



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 52 OF 2026: ADVERTISEMENT OF VACANT POSTS

1. Applicants 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 Provincial Government **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 / 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 the application
3. The new Z83 form must be fully completed and signed 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. 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. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
10. 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.
11. Shortlisted candidates will be subjected to personal suitability checks.
12. 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 Rammala MY & Ms Hlaole PE

13. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government and qualifying applicants.
14. **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.**
15. All general enquiries should be directed to Ms. Hanyane NP, Mr. Moabelo MJ, and Ms. Motsai S at 015 284 7586 /7627/7262.

16. The closing date for submission of applications is **25 September 2026 at 16h30**. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>.
17. All Shortlisted candidates must bring certified copies of all qualifications, certificates, Identity Document and valid driver's license.
18. Late applications will not be considered.
19. 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.
20. The contents of this circular will also be posted on the following websites www.dpw.limpopo.gov.za / www.limpopo.gov.za/ www.dpsa.gov.za and Provincial Department social media platforms.
21. 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.
22. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.
23. 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

04/09/2026

Date

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

Post No. 01 : **Director: Infrastructure Delivery: Other Provincial Departments (Re-advert)**
Ref. No. : **S.4/3/15/9**
Component : **Infrastructure Delivery: Other Provincial Departments**
Salary Notch : **R1 317 384.00 per annum**
Salary Level : **13**
Centre : **Head Office – Polokwane**

MINIMUM REQUIREMENTS: Grade 12/Matric certificate and a qualification at NQF level 7 qualification in the Built environment as recognized by SAQA. Five (05) years of experience at a middle/senior managerial level. Registration with the relevant professional council (i.e. SACPCMP, SACAP, ECSA or SACQSP) as professional Construction Project Manager, Architect, Quantity Surveyor will be an added advantage. 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. Strategic Capability and Leadership. Programme and Project Management, Financial Management, Change Management, Treasury Notes, Labour, Promotion of Access to Information Act · Public Service Regulations · Government Immovable Assets Management Act (GIAMA).

TECHNICAL COMPETENCIES: Programme and project management · Engineering, legal and operational compliance · Engineering operational communication · Process knowledge and skills · Maintenance skills and knowledge · Mobile equipment and analysis knowledge · Research and development · Computer- aided engineering applications and MS software including power point- Creating high performance culture · Technical consulting.

KEY PERFORMANCE AREAS: **Manage the technical portfolio for Provincial Departments Infrastructure** · Manage the provision of professional inputs to the Provincial Departments in terms of preparation of the User Asset Management Plan. · Manage the review of infrastructure project lists in terms of feasibility in consultation with Provincial Departments and make recommendations. · Manage the assessment of the suitability of site allocations in terms of the provision of integrated multi-purpose government services in the province. · Manage the determination of lifecycle costs for immovable assets of the Provincial Departments. · Manage the planning, design and budgeting for technical condition assessment for Provincial Departments facilities in consultation with Provincial Departments. **Manage the procurement of construction projects:** Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the other Provincial Departments. Monitor the effective management of financial resources for projects. **Manage delivery of infrastructure programmes and projects:** Provide the professional inputs to the

Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Develop IPMP and provide the professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance-based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Provide the professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. [Mainly cost norms]. Manage the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalisation of the Infrastructure Programme Implementation Plan [IPIP] for the Provincial Departments. Manage the preparation and implementation of Service Delivery Agreements. Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the Provincial Departments. Monitor the effective management of financial resources for projects.

Provide maintenance for provincial departments infrastructure: Ensure updating of the document management system and the project management system. Ensure the adherence to timeframes, budgets and quality assurance standards for all contracts: Report progress regarding implementation of infrastructure projects to relevant government structures. · Provide the inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Health Maintenance strategy. · Manage and monitor the implementation of user-asset management plan. · Manage maintenance operations. **Manage the infrastructure inputs for longer integrated infrastructure planning and development:** Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. · Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. · Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. · Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. **Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.** · Give direction to team in realising the Directorate's strategic objectives · Develop action plans to execute strategic initiatives · Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure · Monitor and report on the utilisation of equipments · Co-ordinate memorandum of understanding, service level agreements and expenditure review · Ensure that the division is adequately staffed · Evaluate and monitor performance and appraisal of employees · Ensure capacity and development of staff · Manage discipline.

Post No. 02	: Chief Construction Project Manager [Grade A-B] (Re-advert)
Ref. No.	: S.4/3/2/70
Component	: Building Infrastructure Maintenance
Salary Notch	: Grade A = R1 317 108.00 per, Grade B =R1 593 765 per annum. (to be structured according to individual needs). The Department will determine the salary package based on years of experience post professional registration)
Salary Level	: OSD

Centre : Mopani district

MINIMUM REQUIREMENT: Grade 12/Matric certificate and a qualification at NQF level 7 as recognized by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license, with the exception of applicants with disabilities.

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

GENERIC COMPETENCIES: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

KEY PERFORMANCE AREA: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. **Maintain project operational effectiveness:** Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. **Financial Management:** Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. **Governance** Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. **People management** Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Post No. 03 : Chief Quantity Surveyor [Grade A -B]
Ref : S.4/3/12/6
Component : Health Infrastructure delivery
Salary Package : Grade A =R1 143 468.00 per annum, Grade B =R1 376 199.00 per annum
 (to be structured according to individual needs). The department will
 determine the salary package based on years of experience post
 professional registration)
Salary Level : OSD [Grade A-B]
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Quantity Survey. Six years' Quantity Survey post qualification experience required. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management.

TECHNICAL COMPETENCIES: Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgement.

KEY PERFORMANCE AREAS: **Quantity Survey analysis effectiveness:** Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. **Maintain quantity survey operational effectiveness.** Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. **Financial Management:** Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. **Governance:** Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of

information between operations and individuals to ensure effective knowledge management according to departmental objectives. **People management:** Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Post No. 04 : Deputy Director: Security Management (Re-advert)
Ref. No. : S.4/3/8/99
Component : Security Management
Salary Package : R932 292.00 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 /Security Risk Management/Policing as recognised by SAQA. Security Grade A/B (PSIRA). 05 years' experience in Security Management environment of which three (03) years MUST be at Junior Management / Assistant Director level. State Security Agency (SSA) will be an added advantage. Valid firearm competencies. Valid driver's license, with the exception of applicants with disabilities.

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

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. Advise and attend to security breaches. Propose control measures to minimise or eliminate the security risks. **Manage the provision security administrative services.** Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical security appraisals and information security audits by:- Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control.

