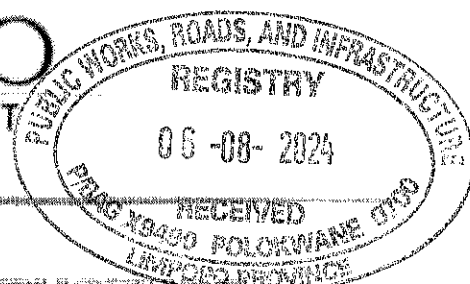


LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

Ref : S4/1
TO : ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL
GOVERNMENT
FROM : HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS
AND INFRASTRUCTURE
DEPARTMENTAL CIRCULAR NO 11 OF 2024: ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited for the filling of vacant posts, which exist in the department.
2. Applications 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.
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applications may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration".
4. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment (Z83), and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Declaration must be completed and signed. A specific reference number for the post applied for must be quoted in the space provided on the Z83 form.
5. 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

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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.

6. All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to a technical exercise that intends to test relevant technical competencies of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
7. 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.
8. Shortlisted candidates will be subjected to suitability check (criminal records, credit records check for security reasons) and verification of qualifications.
9. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.
10. Applicants may apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license ONLY.
11. Applicants may also apply by emailing their applications to: recruitment@dpw.limpopo.gov.za. Hand-delivered or posted applications are acceptable and must be submitted on a fully completed Z83 form accompanied by a comprehensive CV, however applicants are **not** required to attach any copies of qualifications, ID or driver's license when emailing, hand delivery or through post office.
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

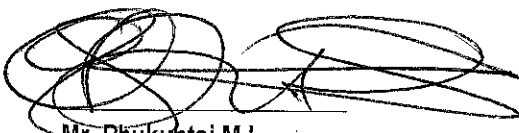
Or hand delivered to Works Towers Building, First Floor General Registry, 43 Church Street, Polokwane, 0699. **District posts should be directed to the attention of the District Directors using the addresses below:**

| Capricorn District | Mopani District | Sekhukhune District | Vhembe District | Waterberg District |
|--|--|--|---|--|
| Private Bag X9378 Polokwane, 0700 Tel 015 287 5600 | 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 |

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| | | | | Tel: 014 718 3000/ 3040/ 3052/3027 |
| Or hand delivered to: 15 Landros Mare Street, next to Correctional Services Enq.: Ms Kganakga K | Or hand delivered to: 570 Parliamentary Building, Giyani Enq.: Mr. Mashele R, Ms Mabunda KS & Ms Bila P | Or hand delivered to: Lebowakgomo Zone A, next to Traffic Department Enq. Ms. Makalela RC & Mr Mathabatha MJ | Or hand delivered to: Traffic and Raluswelo Street, Sibasa Enq.: Mr Mavhungu MF & Ms Mathivha NM | Or hand delivered to: Cnr. Thabo Mbeki & Elias Motsoaledi Mookgopong Enq: Ms. Mokonyane & Ms Hlaole PE |

13. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government. This circular will also be posted on the following websites www.dpw.limpopo.gov.za / www.limpopo.gov.za/ www.dpsa.gov.za.
14. All general enquiries should be directed to Ms. Ledwaba RE, Ms. Hanyane NP, Mr. Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM, and Ms. Motsai Seipati at 015 284 7570/ 7586 / 7663/ 7607/ 7627/ 7578.
15. The closing date for submission of applications is Friday, the **04 October 2024 at 16h00**. Late applications will not be considered.
16. 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.
17. 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.
18. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.
19. The department reserves the right **NOT** to fill the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.


Mr. Phukuntsi MJ
Acting Head of Department

02/09/2024
Date

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ADVERTISEMENT OF LEVEL 1- 14 POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

Post No. 1 : Chief Director: Property and Facilities Management
Ref. No. : S. 4/3/36
Branch : Chief Directorate Property and Facilities Management
Salary Package : R1 436 022.00 per annum (to be structured according to individual needs)
Salary Level : 14
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Property Management / Real Estate / Bachelor of Science In Property Studies as recognised by SAQA. 05 years of experience at senior managerial level. Senior Management Leadership Programme (NYUKELA CERTIFICATE). Valid driver's license with the exception of persons with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication Honesty and Integrity

KEY PERFORMANCE AREAS: Manage the provision and implementation of acquisition and disposal management services: Manage policies for leases-in and leases-out for offices, shared offices and residential needs of the province which are applicable to all Provincial Departments. Manage uniform norms and standards for leases-in and leases-out applicable to all Provincial Departments. Manage the strategies for leases-in and leases-out to optimally benefit the Province. Manage strategies to generate revenue from Government Immovable Assets in terms of rental payment. (residential, office and private entities accommodation). Manage the identification and scoping of projects to generate revenue from Government Immovable Assets, e.g. Public Private Partnerships. Manage and provide strategies pertaining to arrear rental recovery. Manage the negotiation, procurement and conclusion of all lease agreements supported by Provincial Supply Chain Management based on needs submitted by the other Chief Directorates in the Branch. Monitor that Districts comply with the norms and standards in terms of the management of lease contracts in Districts. Manage policies for acquisitions and disposals [excluding leases]. Manage the Department Disposal Committee responsible for Provincial Disposals of immovable assets. Manage the implementation of proclamations and inherent legislation applicable to acquisitions of immovable assets. Manage the coordination of the completion of vesting through the different Chief Directorates in the Branch. Manage the coordination of the zoning, subdivision and re-consolidation of land as requested by the different Chief Directorates in the Branch. **Manage the provision of operations management services:** Manage the provision of credible data and information in terms of land, services, and utilisation of immovable assets. Participate in the development and updating of the Limpopo Master Infrastructure Plan. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvements. Manage the Immovable Asset Register System for the Province. Manage system support for the updating of the Immovable Asset Register. Manage the provision of geographical information services and produce maps to all functional units in the Department. Manage the development of a consolidated Provincial Asset Management Plan. Manage the payment of municipal rates and taxes. Manage the provincial landscape designs and projects. **Management of the delivery of prestige accommodation.** [legislature and

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official accommodation for political office bearers]: Manage policies, norms and standards for prestige accommodation in line with National Guidelines and Handbooks. Manage norms and standards for the maintenance of prestige accommodation. Manage norms and standards for the provision of facility management services [e.g. security, landscaping] being provided for prestige accommodation in line with National Guidelines and Handbooks. Manage implementation of and reporting on prestige accommodation. Manage the rendering of maintenance work at prestige accommodation through internal staff and outsourced services. Manage the rendering of facility services at prestige accommodation through internal staff and outsourced services. Manage the setting of norms and standards for technical condition assessments for prestige accommodation. Provide inventory of prestige accommodation.

