per annum**  
**Centre** : **Mopani district x3**  
           Naphuno Stores –S.4/3/9/194  
           Giyani Stores –S.4/3/9/195  
           Tzaneen Stores –S.4/3/9/196  
           **Sekhukhune district x1**  
           Logistics & Asset Management –S.4/3/9/183

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 2 as recognized by SAQA.

**KNOWLEDGE AND SKILLS:** Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

**KEY PERFORMANCE AREAS: Provide general assistant work:** Off – load equipment’s and goods to the stores during delivery. Load equipment’s or goods upon request. Deliver stores to relevant offices.  
**Clean stores and government vehicles:** Clean government vehicles. Clean relevant workstation.

**Post No. 32** : **Cleaner**  
**Ref No** : **S.4/3/3/96**  
**Component** : **Property and Facilities Management**  
**Salary Notch** : **R138 486.00 per annum**  
**Salary Level** : **02**  
**Centre** : **Waterberg district: Mogalakwena Cost Centre**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 02 as recognised by SAQA.

**KNOWLEDGE AND SKILLS:** Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

**KEY PERFORMANCE AREAS: Provide cleaning services: Office corridors, elevators and boardrooms.** Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas, **Provide cleaning services: kitchen and restrooms by**, clean basins, wash and keep stock of kitchen utensils, **Provide cleaning services in restrooms**, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, **Keep and maintain cleaning materials and equipment**, Report broken cleaning machines and equipment’s, cleaning of machines( microwares, vacuum cleaners etc.) and equipment’s after use, request cleaning materials.