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

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

Post No. 05 : Deputy Director: Corporate Services (Re-advert)
Ref. No. : S.4/3/8/34
Component : Corporate Support
Salary Package : R932 292.00 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 serving 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. 06	: Deputy Director: Demand and Acquisition Management Goods and Services (Re-advert)
Ref. No.	: S4/3/9/27
Component	: Procurement Management
Salary Package	: R932 292.00 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/ Supply Chain Management/Financial Management. Five years' relevant experience within Supply Chain Management 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 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. 07 : Deputy Director: Office Services
Ref. No. : S.4/3/8/23
Component : Corporate Support
Salary Package : R932 292.00 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 06 level in Public Administration/ Management/ Office Management and Technology as recognized by SAQA. 5 years' experience office services administration environment with a minimum of three (3) years at Junior management level. A 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: **Manage the provision of office goods and services:** Develop policies, strategy and processes relating to the provision of goods. Facilitate budgeting for departmental office goods and services. Develop norms and standards for provision of goods. Conduct needs assessment in respect of required number, type of office and domestic furniture. Provide specifications for goods to be procured. Oversee the receiving of goods from the service provider. Manage the distribution of goods according to the set norm. Determine and facilitate maintenance and repair of broken office and domestic furniture. Recommend and facilitate disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Manage the procurement of Uniform and Protective Clothing. Manage and provide accommodation and related needs (flights, shuttles, etc.). **Manage telecommunication services:** Develop and implement telecommunication policies, strategy, processes and procedures. Facilitate budgeting of telecommunications services aligned to the needs of the department. Manage the switchboard. Manage and 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. Manage the procurement of cell phones. Monitor compliance to allocated airtime as per norms and standards. Manage the provision of monthly statements of account. Provide the monetary value on the usage of telecommunication. **Manage the provision of labour saving devices:** Develop and implement labour saving procurement policies, strategy, processes and procedures. Facilitate budgeting for the procurement of departmental labour saving devices. Manage the service level agreement with the service providers on labour saving devices. Monitor the compliance of the agreement by the service provider. Manage the maintenance of the devices as per the agreement. Provide and monitor the monetary value on the usage of labour saving devices as per the service agreement. Manage the 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. 08 : Deputy Director: Finance
Ref. No. : S.4/3/9/35
Component : Finance
Salary Package : R932 292.00 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Sekhukhune District

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF level 07 in Financial Accounting/Financial Management/Supply Chain Management/Logistics and Asset Management as recognised by SAQA. Five years' relevant experience in Finance 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: Strategic Capability and Leadership, People Management and Empowerment, Financial Management, Knowledge Management, Problem solving and analysis, Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Knowledge and understanding of the following: Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

KEY PERFORMANCE AREAS: **Manage Budget:** Facilitate the financial planning and budgeting for the district. Provide the district financial reporting, monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools, Facilitate the roll-overs and virement process, Provide the district financial reporting. **Provide acquisition services:** Compile procurement plan and facilitate the approval. Manage the execution of the procurement plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the

bidding process: by Compilation of bid documents and advertisements. Publishing of bid documents, Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. **Provide logistics and assets management services:** Design and develop inventory and assets management policies processes and procedures. Manage inventory and movable asset management services. Manage district stores. Manage district stock –taking services. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices. **Manage Revenue collection:** Monitor the implementation of policy and legislative framework to ensure that cognizance is taken of new developments, maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Undertake revenue services by ensuring that cashier, banking, debt management, monitoring and reporting services are rendered. Provide advice and guidance to role players on revenue and expenditure procedures. **Manage salaries, accounts and expenditure:** Authorize all salaries transactions of the district. Monitor the distribution of payroll and payslip and facilitate submission to Head Office, undertake expenditure management and accounting work as required to provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). **Manage 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. 09	: Deputy Director: Environmental and Disaster Management
Ref. No.	: S.4/3/10/163
Component	: Environmental and Disaster Management
Salary Package	: R932 292.00 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 Environmental Management/Natural Science as recognised by SAQA. Five (5) years' of experience-in Environmental Management or Natural Science of which three (3) years must be at Assistant Director /junior management level. Valid driver's license, with the exception of applicants with disabilities.

KNOWLEDGE AND SKILLS: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis Policy development and analysis 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: Ensure the development and implementation of policies, systems and procedures: Review and recommend/approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor scientific efficiencies according to organizational goals. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Provide strategic leadership and direction. Align project to organizational strategies. Provide support and advice to the industry and stakeholders. Develop and maintain relationships/ collaborations. Review scientific documents. **Implement, monitor and enforce compliance to Safety, Health and Environmental Management (SHE) legislation in Road Maintenance and Infrastructure Activities:** Facilitate Environmental Impact Assessment and Environmental Management Plans for road maintenance activities (National Environmental Management Act). Implementation and enforcement of the Minerals Petroleum Resources Development Act (MPRDA). Identification and acquisition of good sources of construction material for re-gravelling activities (obtain mining permits and closure certificates for borrow pits and management thereof). Ensure effective waste management in road maintenance activities (NEMA:Waste Act). Ensure that occupational health and safety plans, policies, procedures and programmes are developed, implemented and improved in project sites (Occupational Health and Safety Act and Construction Regulation 2014). Conducting occupational health hazard identification, risk assessments, audits and inspections to ensure roads maintenance contractor safety requirements are satisfied. Ensure Road Safety through conducting Road Safety Appraisals. Comply with National Government directives to update the current Acts. Monitor the updating of departmental policies on environmental and Occupational Health and Safety (contracts sites). Review of project reports and assessments; provide comments on EIA and EMP's submitted. Liaise with relevant stakeholders on the implementation of the legislation. **Manage and coordinate appointment of professional services (PSPs) (Environmental Management and Occupational Health and Safety) for road maintenance and building activities:** Draft Terms Of Reference for appointment Professional Service Providers (PSPs). Facilitate the advertisements of PSPs in the tender bulletin. Draft Service Level Agreement (SLA) for appointed PSPs. Facilitate the appointment of PSPs. Ensure effective project contract and performance management (Monitor accomplishment of deliverables and milestones). **Governance:** Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. 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. Facilitate and liaise with structures/stakeholders on scientific matters. **Facilitate the development of Integrated Development Planning with the Districts:** Manage services provided by PSPs in order to enhance service delivery and to ensure compliance. Consolidate overall plans of their gravelling and re-graveling projects in advance. Provide scientific and technical support in implementation and mainstreaming of legislation and policies on Environmental Management and Occupational Health and Safety. **Research and development:** Manage scientific research to improve expertise. Publish and present research findings (results). Lead, co-ordinate and conduct basic and applied research or knowledge application. **Financial Management:** Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage

the commercial value add of the discipline-related programmes and projects; and Asset management.

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

Post No. 10	: Civil/ Structural Engineer Grade A x2
Ref	: S.4/3/13/6
Component	: Health and Education Infrastructure Delivery
Salary	: Grade A=R914 517.00 per annum, Grade B =R1 030 296.00 per annum, Grade C = R1 172 184.00 per annum (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)
Salary Level	: OSD [Grade A-C]
Centre	: Head Office: Polokwane

MINIMUM REQUIREMENTS: Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking.

GENERIC COMPETENCIES: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management ,problem solving and analysis and people management.

KEY PERFORMANCE AREAS: Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications (civil). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve civil engineering works according to prescribed norms and standards. **Human capital development:** Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the civil engineering work and processes. Administer performance management and development. **Office administration and budget planning:** Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service

delivery. **Research and development:** Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise. Liaise with relevant bodies/councils on civil engineering-related matters.

Post No. 11 : Civil Engineer Grade A
Ref : S.4/3/10/96
Component : Roads and Bridges Maintenance
Salary : Grade A=R914 517.00 per annum, Grade B =R1 030 296.00 per annum, Grade C = R1 172 184.00 per annum (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)
Salary Level : OSD [Grade A-C]
Centre : Head Office: Polokwane

MINIMUM REQUIREMENTS: Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking.

GENERIC COMPETENCIES: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management ,problem solving and analysis and people management.

KEY PERFORMANCE AREAS: **Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety:** Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications (civil). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve civil engineering works according to prescribed norms and standards. **Human capital development:** Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the civil engineering work and processes. Administer performance management and development. **Office administration and budget planning:** Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise. Liaise with relevant bodies/councils on civil engineering-related matters.