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 equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

Post No. 2 : **Director: Roads Projects Implementation**
Ref. No. : **S.3/10/16**
Branch : **Directorate Roads Projects Implementation**
Salary Package : **R1, 216 824.00 per annum (to be structured according to Individual needs)**
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Civil Engineering. as recognised by SAQA. 05 years of experience at middle/senior managerial level in Roads Construction environment. Senior Management Leadership Programme (NYUKELA CERTIFICATE). Valid driver's license with the exception of persons with disabilities.

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

KEY PERFORMANCE AREAS: **Manage and coordinate the implementation of labour intensive construction:** Plan, implement and manage labour intensive construction projects Plan, implement and manage low volume access roads. Plan, implement and manage household's projects. Plan, implement and manage in-house projects. Consolidate social facilitation (Shareholder involvement and ensure compliance to applicable government policies and regulations. **Develop, review and implement the departmental strategy policies and procedures pertaining to Roads Project Implementation unit:** Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within Roads Project Implementation unit. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining

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to the Roads Project Implementation unit. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. **Manage resource (Human, Financial and Equipment):** Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage Project, Ensure the achievement of operational targets, manage others and ensure that all contribute towards achievement of dept goals, develop Guidelines/ Practices/ Frameworks/ M&E.

Post No. 3 : **Director: Health Infrastructure Delivery**
Ref. No. : **S.4/3/13/1**
Branch : **Directorate Health Infrastructure Delivery**
Salary Package : **R1, 162 200.00 per annum (to be structured according to Individual needs)**
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Built environment as recognised by SAQA. 05 years of experience at middle/senior managerial level in infrastructure management. 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 Senior Management Leadership Programme (NYUKELA CERTIFICATE). Valid driver's license with the exception of persons with disabilities.

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

KEY PERFORMANCE AREAS: Provide delivery of the 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, 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 Department of Health, 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 Department of Health, Monitor the effective management of financial resources for projects. **Manage the procurement of construction projects:** Provide the professional inputs to the Provincial Departments in terms of the

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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 Department of Health, 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 Department of Health, Monitor the effective management of financial resources for projects. **Provide maintenance of Health Infrastructure services:** 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. **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 equipment's, Co-ordinate memorandum of understanding, service level agreements and expenditure review, Ensure that the division is adequately staffed, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Manage discipline

Post No. 4 : Deputy Director: Property and Facilities Management
Ref. No. : S.4/3/3/103
Component : Property And Facilities Management
Salary Package : R1 003 890.00 per annum (to be structured according to Individual needs)
Salary Level : 12
Centre : Capricorn District

MINIMUM REQUIREMENTS: An NQF Level 6 qualification in Real Estate and Bachelor of science in Property Studies as recognised by SAQA. 05 years' experience in property management environment with a minimum of three (3) years at junior management/ ASD level. 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; Decision making; Team leadership; Creativity; planning; organizing; Conflict management; Problem solving and analysis; Client Orientation and Customer focus; Communication.

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998 Spatial Planning and Land Use Management Act, 2013.

KEY PERFORMANCE AREAS: **Manage land management matters.** Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land. Manage and facilitate transfers. **Manage leases and municipal services.** Manage and provide residential

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accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. **Manage facilities services.**

Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. **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. 5 : Deputy Director: OD & JE
Ref. No. : S.4/3/8/83
Component : Sub-directorate OD & JE
Salary Package : R 849 702 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Head Office- Polokwane

MINIMUM REQUIREMENTS: An NQF Level 6 qualification in Management Services / Production Management / Operations Management as recognised by SAQA. 3 - 5 years' experience in Organisational Development and Job Evaluation at Junior level (ASD). Job Evaluation Certificate by NSG/SAMDI. Valid driver's license, with the exception of applicants with disabilities.

CORE COMPETENCIES: 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 job evaluation analysis.

GENERIC COMPETENCIES: 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 organizational development services:** Monitor the implementation of organizational development policies and processes; Develop organizational development plan and strategies; Manage and assesses the effectiveness of the organizational structure and identifying opportunities to strengthen the structure; Manages and coordinates the design of macro and micro organizational structures to enable the department to deliver on its mandate; Manages and coordinates the development and design of job descriptions/profiles; Manage and facilitates the consultative processes necessary for the implementation of the organizational structure; Oversees and provides guidance for the defining and acceptance of departmental roles and responsibilities; Facilitates executive decisions on the determination and allocation of posts and the total post establishment of the department in line with the strategic needs of the department. **Manage job evaluation services:** Monitor the implementation of job evaluation policy and processes; Manage and advice on request for job evaluation; Manage the evaluation of posts in the department; Disseminate information on new or revised

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directives and mandates from the DPSA; Advice on implementation of new developments and or amendments; Conduct workshop on job evaluation and other related matters; Maintain relation with OTP and DPSA. **Manage the implementation of the operation management framework:** Manage the provision of the service delivery model; Manage the implementation of the organizational functionality assessment; Manage the provision of business mapping; Manage the development of standard operating procedures. **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. 6 : Deputy Director: Corporate Services
Ref. No. : S.4/3/8/41
Component : Sub-Directorate: Corporate Support
Salary Package : R849 702 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Capricorn District

MINIMUM REQUIREMENTS: An NQF level 06 qualification as recognized by SAQA. 03-05 years' relevant experience of which 03 years must be at junior management/ ASD level in HRM. A Valid driver's license with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: 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.

SKILLS AND KNOWLEDGE: 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.