Post No. 12 : Construction Project Manager (Re-advert)
Ref. No. : S.4/3/2/34
Component : Building Maintenance
Salary : Grade A=R914 517.00 per annum, Grade B =R1 030 296.00 per annum,
 Grade C = R1 172 184.00 per annum (to be structured according to
 Individual needs), (The department will determine the salary package
 based on years of experience post professional registration)
Salary Level : OSD [Grade A-C]
Centre : Capricorn District – Polokwane

MINIMUM REQUIREMENTS:

- ✓ Grade 12 / Matric certificate and a **qualification at NQF level 6 as recognised by SAQA** in Built Environment, 04 years' experience in Built Environment (04 years and 06 months experience), or
- ✓ Grade 12 / Matric certificate and a **qualification at NQF level 7 as recognised by SAQA** in Built Environment (04 years' experience in Built Environment), or
- ✓ Grade 12 / Matric certificate and a **qualification at NQF level 8 as recognised by SAQA** in Built Environment, 03 years' experience in Built Environment.
- ✓ Compulsory registration with the SACPCMP as a **Professional Construction Project Manager**.
- ✓ Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

SKILLS: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management.

KEY PERFORMANCE AREAS: **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 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/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management.

Post No. 13 : Quantity Surveyor x2 [Grade A-C]
Ref. No. : S.4/3/12/6
Component : Education Infrastructure Delivery
Salary Package : Grade A = R791 604.00 per annum, Grade B = R900 957.00 per annum, Grade C = R 1015 071 (to be structured according to Individual needs). The Department will determine the salary package based on years of experience post professional registration)
Salary Level : OSD
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: Grade 12 / Matric certificate and a qualification at NQF Level 07 in Quantity Survey as recognized by SAQA. Three years' experience in Quantity Survey is required. Compulsory registration with SACQSP as a Professional Quantity Survey. Valid driver's license, with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Programme and Project Management. Quantity Survey, principles and methodologies. Research and development. Computer- aided engineering applications. Knowledge of legal compliances. Technical report writing. Technical consulting. Creating high performance culture. Professional judgement. Networking.

GENERIC COMPETENCIES: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. Change Management and Innovation.

KEY PERFORMANCE AREAS: Perform quantity survey activities on buildings, structures or facilities. Co – ordinate professional team on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solution on non – compliance on quantity determination. Review the cost determination of projects and estimates accomplished by building designers and/or sub- professional personnel. Ensure adherence to the requirements of professional registration. **Human capital development:** Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/ knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. **Office administration and budget planning:** Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development and according to council guidelines. Research/literature on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.

Post No. 14 : Architect [Grade A-C]
Ref. No. : S.4/3/1/05
Component : Education Infrastructure Delivery
Salary Package : Grade A = R791 604.00 per annum, Grade B = R900 957.00 per annum, Grade C = R 1015 071 (to be structured according to Individual needs). The Department will determine the salary package based on years of experience post professional registration)
Salary Level : OSD
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF level 07 in Architecture as recognized by South African Qualification Authority (SAQA). Three (03) years post qualification experience in Architectural is 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.

TECHNICAL COMPETENCIES: Programme and project management. Technical report writing. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and development. Knowledge of legal compliance. Creating high performance culture. Networking. Professional judgement. **GENERIC COMPETENCIES:** 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 technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on architectural related matters.

Post No. 15 : Chief Artisan: Grade A (Re-advert)
Ref. No. : S.4/3/2/91
Component : Building Maintenance
Salary Notch : R499 470.00 per annum
Salary Level : OSD Grade A
Centre : Vhembe district: Malamulele 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.16 : Assistant Director: Acquisition Management
Ref. No. : S.4/4/3/9/63
Component : Finance
Salary Package : R487 197.00 per annum
Salary Level : 09
Centre : Mopani District

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF Level 7 as recognised by SAQA in Supply Chain Management · Three (3) years' experience at supervisory level / Supply Chain Officer / Admin Officer in Supply Chain Management environment. 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. Knowledge and understanding of the following: - Supply Chain 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 organising

KEY PERFORMANCE AREAS: **Manage the district demand for goods and services.** Manage the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Monitor that goods and services is rendered according to the procurement plan. Monitor the compilation of budget projection as per the district needs analysis. Monitor the procurement of goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. **Manage the acquisition of goods and services:** Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. · Issue purchase order. Provide approval of received goods as per the specification. **Provide BEC secretariat.** Monitor the implementation of guidelines for appointment of bids evaluation committee. Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Monitor the implementation of BEC. **Provide bids evaluation:** Facilitate and monitor evaluation of bids and quotations. Develop and define processes for bids evaluation. Monitor adherence to advertised criteria in the evaluation process. Facilitate and verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. **Provide Suppliers database:** Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professional. **Manage 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	: Assistant Director: Logistics and Asset Management
Ref. No.	: S.4/3/9/58
Component	: Finance
Salary Package	: R487 197.00 per annum
Salary Level	: 09
Centre	: Waterberg District

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF Level 7 in Logistics/ Supply Chain Management as recognised by SAQA. Three (3) years' experience at supervisory level / Senior / Admin Officer in Logistics/ Assets Management environment. Valid driver's license, with the exception of 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. 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: **Provide inventory:** Implement inventory policies and procedure. Provide inventory life span. · Conduct inventory inspection services. · Analyse inspection report. · Provide inspection report and make projections in terms of repairing inventory. **Manage stationery/ stores:** Conduct stationery needs analyses. Provide the departmental needs analyse in relation to stationery budget. Provide stationary projections. Monitor the district inventory operations and make analyses. Manage districts stores. Provide stationery/stores over/underspending alerts. · Manage the issuing of stores. **Provide stock-taking services:** Develop the district stock-taking plan. Develop stock-taking processes. Provide stock-taking team. Manage the appointment of stock-taking team. Manage and conduct stock-taking. Consolidate the stores level. Balance the ledger. Provide recommendations for disposal of obsolete stores. Manage and update obsolete register. **Manage the district movable asset:** Contribute to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Monitor and review the capturing of all physical movable asset in the asset management register. Manage the receipt of all movable assets. Conduct asset quantity and quality control and check on received goods. Manage the allocate inventory and bar code to assets. Manage the capturing of asset information in the relevant registers. **Monitor the district movable asset:** Provide guidance and advice departmental employees on asset management matters. Monitor assets for compliance with asset control prescripts. Monitor assets for physical condition, utilisation functionality and financial performance. Monitor the performance of asset verification according to prescribed time- frames. Compile reports on the state of assets. **Manage 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 matter.

Post No. 18	: Assistant Director: Auxiliary Services
Ref. no.	: S.4/3/8/48
Component	: Corporate Support
Salary Notch	: R487 197 .00 per annum
Salary Level	: 09
Centre	: Capricorn district

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF Level 6 in Logistics/ Transport Management/Public Management/Public Administration as recognised by SAQA. Three (03)

years of experience at supervisory level / Admin Officer in Auxiliary Services environment. Valid Driver's license, with the exception of applicants with disabilities

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

KEY PERFORMANCE AREAS: **Supervise the provision of District's Government owned and subsidized motor transport.** Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licenses. Facilitate the maintenance and repair of government vehicles. Manage accidents. Facilitate the Disposal of Government vehicles. Facilitate the administration of subsidized vehicles. **Supervise the Provision 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 phones. Monitor compliance to allocated airtime as per Departmental policy. Analyze monthly statements of account and monitor payments of private calls. **Supervise the provision 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 and fax machines. Facilitate ratification and processing of the invoices. Monitor compliance to service level agreements and advise Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service providers with regard to collection of packaged waste paper. Compile report to Head Office with regard to units of papers collected and amount paid. **Supervise the provisioning 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 norms. 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 utilize resources (human, financial, & physical).** Report on the utilization 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 descriptions to subordinates.