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 oversee the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL 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

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implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. **Manage Telecommunication systems of the District by:-** Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. **Manage provisioning and distribution of labour saving devices and disposal of waste papers by:-** - Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour saving devices. Monitor service level agreements. **Manage provisioning and distribution of office and domestic services by:-** Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage and monitor security services. **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.

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| Post No. 7 | : Construction Project Manager |
| Ref. No. | : S.4/3/2/42 |
| Component | : Division Building Maintenance |
| Salary Package | : R833 499.00 - R889 158.00 per annum (to be structured according to Individual needs) |
| Salary Level | : OSD - Grade A |
| Centre | : Mopani - Giyani |

MINIMUM REQUIREMENTS: An NQF Level 6 qualification in Built Environment as recognized by SAQA. A Minimum of 4 years' and six months experience. An NQF Level 7 in Built Environment as recognized by SAQA. A minimum of 4 years' experience. An NQF Level 8 in Built Environment as recognized by SAQA. A minimum of 3 years' experience. 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

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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. People management; Innovation.

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.

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| Post No. 8 | : Project Manager: General Maintenance |
| Ref. No. | : S.4/3/10/97 |
| Component | : Division Routine Maintenance |
| Salary Package | : R849 702.00 per annum (to be structured according to Individual needs |
| Salary Level | : 11 |
| Centre | : Vhembe District |

MINIMUM REQUIREMENTS: An NQF 6 qualification in Civil Engineering as recognized by SAQA.. 03-05 years' supervisory position in the Roads Maintenance environment with minimum of three (03) years at junior / lower management level. Valid driver's licence, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management, Programme and Project Management, Financial Management, Problem solving and Analysis, Client Orientation and Customer focus, Communication

SKILLS AND KNOWLEDGE: Knowledge and understanding of Roads Maintenance Manual. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.

DUTIES: KEY PERFORMANCE AREAS: Manage Road Maintenance Operations: Manage the district works maintenance plan. Manage the implementation of the road maintenance manual. Analyse the inspection reports against the district operational plan. Provide roads maintenance budget projections. Manage and control the utilization of heavy roads construction and maintenance plant and equipment `s mainly the shifting of plant from one maintenance centre to another. Compile maintenance reports against the project plan. Manage adherence to occupational Health and Safety by: Provide specifications for camp resources (Sanitation resources etc.), Provide specifications for protective clothing and

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equipment's. **Manage roads production and provide budget:** Receive and verify the quality and quantity of camps production. Analyse the production activity of the camps to determine the production cost. Prepare the purchasing schedules and monitor the expenditure. Monitor actual cost against the allowable unit cost. Compile budget inputs and motivations. Allocate the budget to address the needs of the district. Compile and Monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. **Manage stakeholder relations:** Receive and analyse the needs and / or queries of the following forums: - Local Municipality, Transport, Farmers Union, General Public / Tribal Authority. Incorporate the solutions of the forums when developing maintenance plan where necessary. Manage and maintain the stakeholder relation. **Manage the implementation of roads maintenance Expanded Public Works Programme.** Manage the district Expanded Public Works Programme need analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. **Manage resources (human, financial, & physical).** Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.) Manage the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Manage performance and task completions. Manage achievement of set targets. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Manage staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage sectional leave matters.

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| Post No. 10 | : Control Works Inspector |
| Ref. No. | : S.4/3/2/51 |
| Component | : Division Inspectorate Services |
| Salary Notch | : R568 767 per annum |
| Salary Level | : 10 |
| Centre | : Waterberg District |

MINIMUM REQUIREMENTS: An NQF level 6 (T/N/S streams) or equivalent/ N3 and a passed trade test in the building environment/ Registration as an Engineering Technician. A minimum of 6 years relevant experience. Valid Driver's license, except for 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, Teamwork, Customer focus and responsiveness, Planning and organising

GENERIC COMPETENCIES: Creativity, Change Management, Financial Management, Communication, Computer skills

KEY PERFORMANCE AREAS: **Manage the activities of contractors and consultants:** Provide advice and guidance to contractors and consultants in respect of the compliance to legislation and procedures., Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedure, Verify invoices and certify progress of payments, Check and progress variation orders and make recommendations on requirements for the extension of deadlines. **Supervise the performance and conduct of works inspectors through inter alia the following:** Identify skills development needs and provide training and development opportunities for works inspectors, Provide advice and guidance on the interpretation and application of legislation, policies and procedures, Ensure quality control and efficient workflow of work done by works inspectors and report

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on all work allocated. **Provide extended Public Works Programme:** Gather and submit information in terms of the extended Public Works Programme. **Manage inspectorate:** Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. **Facilitate, co-ordinate and control the implementation of new work, repair and renovation and maintenance:** Allocate tasks and projects in relation to the maintenance of existing and new works, Monitor the progress and expenditure on current maintenance and minor new work projects, Attend monthly project progress meetings with relevant stakeholders, Ensure that the works control system is updated provide reports and estimates and recommend and monitor expenditure and payments, Ensure accuracy of tender documents, specifications and bills of quantities: **Ensure that relevant project documentation for new and existing structures is compiled:** Develop and interpret plans and sketches, Draw – up quotation documents and compile specifications, bills of quantities and bid documents.

Post No. 11 : Assistant Director: Debt Management
Ref : S.4/3/9/51
Component : Sub-directorate Bank reconciliation Bookkeeping & Debt Management
Salary : R444 036.00 per annum
Salary Level : 09
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Financial Management as recognised by SAQA. 03 years of experience at lower managerial level in Debt, Financial, Administration and Accounting services. Valid driver's license, with the exception of applicants with disabilities.

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.

KEY PERFORMANCE AREAS: Provide debt management services: Develop and implement policy and procedures related to debt management, Comply with departmental debt policy and other rules and regulations pertaining to debts, Manage the compilation of BAS take-on debts to enable creation of debts into the financial system, Manage debt recovery contracts, Monitor registration of debts in the debts register on recognition of debts, Provide debt notice letters, reminder letters, final letters and statements to debtors in line with the departmental debt policy, Monitor the reconciliation of monthly debt statements, Follow up of all outstanding debts, Manage and monitor recoveries of outstanding amounts to the department. Manage debtors database: Receive a route form from other directorates, Monitor opening of individual debtors files after a debt has been recognized, Manage debt database. Manage writing off of irrecoverable debts: Investigate trend of payment against the contracts, recommends on debt recovery or write off, generate a submission to write off irrecoverable debts for approval, Write off irrecoverable debts. 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.