Post No. 19	: Assistant Director: Financial Management
Ref. no.	: S.4/3/9/195
Component	: Finance
Salary Notch	: R487 197.00 per annum
Salary Level	: 09
Centre	: Vhembe District

REQUIREMENTS: Grade 12/ Matric and a qualification at NQF level 7 in Financial Management/ Management Accounting as recognised by SAQA. Three (03) years' experience at supervisory level/ Senior /State Accountant/ Senior / Admin Officer in financial Management environment. 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. Knowledge and understanding of the following: - Supply Chain 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 organising.

KEY PERFORMANCE AREAS: **Manage payments and accounts:** Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorise payment of vouchers. Attend to audit queries in relation to accounts and expenditure. **Manage Salaries:** Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. **Manage Revenue:** Implement revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BAS system. Collecting all money due to state. Revenue collected and deposited in time. **Monitor budget:** Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. **Manage debt recovery:** Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt file for relevant employer. Liaise with head office in updating BAS records. Monitor the closing of Debt files. **Manage 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 descriptions to subordinates. Manage division leave matters.

Post No. 20	: Assistant Director: Strategic Planning Services
Ref. No.	: S.4/3/8/101
Component	: Strategic Management
Salary Package	: R 487 197.00 per annum
Salary Level	: 09
Centre	: Head Office - Polokwane

MINIMUM REQUIREMENT: Grade 12 / Matric certificate and a qualification at NQF Level 6 in Developmental studies, Strategic Planning or Public Administration/ Management. 3-5 years relevant experience at supervisory level / Senior / Admin Officer in Strategic Management/ Planning, PGDS or Municipal IDP', at least 3 years in supervisory position. A valid driver's license with the exception of applicants with disabilities.

KNOWLEDGE AND SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Strategic Management Framework. Government programs such as the National Development Plan. Knowledge and understanding of policy analysis, development and interpretation. Leadership skills. Computer Literacy. Facilitation. Planning and organising. Analytical thinking. Creative Problem Solving. Policy Analysis and formulation.

KEY PERFORMANCE AREAS: **Coordinate planning processes:** Facilitate and coordinate the compilation of Departmental Strategic Plan, Annual Performance Plan and Operational Plan. · Provide guidance to programme managers on the implementation of strategic plan. · Schedule follow up sessions with programme managers on the implementation of the strategic plan. **Align the departmental business plan with the PGDS and municipal IDP's:** Provide effective IGR Services. · Facilitate the integration of departmental plans into municipal IDP's. · Coordinate inter sectorial

sessions. · Participate in provincial development Planning Forum. · Participate in IDP review sessions. **Facilitate general management of the department, Provincial Government and liaise with national departments, local governments and other stakeholders:** Facilitate IDP review sessions. Facilitate IR and Donor Funding Committee. Facilitate in provincial development Planning Forum · Facilitate MOU implementation plan Committee. Provide stakeholder liaison from outside government and at community level. **Provide departmental policies:** Facilitate the development of the departmental policies. · Conduct research and or benchmark with other departments on departmental policies. Facilitate the approval of the departmental policies. Provide policy advocacy sessions.

Post No. 21 : **Assistant Director: Facilities Services**
Ref. No. : **S.4/3/3/50**
Component : **Property and Facilities Management**
Salary Package : **R 487 197.00 per annum**
Salary Level : **09**
Centre : **Sekhukhune District**

MINIMUM REQUIREMENT: Grade 12 / Matric certificate and a qualification at NQF level 6 in Office Administration/Public Administration/ Public Management/ Horticulturist/ Property Management. 3-5 years relevant experience at supervisory level / Senior / Admin Officer in Facilities or Property Management environment, at least 3 years in supervisory position· A 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 in office management and administration. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management.

KEY PERFORMANCE AREAS: **Manage landscaping services:** Develop landscaping plans for the district. Monitor budget for landscaping services. Manage procurement of protective clothing for the district. Manage and provide specifications for procurement of landscaping equipment and materials. Manage repairs and servicing landscaping equipment. Manage allocation of groundsmen to serve the district office and cost centres. Monitor adherence to occupational health and safety practices. Monitor EPWP projects in terms of landscaping. **Manage cleaning services:** Develop cleaning plans for the district. Monitor budget for cleaning services. Manage procurement of protective clothing for the district. Manage and provide specifications for procurement of cleaning equipment and materials. Manage repairs and servicing of cleaning equipment. Manage and monitor the distribution of cleaning material and chemicals. Manage allocation of cleaners to serve the district office and cost centres. Monitor adherence to occupational health and safety practices. Monitor EPWP projects in terms of cleaning services. **Provide cost centre support:** Provide cleaning and landscaping in the cost centre. Facilitate cost centre human resource matters. Facilitate cost centre auxiliary matters. Issuing of government vehicle, Safekeeping of keys and fuel cards, Facilitate exemption to drive after working hours, Reporting of accidents report. Provide waste management services: Develop waste management plan. Facilitate sorting and shredding of waste paper. Liaise with service provider with regard to collection of packaged wastepaper. Receive monthly income reports generated through waste management. **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. 22 : ASD: Roads Project Implementation (Re-advert)
Ref. No. : S.4/3/10/179
Component : Roads Projects Implementation
Salary Notch : R 487 197.00 per annum needs
Salary Level : 09
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Project Management/ Public Management/Community Development Studies. Three (03) years' relevant experience at supervisory level / Senior / Admin Officer. A Valid driver's license with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: **Coordinate development of EPWP Business plan:** Establish steering committee of Local Municipal Councilor, Community Development Workers and Transformation and ensure that this committee identifies EPWP projects to be implanted. Select projects in term of priority and suitability in line with EPWP. Manage the design and costing of EPWP projects. Ensure the setting up of database of potential participants for EPWP project implementation. Arrange the advertising of projects as well as the appointment of participants. **Facilitate compliance to EPWP Guidelines.** Register all planned LIC projects in the EPWP Reporting System. Ensure the signing of employment contracts by participants. Ensure Basic Life Skills Training for all labourers. Registration of participants/contractors with CETA. **Monitor the performance of EPWP projects.** Ensure programming of the works and strict adherence to set dates in line with the EPWP Business plan. Insist on setting of manageable daily task for workers in with Ministerial. Determination for EPWP projects. Ensure strict adherence to the carrying out of activities according to specifications. Ensure performance of tasks is done under proper supervision to ensure quality production and application of correct approved materials. Ensure similarity in scope of work for all districts. Ensure the application of civil construction industry guidelines, viz general conditions of contract 2000, SABS and EPWP Ministerial Determination. Encourage registration of participants/contractor with standards authorities such as CIDB. Ensure the establishment of code of best practice for EPWP. **Develop projects specification and contracts for service providers.** Ensure project design is per Labour Intensive Construction Methods. Draw up specifications and terms of reference that will govern the operations of the projects. Provide OHSA training for participants. Ensure that consultants appointed have CETA Accreditation and are registered with recognized bodies controlling civil construction industry, e.g. SAICE. Confirm validity of contract documentation drawn up by consultants with departmental legal directorate. **Facilitate community participation in the projects with the relevant directorate.** Ensure good relations and closer cooperation between the Roads Projects Implementation Directorate, Departmental District Offices, Cost Centers and Local Authorities through Social Facilitation. Convene and conduct EPWP workshops and seminars during project

identification on community participation. Compile an analysis of household status of projects participants in line with EPWP targeted demographics i.e. %women, %youth and %disabilities.

Post No. 23 : **Chief Works Inspector -Electrical**
Ref. No. : **S.4/3/1/125**
Component : **Inspectorate Services**
Salary Notch : **R413 001.00 per annum**
Salary Level : **08**
Centre : **Waterberg District: Modimolle Cost Centre**

MINIMUM REQUIREMENT: Grade 12/ Matric and a qualification at NQF level 6 (T/N/S streams) as recognized by SAQA or N3 and a Trade Test Certificate in Electrical, or registration as an Electrical Engineering Technician. Minimum of three (03) years of experience in Electrical environment. A valid driver's license with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills.

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

KEY PERFORMANCE AREAS: **Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services.** Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. **Render an inspection service of work done on new projects and existing structures.** Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile and estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. **Analyse and compile relevant project documentation for new and existing structures.** Develop and interpret plans and sketched. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liase with relevant stakeholders in respect of technical aspects. **Manage the activities of contractors on project sites.** Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. **Provide extended Public works Programme.** Gather and submit information in terms of the extended Public Works Programme. **Supervise the performance and conduct of works Inspectors.** Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works

Inspectors and report on all work allocated. Monitor proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

Post No. 24 : Road Work Superintendent x2
Ref. No. : Lebowakgomo - S.4/3/10/184, Mothapo S.4/3/10/185
Component : Roads Infrastructure Maintenance
Salary Notch : R413 001.00 per annum
Salary Level : 08
Centre : Capricorn district: Lebowakgomo & Mothapo 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. 26 : Chief Works Inspector: Mechanical (re-advert)
Ref. No. : S.4/3/2/100
Component : Inspectorate Services
Salary Notch : R413 001.00 per annum
Salary Level : 08
Centre : Waterberg District: Modimolle Cost Centre

MINIMUM REQUIREMENT: Grade 12/ Matric and a qualification at NQF level 6 (T/N/S streams) as recognized by SAQA or N3 and a Trade Test Certificate in Mechanical, or registration as Mechanical Engineering Technician. Minimum of three (03) years of experience in Mechanical environment. A valid driver's license with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organizing.

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

KEY PERFORMANCE AREAS: **Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services.** Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. **Render an inspection service of work done on new projects and existing structures.** Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile and estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. **Analyse and compile relevant project documentation for new and existing structures.** Develop and interpret plans and sketched. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liase with relevant stakeholders in respect of technical aspects. **Manage the activities of contractors on project sites.** Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. **Provide extended Public works Programme.** Gather and submit information in terms of the extended Public Works Programme. **Supervise the performance and conduct of works Inspectors.** Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system

Post No. 27	: Inspector Maintenance Operations x2
Ref. No.	: Capricorn – S.4/3/10/30, Waterberg – S.4/3/10/182
Component	: Roads Infrastructure Maintenance: Inspectorate
Salary Notch	: R 413 001.00 per annum
Salary Level	: 08
Centre	: Capricorn x1, Waterberg district x1

MINIMUM REQUIREMENT: Trade Diploma. Grade 12. Three (3) years road work maintenance experience. Valid driver's license, with the exception of applicants with disabilities.

KNOWLEDGE AND SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety act. 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: **Inspect roads maintenance works to monitor compliance with standards/specifications:** Check and monitor compliance with standards and specifications. Write reports on quality of the work. Identify gaps and give advice accordingly. Provide expert advice to workers. Recommend actions to be taken. **Provide roads maintenance expertise to maintenance teams:** Provide work guidance. Identify training needs. Conduct skills audit. Facilitate training. Conduct in-house training. **Monitor progress on capital projects:** Conduct inspection of capital projects. Attend capital projects meetings. Provide reports. **Liaise with communities and RAL on the quality of roads maintenance:** Attend joint meetings with RAL and communities on the status of the quality of the roads. Attend road maintenance queries. Provide written reports.

Post No. 28	: Engineering Technician: OHS [Grade A-C]
Ref. No.	: S.4/3/15/8
Component	: Education Infrastructure delivery
Salary Package	: Grade A =R 407 337 per annum, Grade B = R 406 086 per annum, Grade C = R518 769 per annum. The Department will determine the salary package based on years of experience post professional registration)
Salary Level	: OSD
Centre	: Head Office - Polokwane

MINIMUM REQUIREMENTS: Grade 12 / Matric certificate and a qualification at NQF Level 06 in Engineering as recognized by SAQA. Three years post qualification experience in Technical environment required. Compulsory registration with the ECSA Professional Engineering Technician. Valid driver's license, with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Project management. Technical design and analysis knowledge. Research and development. Computer aided- engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

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

KEY PERFORMANCE AREAS: **Render technical services:** Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. **Perform administrative and related functions:** Provide inputs into the budgeting process as required: Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. **Research and development:** Continuous professional 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 engineering-related matters.

Post No. 29 : **Artisan Foreman Grade A x5**
Component : **Building Maintenance**
Salary Level : **OSD**
Salary Notch : **R397 329.00 per annum**
Centre : **Vhembe district x2**
 Malamulele Building Maintenance (Plumbing) x1- S.4/3/2/21
 Mutale Building Maintenance (Bricklaying) x1- S.4/3/2/96)
Sekhukhune District x1
 Nebo Building Maintenance (Carpentry)-S.4/3/2/87
Mopani district x2
 Phalaborwa Building Maintenance x1-S.4/3/8/109
 Giyani Building Maintenance x1 – S.4/3/8/110

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. Obtain quotations and purchase (order) required 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. 30 : **Administrative Officer: Immovable Assets Register**
Ref. No. : **S.4/3/9/24**
Component : **Immovable Assets Register**
Salary Notch : **R 338 106.00 per annum**
Salary Level : **07**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENT: Grade 12 / Matric certificate and a qualification at NQF Level 6 in Real Estate, BSc Property Studies /Property Valuation as recognized by SAQA. Two (2) years' experience in Property Management 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 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. Property valuation Strategic capability and leadership. Problem solving and analysis · Decision making. Creativity. Financial management · Customer focus and responsiveness · Communication · Computer skills. People management · Planning and organising

KEY PERFORMANCE AREAS: **Provide immovable asset register:** Updating the immovable asset register on all changes in terms of information including changes based on condition assessments. Collect information and documentation required to update the immovable asset register. Extracted and analyze data from the Immovable Asset Register for the Annual Financial Statements. Facilitate the submission of all documents pertaining to property according to the Asset System and Plans. Verify the alignment between leases contracts and information captured on the immovable asset register. Update immovable asset register in terms of disposals. Conduct physical verification of Provincial Immovable assets. **Facilitate the provision of Immovable Asset Management System.** Implement the immovable asset register system. Report failure of system. Provide back-ups for the information as updated. Facilitate the validation of financial information pertaining to acquisition and inclusion in the financial statements. **Provide admin support services within the immovable assets register component:** Provide support in liaising with internal and external stakeholder in relation to procurement of goods and services. Provide support in obtain quotations, complete procurement forms for the purchasing of standard office items. ·Ensure stock control of office stationery. Update the Immovable Asset register of the component. **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. 31 : **Administrative Officer: EPWP**
Ref. No. : **S.4/3/4/17**
Component : **Director's office**
Salary Notch : **R 338 106.00 per annum**
Salary Level : **07**
Centre : **Vhembe district**

MINIMUM REQUIREMENT: Grade 12 / Matric certificate and a qualification at NQF Level 6 in Developmental Studies/ Public Administration/Management as recognized by SAQA. Two (2) years' experience in EPWP environment. 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. PFMA and Treasury Regulations. Strategic capability and leadership. Problem solving and analysis. Decision making. Team

leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.