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Post. No. 12 : Assistant Director: Demand and Acquisition Management Goods
and Services
Ref. No : S.4/3/9/84
Component : Procurement Management
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An NQF level 7 qualification as recognized by SAQA. 03 years related supply chain experience at supervisory level. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: 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.

SKILLS: 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: **Coordinate (synergize), review, research, analyze and plan the procurement needs of the department:** Research the relevant identified needs. (in line with the SC strategy); Analyze requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements; Determine whether specifications should contain any special conditions. proposals as required. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. **Supervise and compile tender/quotation specifications as required:** Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. **Coordinate (synergize), review and execute the bidding process:** Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. **Coordinate, review, and compile the list of prospective providers for quotations.** Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. **Develop, implement and maintain the supplier database:** Perform general quality assurance of information in the supplier database (e.g. check and verify supporting 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.

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Post No. 13 : Assistant Director: Logistics and Assets Management X3:
Ref No : Mopani S.4/3/9/81, Sekhukhune S.4/3/9/80, Waterberg S.4/3/9/82
Component : Logistics and Asset Management
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : Mopani X 1, Sekhukhune X1 & Waterberg District X 1 (Modimolle District office)

MINIMUM REQUIREMENTS: An NQF level 7 qualification in Logistics and Assets Management/Financial Management as recognised by SAQA. 03 years of experience at lower managerial level in Logistics/ Assets Management. Valid driver's license, with the exception of applicants with disabilities.

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.

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 stationary/ stores:** Conduct stationary needs analyses, Provide the departmental needs analyse in relation to stationary budget, Provide stationary projections, Monitor the district inventory operations and make analyses, Manage districts stores, Provide stationary/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, and 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 matters.

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Post No. 15 : Assistant Director: Lease and Municipal Services
Ref No : S.4/3/3/104
Directorate : Division Lease and Municipal Services
Salary Level : 10
Salary : R552 081.00 per annum
Centre : Capricorn District

MINIMUM REQUIREMENTS: - An NQF level 6 qualification in Property Real Estate; Bachelor of science in Property management as recognised by SAQA. 03 years of experience at supervisory level in property management environment. Valid driver's licence, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.

GENERIC COMPETENCIES: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management

KEY PERFORMANCE AREAS: **Manage accommodation (residential).** Develop accommodation plans. Manage and provide accommodation in the district. Establish accommodation allocation committee. Manage applications for accommodation. Manage and update accommodation allocation register. **Manage leases:** Manage the administration of leases. Provide lease escalation reports in terms of lease agreements. Monitor and liaise with tenants on conditions of the lease agreements. Manage adherence to lease agreements. Provide advice on the terms and conditions of lease contracts **Manage rentals.** Manage and monitor rental collection in terms of the lease agreements. Advise tenants on stipulated rental fees. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Manage and reconcile Persal payment reports against the residential accommodation register. **Manage matters pertaining to refunds and arrears rental recovery.** Analyse rental collection reports to identify defaulters and make arrangements with defaulters. Monitor and analyse the arrear patterns. Investigate and facilitate payment of refunds. **Manage payment of rates, taxes and services:** Manage and compile rates and taxes reports. Manage and inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates and taxes. Monitor the submission of requisitions and invoices to finance for payment purposes. Manage the compilation of municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. **Manage property inspections:** Develop property inspection plan. Verify and identify state residential properties. Monitor the property in terms of lease register to identify tenants vacating the residence before end of contract /subletting. Monitor adherence to lease agreements. Provide property inspections before leasing to tenants and provide report. Compile property upkeep reports. Liaise with inspectorate for detailed property conditional assessments. **Provide resources (human, financial, & physical):** Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.) Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Set targets and monitor performance and task completions. Report on the utilisation of equipment. Provide staff capacity and development. Enhance and maintain employee motivation and

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cultivate a culture of performance management. Manage discipline. Provide job descriptions to subordinates. Manage leave matters.

Post No. 16 : Chief Artisan X2
Sekhukhune X1, Waterberg X 1
Ref. No. : Sekhukhune S.4/3/2/32 x Waterberg District S.4/3/2/33
Component : Building Maintenance
Salary Notch : R455 223.00 per annum
Salary Level : Grade A
Centre : Sekhukhune and Waterberg District

MINIMUM REQUIREMENTS: An NQF level 6 qualification as recognised by SAQA. Appropriate Trade Test Certificate. 10 (Ten) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities.

GENERIC COMPETENCIES: Knowledge of the following technical competencies: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical Consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.

KEY PERFORMANCE AREAS: Manage technical services. Manage technical services and support in conjunction with Technicians/Artisans and associates in field, work with technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. 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 to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. **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 resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Post No. 17 : Road Work Superintendent X 03
Ref. No. : Mopani S.4/3/10/36, Sekhukhune S.4/3/10/37 Capricorn
S.4/3/10/35
Component : Roads Infrastructure Maintenance
Salary Package : R376 413.00 per annum
Salary Level : 8
Centre : Mopani (Giyani) , Sekhukhune (Groblersdal), Capricorn

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MINIMUM REQUIREMENTS: An NQF level 6 qualification in Civil Engineering or Construction Management as recognised by SAQA. 06 years' experience in road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: 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 organising. 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 a 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.. 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.