KEY PERFORMANCE AREAS: Coordinate EPWP Implementation in the District: Facilitate recruitment of EPWP new intake. · Establish Project list of projects implemented by the Department (e.g. NYS and Empowerment projects implemented in all Cost Centres). Collect monthly attendance of participants and submit to Finance for payment. Provide support to implementing bodies on the data collection tool and EPWP prescripts. Attend Municipal infrastructure monthly meetings (MIG). Compile data tool of each project and submit to Head Office for uploading on the system. Keeping records of submitted and captured data. **Monitoring of EPWP in the District.** Visit EPWP Projects monitoring for compliance with EPWP prescripts. Attend quarterly EPWP M & R and District forum. Compile monthly report. **Manage utilization and development of the trainees including coordinating compensation:** Facilitate the training of the beneficiaries. Identify the needs of the District and beneficiaries. Liaise with Head Office and other relevant government developmental on EPWP related issues. Advice and implement trainees mentorship and development.

Post No. 32	: Provisioning Administrative Officer x2
Ref. No.	: Elias Motswaledi Stores-S.4/3/9/68, Mogalakwena Stores- S.4/3/9/67
Component	: Elias Motswaledi and Mogalakwena Stores
Salary Notch	: R338 106.00 per annum
Salary Level	: 7
Centre	: Sekhukhune district- Elias Motswaledi Stores Waterberg district- Mogalakwena Stores

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF level 6 in Financial Accounting/ Management / Administration/ Logistics/ Assets Management 6 as recognised by SAQA. Two (02) years' experience in Logistics/ Assets Management. 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, 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: Provide 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. **Provide 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. **Conduct 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. 33 : **Administrative Officer: Facilities Services**
Ref. No. : **S.4/3/3/79**
Component : **Facilities Services**
Salary Package : **R338 106.00 per annum**
Salary Level : **7**
Centre : **Mopani District: Ba-Phalaborwa Cost Centre**

MINIMUM REQUIREMENTS: Grade 12/ Matric certificate and a qualification at NQF Level 06 in Office Administration /Public Administration/Public Management as recognized by SAQA. Two (02) years of experience in Facilities Management. Valid driver's license, with the exception of applicants with disabilities.

KNOWLEDGE AND SKILLS: Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitations. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, knowledge and understanding of office management.

KEY PERFORMANCE AREAS: **Provide landscaping services,** Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsman to serve the district office and cost centres. **Provide cleaning services,** Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. **Provide waste management services,** Implement waste management plan. Facilitate sorting and shredding of wastepaper. Liaise with service provider with regards to collection of packaged wastepaper. **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 descriptions to subordinates. Manage division leave matters.

Post No. 34 : **Administrative Officer: Records Management**
Ref No. : **S.4/3/8/50**
Component : **Corporate Services**
Salary Notch : **R338 106.00 per annum**
Salary Level : **07**
Centre : **Mopani District**

MINIMUM REQUIREMENTS: Grade 12/ Matric certificate and a qualification at NQF level 06 in Records Management, Information Management/ Science /Studies/Archival Studies as recognised by SAQA. Two (02) years of experience within Records and Information Management environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. 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: **Provide the administration of Human Resource records:** Assist in the development of file plan. Manage security of records. Verify the classification and reference of records. Manage filling of documents. **Provide the administration of General records:** Assist in the development of file plan. Ensure security of records. Verify the classification and reference of records. update filling of documents. **Provide the administration of postal and messaging services:** Implement postal and messaging strategy and plans. Register and deliver documents/ correspondence. Render courier services. Facilitate the renewals of franking machine and mailbags. **Provide the administration of records disposal:** Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. **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 leave matters.

Post No. 35	: Administrative Officer: Acquisition Management
Ref. No.	: S.4/3/9/200
Component	: Acquisition Management
Salary Notch	: R338 106.00 per annum
Salary Level	: 07
Centre	: Capricorn District

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA in Supply Chain Management/Finance/Marketing/Economics or related field. 3 years' experience in Supply Chain Management environment. Valid Driver's license, with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: **Provide the district demand for goods and services:** Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. **Provide the acquisition of goods and services:** Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. **Provide BAC secretariat:**

Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. **Provide bids evaluation:** Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. Verify captured information for all bids and quotations. Prepare an evaluation report-submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. **Provide Suppliers database:** Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. **Provide resource (Human, Financial and Equipment:** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.

Post No. 36 : State Accountant Revenue and Systems Control (Re-advert)
Ref. No. : S. 4/3/9/188
Component : Management Accounting
Salary Notch : R338 106.00 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. Valid driver's license, with the exception of applicants with disabilities.

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

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. 37 : State Accountant
Ref. No. : S.4/3/9/44
Component : Financial Management
Salary Notch : R338 106.00 Per Annum
Salary Level : 7
Centre : Vhembe district

MINIMUM REQUIREMENTS: Grade 12/ Matric and a qualification at NQF Level 6 in Financial Accounting, Financial Management/ Administration/ Cost Accounting as recognized by SAQA. 2-3 years' experience in the finance environment. 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 of Treasury Regulations, PFMA, DORA, PPPFA. Knowledge of PERSAL & BAS systems. People management. Planning and organising. Conflict management. Problem solving and analysis. Decision making. Creativity. Financial management. Communication. Computer skills.

KEY PERFORMANCE AREAS: **Process payments and accounts:** Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. **Provide salary:** Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. **Provide revenue:** Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor on line receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. **Facilitate debt:** Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advices from Head Office to implement DEBT ON PERSAL in cases where the debtor is a government/department employee. Liaise with Head Office in updating BAS records. Conceive reports from Head Office in clearing of Debts. Close Debt files. **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. 38	: Works Inspector
Ref. No.	: S.4/3/10/200
Component	: Inspectorate Services
Salary Notch	: R280 278.00 per annum
Salary Level	: 06
Centre	: Mopani district

MINIMUM REQUIREMENTS: National Diploma (T/N/S streams) or equivalent, or N 3 and a trade test in the building environment, or Registration as an Engineering Technician. Valid driver's license with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. **GENERIC COMPETENCIES:** Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Teamwork. Computer. Planning and organising. Language. Good verbal and written communication. Accuracy. Flexibility. Co-operative.

KEY PERFORMANCE AREAS: **Render a basic inspection service of work done on minor new and existing structures on a project basis.** Check if new and/or maintenance work undertaken on project sites are following all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. **Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following:** Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. **Oversee the work of contractors through inter alia the following:** Inspect the work done by contractors to determine whether it is following all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects. **Render extended public works Programme.** Gather and submit information in terms of the extended public works Programme.

Post No. 39	:	Artisan Production Grade A
Ref. No.	:	S.4/3/1/120
Component	:	Mechanical Workshop
Salary Notch	:	R253 341.00 per annum
Salary Level	:	OSD
Centre	:	Vhembe District – Sibasa Mechanical Workshop x1

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities.

KNOWLEDGE: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures.