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| Post No. 18 | : Administrative Officer-Land Management |
| Ref. No. | : S.4/3/3/96 |
| Component | : Division Land Management |
| Salary Notch | : R 308 154. 00 per annum |
| Salary Level | : 07 |
| Centre | : Sekhukhune |

MINIMUM REQUIREMENTS: An NQF level 6 qualification in Real Estate and Bachelor of Science in Property studies as recognised by SAQA. 02 years' experience in property management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: 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: **Provide district asset register:** Implement processes for assets registering; Provide records of new properties and update asset register; Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File even in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). **Provide disposal and transfer of State properties:** Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the

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departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. **Conduct & facilitate the process of land acquisition:** Implement land acquisition and vesting policies and plans; Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. **Provide office accommodation to provincial departments, district & local municipalities:** Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

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| Post No. 19 | : Admin Officer: Acquisition Management |
| Ref. No. | : S.4/3/3/102 |
| Component | : Acquisition Management |
| Salary Notch | : R308 154.00 per annum |
| Salary Level | : 07 |
| Centre | : Capricorn District – Polokwane District Office |

MINIMUM REQUIREMENTS: An NQF Level 6 qualification in Supply Chain Management. 3-5 years' experience in Supply Chain Management environment. 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. 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

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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. 20 : **Inspector Maintenance Operations**
Ref. No. : **S.4/3/10/26**
Component : **Division Inspectorate**
Salary Notch : **R376 413. 00 per annum**
Salary Level : **08**
Centre : **Sekhukhune District**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 in Civil Engineering/ Roads engineering as recognised by SAQA. 03 years' experience in road work maintenance. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: 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

GENERIC COMPETENCIES: Professionalism. Accuracy Flexibility. Objectivity. Independent. Co-operative. Team player

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. Attends 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 to road maintenance queries. Provide written reports

Post No. 21 : **Property Inspector: Lease and Municipal Services**
Ref. No. : **S.4/3/3/56**
Component : **Property and Facilities Management**
Salary Notch : **R308 154.00 per annum**

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Salary Level : 7
Centre : Vhembe District

MINIMUM REQUIREMENTS: An NQF Level 6 qualification in Real Estate/ Property Management/ Bachelor of Science in Property Studies. 2 – 3 years' experience in property management / real estate environment . 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

KEY PERFORMANCE AREAS: Inspect property for rental purposes: Conduct property assessment before handing – over to occupants for rental purposes, Conduct property conditional assessment on termination of rental, Compile the reports for property condition, Monitor condition of the lease agreement during the rental period, Ensure that tenant pays key deposit prior occupation, Opening of job cards on behalf of tenants. **Investigate subletting of tenants:** Conduct tenant audit to ensure that tenants are not subletting, Conduct regular inspection in rented properties, Investigate property complains and compliance. **Enforce conditions of the Lease Agreements:** Compile tenant vacating report and inspection, Monitor and ensure that vacating tenants are liable for all damages, Facilitate the refunding of key deposit to the tenants. **Conduct space audit.(Residential):** Confirm number of room in a house, Confirm number of rooms occupied, Confirm payment of room occupied, Lock vacant room.

Post No. 22 : Administrative Officer: Lease and Municipal Services X 2
Ref : Sekhukhune S.4/3/91, Capricorn District S.4/3/92
Directorate : Lease and Municipal Services
Salary Level : 07
Salary Notch : R 308 158.00 per annum
Centre : Sekhukhune & Capricorn District

MINIMUM REQUIREMENTS: An NQF level 6 qualification in Real Estate; Bachelor of Science in Property Studies. 3-5 years relevant experience in property management environment, at least 3 years in supervisory position. Valid driver's license, with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: Provide accommodation (residential): Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. **Provide leases:** Implement lease policy, strategy and processes. Administer leases. Provide lease escalation report in terms of the lease agreement. Liaise with tenants on conditions of the lease arrangements. Monitor

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adherence to lease agreements. Provide and advice on terms and conditions of the contract. **Provide rentals:** Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advice tenants on the stipulated rental fees. Provide and analyse Persal reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile Persal reports against the residential accommodation register. **Provide payment of rates, taxes and services:** Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. **Provide refunds and arrears rental recovery:** Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate payment of refunds. **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.

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|--------------|--------------------------|
| Post No. 23 | : Chief Security Officer |
| Ref | : S.4/3/11/2 |
| Directorate | : District Co-ordination |
| Salary Level | : 07 |
| Salary | : R308 154.00 per annum |
| Centre | : Capricorn District |

MINIMUM REQUIREMENTS: An NQF level 6 qualification in Safety Management as recognised by SAQA. Security Management Course (SSA). Security Grade E- A (PSIRA). Two (2) years of experience in relevant environment. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: 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. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

KEY PERFORMANCE AREAS: **Administer security services:** Attend physical security monthly meeting. Provide security report for the cost centre. Compile shift allocation for in – house guards. Monitor the in – house security services. Manage and monitor security rosters and shift changes for contracted guards. Compile payment list for overtime and nightshift allowance in line with the attendance register. Submit invoices for payments of out – sourced security companies. Attend to and deal with security breaches. Monitor and report performance of private security services as per the service level agreement. **Provide access control services and monitoring of the premises:** Manage vehicle and pedestrian entry control register. Monitor searching of vehicle entering and exiting the premises. Manage the gun control register. Check and verify remove permit authority. **Report and investigate incidents:** Provide

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and manage the incidents register. Investigate incidences recorded in the occurrence register. Liaise with SAPS to report or follow up on incidences. Compile incidences report. Implement strategies to combat occurrence of incidence. Update the incidence register after the finalization of cases. **Monitor premises:** Implement premises patrol strategies. Manage the guard monitoring system.

Post No. 24 : Admin Officer: ICT Infrastructure & Operational Support
Ref. No. : S.4/3/7/18
Component : ICT Infrastructure & Operational Support
Salary Notch : R308 154.00 per annum
Salary Level : 07
Centre : Head Office

MINIMUM REQUIREMENTS: An NQF level 06 qualification in Information Technology, Computer Science/Studies, Informatics as recognized by SAQA. One (1) to two (2) years' experience in relevant ICT environment. Valid Driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: Knowledge of Microsoft Exchange and Office Suites, Knowledge of networks, switches (CISCO), cabling and wireless devices, Knowledge on legislation and policies governing ICT in South Africa, Knowledge of international standards pertaining to ICT, Information Management, Knowledge of SITA Services.

KEY PERFORMANCE AREAS: **Provision of ICT Infrastructure:** Proper investigation on ICT needs analysis, Identify and compile needs for new ICT equipment's, Draft specifications and process motivations for procurement, Prioritize and procure tools of trades and other ICT Infrastructure needs in line with approved procurement plan and budget, Ensure that the department gets value for money and that latest technological equipment and peripherals purchased, Provide ICT 1st line support to all users in conjunction with contracted service providers on ICT Infrastructure services, Ensure the installation and configuration of computers, laptops and printers in conjunction with contracted service providers, Develop electronic ICT Infrastructure procurement assets register. **Maintenance of ICT Infrastructure:** Maintain switches, routers, SAN, security devices including all other ICT Infrastructure related hardware, Maintain LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels, Process warranty for computer equipment, serves, storage, server environment controls, networks and all other ICT Infrastructure related devices, Develop electronic ICT Infrastructure maintenance assets register, Periodically visits Departmental sites. **Management of ICT Assets:** Develop ICT Infrastructure Disposal Assets register, Prepare disposal for redundant ICT infrastructure, Periodically visits Departmental sites. Keep record of ICT Assets. **Render ICT administrative support services:** Processing of invoices for contracted Service Providers, Safekeeping of all ICT documentation in line with relevant legislation and policies, Perform secretarial functions during ICT Meetings, Drafts documents or Memos as required.

Post No. 25 : State Accountant
Ref : S.4/3/9/88
Component : Revenue and systems control
Salary Notch : R308 154 per annum
Salary Level : 07
Centre : Head Office- Polokwane

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MINIMUM REQUIREMENTS: An NQF level 6 qualification in Financial Management. 2-3 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities

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

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 of 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.

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| Post No. 26 | : State Accountant: |
| Ref. No. | : S.4/3/9/44 |
| Component | : Financial Management |
| Salary Notch | : R308 154 per annum |
| Salary Level | : 07 |
| Centre | : Vhembe District |

MINIMUM REQUIREMENTS: An NQF level 6 qualification in Financial Management. 2-3 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: People management; Planning and organising; Conflict management; Problem solving and analysis; Decision making; Creativity; Financial management; Communication;

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Computer skills. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; Treasury Regulations; PFMA; DORA; PPPFA

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

KEY PERFORMANCE AREAS: Provide accounts services: Implement treasury regulations and directives. Implement departmental policies in executing the activities within the division. Approve transactions on BAS system. Liaise with service providers in relation to payments. Respond to audit queries in relation to accounts services. Prepare financial reports. Monitor the register.

Monitor payments of vouchers: Implementation of treasury regulations and directives. Implement departmental policies in executing the activities within the division. Track the requester of services. Manage stubs register. Liaise with user directorates and procurement. Prepare expenditure reports, trends and pattern. Respond to audit queries in relation to accounts services. Monitor the outgoing and incoming registers. Manage filling of vouchers. **Provide payroll services:** Implement treasury regulations and directives. Liaise with treasury on payroll related matters/ Liaise with departmental program on payroll issues. Update payroll register. Advise and implement payroll related matters (e.g. salary adjustments etc.). Respond to audit queries in relation to payroll services. **Monitor payments** Implement treasury regulations and directives: Render advanced financial advisory service to the department by analysing and interpreting prescripts. Verify and approve payments. Update payment register. Extract financial reports on the approved systems. Prepare, analyse and advice on financial reports. Respond to audit queries in relation to payments. **Process claims and third-party payments:** Render advanced financial advisory service to the department by analysing and interpreting prescripts. Process third party payments. Verify and approve claims. Monitor and verify updating of claims register

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| Post No. 28 | : Admin Officer: Auxiliary Services |
| Ref. No. | : S.4/3/8/78 |
| Component | : Corporate Services |
| Salary Notch | : R308 154.00 per annum |
| Salary Level | : 07 |
| Centre | : Capricorn |

MINIMUM REQUIREMENTS: An NQF level 6 qualification in Logistics, Transport Management, Public Management, Public Administration as recognized by SAQA. 2 years' experience in relevant environment. Computer literacy. Valid driver's license, with the exception of applicants with disabilities

CORE AND PROCESS COMPETENCIES: 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. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

KEY PERFORMANCE AREAS: Provide the administration of District's Government owned and subsidised motor transport. Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of

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government vehicle. Render accidents administration. **Provide the administration of Telecommunication systems of the District.** Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. **Provide the administration and distribution of Labour-Saving device and disposal of waste papers.** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. **Provide the administration and distribution of office and domestic services.** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. **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.

Post No. 29 : **Administrative Officer: Facilities Services**
Ref. No. : **S.4/3/3/80**
Component : **Sub-Directorate: Facilities Services**
Salary Package : **R308 154.00 per annum**
Salary Level : **07**
Centre : **Vhembe District**

MINIMUM REQUIREMENTS: An NQF Level 6 in recognised by SAQA in Office administration, Public Administration (Management). 3-5 years relevant experience in Property Management, Office Administration Environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Problem solving and analysis; Decision making; Team member; Creativity; Customer focus and responsiveness; Communication; Computer skills; Facilitation; 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 in office management and administration

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 groundsmen 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 waste paper. Liaise with service provider with regard to collection of packaged waste paper. 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

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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. 36 : **Personal Assistant**
Ref. No. : **S.4/3/4/4**
Component : **Chief Directorate EPWP**
Salary Package : **R308 154.00 per annum**
Salary Level : **07**
Centre : **Head Office**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Secretarial/ Management Assistant/ Office Administration. 1 -2 years' experience in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistance / Secretariat. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Good telephone etiquette; Good interpersonal relations; Excellent communication and report writing skills; Time Management; Ability to work under pressure; Ability to maintain confidentiality Basic knowledge on financial administration, Knowledge on the relevant legislation/ policies/ prescripts and procedures, Ability to act with tact and discretion, Ability to do research and analyse documents and situations.