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

GENERIC COMPETENCIES: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

KEY PERFORMANCE AREAS: **Perform services and repairs to roads related plant and equipment:-**

Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off.

Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. **Service:** Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. **Provide mechanical expertise:** Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cords after competing any repair or service. **Perform per-inspection for additional defects before repairs:** Dismantling. Lay-out. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. **Perform administrative and related functions:** Provide inputs on the compilation of technical reports. Keep and maintain job records and other registers. Maintain and adhere to agreed development plan.

Post No. 40	: Artisan Production Grade A x9
Ref. No.	:
Component	: Building Maintenance
Salary Notch	: R253 341.00 per annum
Salary Level	: OSD
Centre	: Vhembe district x4
	Makhado building Maintenance x1 (Painting)- S.4/3/2/92
	Hlanganani building Maintenance x1 (Painting)- S.4/3/2/93
	Thohoyandou building maintenance x1 (Painting)- S.4/3/2/94
	Dzanani Building Maintenance x1 (Bricklaying) – S.4/3/2/95
	Sekhukhune District x2
	Tubatse Building Maintenance x1 (Plumbing)- S.4/3/2/20
	Thabamooopo Building Maintenance x1 (Welding)- S.4/3/2/44
	Capricorn district x1
	Blouberg building maintenance (Painting)- S.4/3/2/196
	Waterberg District x1
	Mokopane Mechanical Workshop (Electrical)- S.4/3/2/111
	Mopani district x1
	Phalaborwa Building Maintenance – S.4/3/8/108

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.

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. 41 : **Artisan Production Grade A**
Ref. No. : **S.4/3/1/105**
Component : **Drainage structures**
Salary Notch : **R253 341.00 per annum**
Salary Level : **OSD**
Centre : **Capricorn district**

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate in Steel & shuttering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities.

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

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

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 recognised standards, Quality assurance of produced objects. **Maintenance:** Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. **Perform administrative and related functions:** Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures.

Post No. 42 : **Road Works Foreman x3**
Component : **Routine Maintenance**
Salary Notch : **R237 453.00 per annum**
Salary Level : **05**
Centre : **Sekhukhune district x2**
Tsimanyane Roads Maintenance x1 – S.4/3/10/190

Groblersdal Roads Maintenance x1 – S.4/3/10/191
Mopani district x1
Ba-Phalaborwa Roads Maintenance x1- S.4/3/10/201

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. 43	: Administration Clerk
Ref. No.	: S.4/3/3/126
Component	: Lease and Municipal services
Salary Notch	: R237 453.00 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: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer. Planning and organising. Language. Good verbal and written communication.

KEY PERFORMANCE AREAS: Administer rental services: Update and issue monthly rental statements. Update the rental register. Capture and update rental payments system for cash payments. Update register and statistics. Provide safekeeping of rental documents by: File in the respective files. Folio numbers the files. Update the refund register. Update the arrear rental register. Write arrear notifications to tenants. Prepare statement of accounts. **Render general clerical support services:** Record, organise, store, capture and retrieve correspondence and data. Remove the property from the Asset Register. Handle routing enquiries. Make photocopies and receive or send facsimiles.

Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. **Provide supply chain clerical support services within the component;** Liaise with internal and external stakeholders in relation to procurement of goods and services. Order office stationery. Keep and maintain the assets register of the component. **Provide personnel and financial administration support services.** Maintain a leave register for the component. Facilitate traveling and accommodations. Check correctness of subsistence and travel claims of official.

Post No. 44 : Administration Clerk x2
Ref. No. : Thohoyandou – S.4/3/9/191, Collins Chabane – S.4/3/9/193
Component : Finance: Logistics & Asset Management
Salary Notch : R237 453.00 per annum
Salary Level : 05
Centre : Vhembe district: Thohoyandou and Collins Chabane Stores

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. Language and good verbal and written communication skills.

KEY PERFORMANCE AREAS: **Render asset management clerical support:** Bar code new assets. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Conduct assets verification. Update the inventory list. **Order stores:** Place orders for goods. Receive and verify goods from suppliers. Capture goods in the system, or item registers. **Issue stores:** Receive Logis requisition form. Check and verify the form with the requester. Issue goods to end users. Issue goods out of the system. Update and maintain register of suppliers. **Render stock-taking services:** Count the stock level in the stores. Verify the stock against the issuing reports. Balance the stock level.

Post No. 45 : Registry Clerk
Ref. No. : S.4/3/8/120
Component : Records Management
Salary Notch : R237 453.00 per annum
Salary Level : 5
Centre : Mopani district

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience.

KNOWLEDGE AND SKILLS: Basic knowledge of registry 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 storage and retrieval procedure in terms of the working environment.

KEY PERFORMANCE AREA: Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. **Handle incoming and outgoing correspondence.** Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. **Render an effective filing and record management service.** Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. **Operate office machines in relation to the registry function.** Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. **Process documents for archiving and/ disposal.** Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

Post No. 46	: Security Officer Supervisor
Ref. No.	: S.4/3/11/4
Component	: District Office
Salary Notch	: R237 453.00 per annum
Salary Level	: 5
Centre	: Waterberg district

MINIMUM REQUIREMENTS: A qualification at NQF level 04 or 05 as recognized by SAQA. Security certificate (A minimum of 1 year of study) Grade B PSIRA certificate. Three (3) years' experience in security 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. Planning and organising. Conflict management.

KEY PERFORMANCE AREAS: Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises Inspect and report all none functioning of security measures (e.g. XRay machines, Walk-through metal detectors, security lights and etc.). Check incidents / occurrence books/registers. Monitor and provide support in case of emergencies. **Administrative and related functions:** Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. **Provide security related services:** Administer key control system. Identify risks and threats

to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. **Administer all control room operations to safeguard the department's assets:** Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

Post No. 47 : **Administration Clerk**
Ref. No. : **S.4/3/8/75**
Component : **Auxiliary Services**
Salary Notch : **R237 453.00 per annum**
Salary Level : **5**
Centre : **Mopani district**

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 relevant Public Service. Communication skills. Planning and organising. Computer literacy.

KEY PERFORMANCE AREAS: **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. 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 (district offices). **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. **Render financial administration support services in the component:** Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

Post No. 48 : **Administration Clerk: Fleet Management**
Ref. No. : **S.4/3/8/84**
Component : **Auxiliary Services**
Salary Notch : **R237 453.00 per annum**
Salary Level : **5**
Centre : **Head Office - Polokwane**

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 relevant Public Service. Subsidized Vehicle Motor Transport Handbook version 1 of 2017. Government Motor Transport Handbook version 1 of 2019. Public Finance Management Act, Act No. 1 of 1999 as amended. Communication skills (verbal and written). Planning and organising. Data capturing. Collecting statistics. Presentation skills. Functional computer literacy (MS word, PowerPoint, Excel and Outlook).