KEY PERFORMANCE AREAS: **Provide a secretarial/ receptionist support service to the chief director:** Receive telephone calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the chief director. Utilises discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/ advice the manager regarding engagements. Compiles realistic schedules of appointments. **Render administrative support services:** Effective flow of information and documents to and from the office of the chief director. Safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g. progress, monthly and management reports. Scrutinises routine submissions/ reports and make notes and/ or recommendations for the managers. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Filling of documents for the chief director and the unit where required. Collects analyses and collates information requested by the chief director. Clarifies instructions and notes on behalf of the chief director. Ensure that travel arrangements are well coordinated. Prioritises issues in the office of the chief director. Manage the leave register and telephone accounts of the unit. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. **Provides support to manager regarding meetings:** Scrutinises documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the chief director to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role – players, follow – up on progress made. Prepare briefing notes for the chief director as required. Coordinates logistical arrangements for meetings when required. **Supports the manager with the administration of the manager's budget:** Collects and coordinates all the documents that relate to the chief director's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records

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of expenditure commitments, monitors expenditure and alerts chief director of possible over – under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the chief director of changes. **Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly:** Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the chief director. Remains abreast with the procedures and processes that apply in the office of the chief director.

Post No. 30 : Artisan Production Grade A:X05
Mopani X 1, Waterberg District X 1 – (Carpentry), Sekhukhune X2
Capricorn X 1
Ref. No. : Mopani S.4/3/2/19, Waterberg District S.4/3/2/22, Sekhukhune
S.4/3/2/20, Capricorn S.4/3/2/18
Component : Building Infrastructure Maintenance
Salary Package : R230 898.00 per annum
Salary Level : OSD
Centre : Mopani – (Naphuno Cost Centre), Waterberg District (Lephalale),
Sekhukhune (Tubatse & Thabamoopo) Capricorn (Polokwane Building
Maintenance Center)

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

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

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. 31 : Artisan Production: Welding
Ref. No. : S.4/3/10/117
Component : Roads Infrastructure Maintenance
Salary Notch : R230 898.00 per annum
Salary Level : OSD
Centre : Vhembe District

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MINIMUM REQUIREMENTS: An NQF level 3 (Grade 11). Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities

CORE AND PROCESS COMPETENCIES: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. 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: **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. **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. **Perform administrative and related functions.** Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan

Post No. 32 : Artisan Production Grade A: Drainage X3
Waterberg District X1, SekhukhuneX1, Vhembe X1.
Ref. No. : Waterberg S.4/3/10/73, Sekhukhune S.4/3/10/86, Vhembe
S.4/3/10/104, Mopani S.4/3/10/87
Component : Drainage Structures
Salary Package : R230 898.00 per annum
Salary Level : OSD
Centre : Waterberg (Modimolle District Office), Sekhukhune, Vhembe.

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

SKILLS: Knowledge of relevant Acts and regulations, Road maintenance Manual, Health and safety measures.

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. 33 : Artisan Foreman x 03
Sekhukhune X2, Waterberg X1
Ref. No. : Sekhukhune S.4/3/2/15 1X Waterberg) S.4/3/2/17
Component : Building Maintenance
Salary Package : R230 898.00 per annum
Salary Level : OSD

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Centre : Sekhukhune District (Tubatse Cost Center-Electrical), Thabamooop (Electrical) & Nebo Cost Centre (Electrical) Waterberg (Modimolle Cost Center-(Electrical))

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

SKILLS: 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 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 assures serviced and maintained equipment and/or facilities. **Perform administrative and related functions:** Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. **Human and capital resource management:** Supervise and mentor staff. Planning of resources. Scheduling of 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. 34 : Works Inspector X2
Ref. No. : Mopani S.4/3/2/27, Sekhukhune S.4/3/2/26
Component : Building Infrastructure Maintenance
Salary Notch : R202 233.00 per annum
Salary Level : 05
Centre : Mopani & Sekhukhune Districts

MINIMUM REQUIREMENTS: An NQF level 6 as recognized by SAQA or equivalent/ N3 and a passed trade test in the Building Environment/Registration as an Engineering Technician. No experience required. 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.

GENERIC COMPETENCIES: Job Knowledge, Communications, Interpersonal relations, Flexibility, Team Work, Computer literacy, Planning and Organising, Language, Good verbal and written communication

KEY PERFORMANCE AREAS: **Render a basic inspection service of work done on minor new and existing structures on a project basis. This includes:** Check if new and/or maintenance work undertaken on project sites are in compliance with 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

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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 in compliance with 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. Timeous development of reports on problems emanating from projects.

Post No. 35 : Admin Clerk: Auxiliary Services
Ref. No. : S.4/3/8/76
Component : Corporate Services
Salary Package : R216 417.00 per annum
Salary Level : 5
Centre : Vhembe District

MINIMUM REQUIREMENTS: A qualification NQF level 4 as recognised by SAQA. Valid driver's license, except for applicants with disabilities.

KNOWLEDGE: Basic knowledge of relevant Public Service.

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. 36 : Administration Clerk
Ref. No. : S.4/3/9/75
Component : Finance
Salary Package : R216 417.00 per annum
Salary Level : 05
Centre : Mopani (Phalaborwa Stores)

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

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

KEY PERFORMANCE AREAS: **Render administration clerical support of roads maintenance:**

Receive documentation for roads maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. **Render administration clerical support on office services and accommodations:**

Liaise with internal and external stakeholders in relation to procurement of goods and services, 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. **Provide personnel administration clerical support services within the component:** Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. **Render financial administration support services in the component:** Check correctness of subsistence and travel claims of officials and submit to manager for approval.

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| POST No. 37 | : Admin Clerk |
| Ref. No. | : S.4/3/9/76 |
| Component | : Finance Management |
| Salary Notch | : R216 417.00 per annum |
| Salary Level | : 05 |
| Centre | : Vhembe District |

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

SKILLS AND KNOWLEDGE: Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer Skills

Planning and organization. Language. Good verbal and written communication skills.

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

KEY PERFORMANCE AREAS: **Place order:** receive request of goods from the end user. **Receive stock from the supplier:** Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. **Receive stock into the system.** Capture the received stock into the system. Verify and update the register in line with the system stock. **Issue goods to end users.** Receive request of goods from the end user (LOGIS

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FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.