KEY PERFORMANCE AREAS: Render administration clerical support on government-owned vehicles: Allocate and issue government vehicles to the users. Receive and verify log sheets & trip Authorization forms upon vehicle return. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management. Capture and update fleet management registers and statistics. Handle routine enquiries. Maintain accurate fleet records (Approved Trip Authorization forms, Exemptions, Log sheets etc). Conduct pre and post vehicle inspections. Reconcile log sheets, fuel receipts, Trip Authorization forms and transaction reports from the suppliers. Book vehicles for maintenance and repairs. Capture & Issue traffic fines to the responsible driver. Ensure that vehicles licence are renewed on time. Safeguard fleet management assets, including fuel cards, vehicle keys, licenses, and fleet-related equipment. **Render administration clerical support on Subsidised Vehicle Motor Scheme A & B.** Verify the accuracy of Scheme A, B fuel claims in line with the policy. Submit accurate fuel claims for payment. Capture and update fuel claims on systems. Attend to queries related to fuel claims. Keep accurate records of fuel claims processed each month. Conduct monthly vehicle inspection on Scheme A vehicles. Capture and update fleet management registers and statistics. Liaise with the service providers on matters related to fleet. **Render administration clerical support on MMS/SMS running allowances.** Verify the accuracy of MMS/SMS fuel claims in line with the policy. Submit accurate fuel claims for payment. Capture and update fuel claims on systems. Attend to queries related to MMS/SMS fuel claims. Keep accurate records of fuel claims processed each month. Capture and update fleet management registers and statistics. **Render administration support services on financial and physical resources in accordance with the relevant policies and legislative frameworks:** Capture and update fleet expenditure for G-Cars, Subsidised vehicle Scheme A & B, and MMS/SMS running allowances. Verify supporting documents for payments and ensure compliance with financial prescripts and departmental policies. Assist with the preparation of audit files and provide supporting documentation during internal and external audits. Identify and report discrepancies, irregularities, or potential risks relating to fleet expenditure and resource management. Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations, departmental policies, and other relevant legislative frameworks. Compile monthly, quarterly and annual expenditure reports for management.

Post No. 49	: Personnel Officer x3
Ref. No.	: Vhembe – S.4/3/8/53, Sekhukhune – S.4/3/8/81
Component	: Human Resource Management
Salary Notch	: R237 453.00 per annum
Salary Level	: 5
Centre	: Vhembe x2 and Sekhukhune district x1

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: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Interpersonal relations. Flexibility. Computer. Communication skills (good verbal and written)

KEY PERFORMANCE AREA: Render administration clerical support of recruitment services. Receive application forms from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district. Capture appointment on PERSAL system. Verify qualifications with academic institutions and other authorised bodies. Update PERSAL system in terms of personnel qualifications. **Render administration clerical support of conditions of services.** Receive notification of service termination due to death/ resignation, retirement (normal and early retirement). Circulate route form to relevant section for liabilities. Effect termination on the PERSAL system upon receipt. Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms. Verify correctness of the forms and attachments. Capture benefits. Facilitate state guarantees. Issue the leave forms. Verify correctness of the forms and attachments. Acknowledge the receipt of leave applications. Capture leave on the PERSAL system. Conduct districts leave auditing. **Render administration clerical support for post establishment and HR system.** Receive transfer application letter. Verify correctness of the application and attachments. Verify the availability of post. Capture PERSAL transaction. Compile monthly statistics on transfers. Conduct district head count. **Render administration clerical support for district human resource development services.** Create a training/ learning programmes database according to the WSP. Make logistical arrangements for the training programme. Liaise with personnel about the training logistics in time. Issue and receive the course attendance form from personnel. Capture the certificate(s) on PERSAL system. Liaise with head office on schedule of courses to be attended. Verify the compilation of performance management and development system documentation. Make logistical arrangements for performance management and development system moderation. Implement rewards on the PERSAL systems.

Post No. 50	: Switchboard Operator x4
Ref. No.	: Vhembe – S.4/3/8/101, Waterberg – S.4/3/8/21, Capricorn – S.4/3/8/110
Component	: Auxiliary Services
Salary Notch	: R201 093.00 per annum
Salary Level	: 04
Centre	: Vhembe District: Makhado Cost Centre x1
	Waterberg districtx1
	Capricorn district x 2

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

KNOWLEDGE AND SKILLS: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising

KEY PERFORMANCE AREAS: Render switchboard services: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. **Maintain switchboard system:** Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of order. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.

Post No. 51 : **Foreman: Cleaning and Grounds**
Ref No : **S.4/3/3/55**
Component : **Facilities Services**
Salary Notch : **R201 093.00 per annum**
Salary Level : **04**
Centre : **Mopani district- Ba-Phalaborwa Cost Centre**

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

KNOWLEDGE AND SKILLS: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising. Flexibility. Co-operative. Team player

KEY PERFORMANCE AREAS: **Supervise cleaners:** Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. **Provision and monitor of cleaning services:** Oversee and monitor cleaning of: Offices. Corridors. General kitchen. Restrooms. Elevators. Boardrooms. **Provision and monitor of grounds services:** Oversee and monitor cleaning of: Surroundings. Premises. **Manage and ensure the maintenance and replacement of cleaning materials and equipment's:** Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.

Post No.52 : **Tradesman Aid X5**
Ref No : **Mopani-S.4/3/2/40, Capricorn – S.4/3/2/41**
Component : **Building Maintenance**
Salary Notch : **R170 226.00 per annum**
Salary Level : **03**
Centre : **Mopani district x4: Giyani Building Maintenance x4**
Capricorn district X1: Molemole Building Maintenance

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

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

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. 53 : **Driver Operator X9**
Component : **Routine Maintenance**
Salary Notch : **R170 226.00 per annum**
Salary Level : **03**
Centre : **Capricorn District x1**
Mothapo Roads Maintenance – S.4/3/10/186

Sekhukhune District x1

Nebo Roads Maintenance – S.4/3/10/158

Waterberg district x5

Dwaalboom Roads Maintenance x2 (1x re-advert)- S.4/3/10/201

Lephalale Roads Maintenance x1 (re-advert)- S.4/3/10/199

Regravelling x1 (re-advert)- S.4/3/10/181

Roedtan x1 (re-advert)- S.4/3/10/181

Mopani district x2

Letaba Roads Maintenance x2- S.4/3/10/123

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

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

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: 54 : **Road Worker X 6**
Component : **Routine Maintenance**
Salary Notch : **R170 226.00 per annum**
Salary level : **03**
Centre : **Sekhukhune district x2**

Hoeraroep Roads Maintenance -S.4/3/10/135

Nebo Roads Maintenance – S.4/3/10/173

Waterberg district x3:

Vaalwater Roads Maintenance x2 – S.4/3/10/183

Hessie Se Water Roads Maintenance x1 – S.4/3/10/180

Mopani district x1

Tzaneen Roads Maintenance- S.4/3/10/53

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

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

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. 55 : Driver
Ref. No. : S.4/3/10/110
Component : Building Maintenance
Salary Notch : R170 226.00 per annum
Salary Level : 03
Centre : Waterberg district: Modimolle Building Maintenance

MINIMUM REQUIREMENTS: Grade 10 qualifications/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. 56 : Groundsman x4
Ref. No. :
Component : Facilities Services
Salary Package : R144 024.00 per annum
Salary Level : 02
Centre : Mopani district x1
Facilities Services - S.4/3/3/95
Sekhukhune district x3
Ephraim Mogale Cost Centre – S.4/3/3/99
Makhuduthamaga Cost Centre- S.4/3/3/126
Facilities Services- S.4/3/3/127

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. 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. 57	: Cleaner
Ref No	: S.4/3/3/96
Component	: Property and Facilities Management
Salary Notch	: R144 024.00 per annum
Salary Level	: 02
Centre	: Mopani district - Giyani Cost Centre

MINIMUM REQUIREMENTS: Grade 08/ABET/AET qualifications/A qualification at NQF level 02 as recognised by SAQA.

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

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 afteruse, request cleaning materials.