Post No 38 : **Registry Clerk- Records Management-**
Ref : **S.4/3/8/80**
Directorate : **Corporate Services**
Salary Level : **05**
Salary Notch : **R202 233.00 per annum**
Centre : **Capricorn District – Polokwane District Office.**

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

KNOWLEDGE OF: 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

GENERIC COMPETENCIES: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Technical Competencies: Computer operating skills. Planning and organization. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.

KEY PERFORMANCE AREAS; Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. **Handle of 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 that no private posts are included. Lock post in postbag for messengers to deliver to post office. Open and 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. 39 : **Registry Clerk**
Ref. No. : **S.4/3/5/4**
Branch : **Support to the MEC Office**
Salary Package : **R216 417.00 per annum**
Salary Level : **05**
Centre : **Head Office - Polokwane**

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MINIMUM REQUIREMENTS: An NQF level 04 qualification as recognised by SAQA. One (1) to two (2) years' experience with Record Management will be added advantage. Valid driver's license with the exception of persons with disabilities.

KNOWLEDGE: Knowledge of record management, record keeping and archive procedures. Knowledge of the National Archives Act and the MIS prescripts and procedures. Good communication. Basic computer skills

KEY PERFORMANCE AREAS: **Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players:** Receive and distribute post and documents. Record documents in the required databases/registers. **File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority:** Render assistance with logistical arrangements. Assist with the distribution of Cabinet/Executive Council memoranda. Assist with document reproduction and facsimile services. Control stocks and stationary as chief user clerk for the executive authority's office. **Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly:** Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.

Post No. 40 : Driver/Messenger
Ref. No. : S.4/3/5/5
Branch : Support to the MEC Office
Salary Package : R183 279.00 per annum
Salary Level : 04
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An NQF level 1 or 2 (Abet level 2 certificate) as recognized by SAQA. 7 to 8 months in driving experience. Valid driver's license with the exception of persons with disabilities.

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. Good communication.

KEY PERFORMANCE AREAS: **Collect and deliver documents. This would, amongst other, entail the following:** Collect, deliver and distribute documents for the office of the executive authority. Collect, deliver and distribute documents and parcels for the executive authority. **Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority:** Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

Post No. 41 : Switchboard Operator
Ref : S.4/3/8/60
Directorate : Corporate Services
Salary Level : 04

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Salary Notch : R183 279.00 per annum
Centre : Sekhukhune

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

SKILLS AND KNOWLEDGE: 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. Machine Operations. Working procedures in respect of working environment. **SKILLS:** Communication skills. Planning and organising

PERSONAL ATTRIBUTES: Accuracy. Flexibility. Co-operative. Team player

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. **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. 42 : Foreman: Cleaning and Grounds
Ref. No. : S.4/3/3/60
Component : Property and Facilities Management
Salary Package : R183 279.00 per annum
Salary Level : 04
Centre : Vhembe

MINIMUM REQUIREMENTS: An NQF level 04 (Grade 12) qualification at as recognised by SAQA.

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

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. 43 : Driver Extra Heavy Duty X2
Ref No : Sekhukhune S.4/3/10/94, Vhembe S.4/3/10/95
Component : Roads Maintenance
Salary Notch : R147 036. 00 per annum
Salary Level : 03
Centre : Sekhukhune & Vhembe

MINIMUM REQUIREMENTS: - An NQF level 03 (Grade 11) as recognised by SAQA. Driver's license Code EC. 05 years' driving experience.

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

KEY PERFORMANCE AREAS: Drive Heavy duty vehicles: Transportation of work teams and materials/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

Post No. 44 : Road Worker x 10
Waterberg District X3, Capricorn X7
Ref. No. : Waterberg District - S.4/3/10/55 X7, Capricorn - S.4/3/10/52
Component : Sub-Directorate: Roads Infrastructure Maintenance
Salary Package : R155 148.00 per annum
Salary Level : 03
Centre : Waterberg & Capricorn District

MINIMUM REQUIREMENTS: A qualification at NQF level 1 or 2 (Abet level 2 certificate) as recognised by SAQA

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

KEY PERFORMANCE AREAS: Perform routine activities in respect of road maintenance and/or construction through: Construction of culvert 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. 45 : Driver
Ref. No. : S.4/3/10/111
Component : Building Maintenance
Salary Notch : R155 148.00 per annum
Salary Level : 03
Centre : Capricorn District: Re-gravelling

MINIMUM REQUIREMENTS: An NQF level 4 as recognised by SAQA. 07 to 10 months experience. Valid driver's license, with the exception of applicants with disabilities (to check).

SKILLS AND KNOWLEDGE: 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. Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and

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basic services, Prescripts for the correct utilisation of the motor vehicle, Procedure to ensure that the vehicle is maintained properly.

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.46 : Driver Operator:X2
Ref. No. : Mopani S.4/3/10/62, Vhembe S.4/3/10/63
Component : Roads Infrastructure Maintenance
Salary Notch : R155 148.00 per annum
Salary Level : 03
Centre : Mopani & Vhembe District

MINIMUM REQUIREMENTS: An at NQF level 03 (Grade 11) as recognised by SAQA. Driver's license Code EC and operating certificate (for heavy duty vehicles). Five (5) years' driving and operating specialized equipment experience

SKILLS AND KNOWLEDGE: Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Communication, Ability to read and write, Teamwork, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

KEY PERFORMANCE AREAS: Perform activities in respect of operation through inter alia the following: Operating specialized equipment, Load and offload goods/equipment, 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 equipment, Grading of gravel roads and re-raveling/shoulder maintenance. **Render driving services Perform activities in respect of operation through inter alia the following:** Transportation of work teams and materials/equipment's, Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water), Inspection of the vehicles/equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle.

Post No. 47 : Tradesman Aid X08
Mopani X 1, Sekhukhune X3, Capricorn X1, Waterberg X3
Ref. No. : Mopani -S.4/3/2/40, Sekhukhune -S.4/3/2/44, Capricorn -S4/3/2/41
Waterberg District -S.4/3/2/24
Component : Building Maintenance
Salary Package : R155 148.00 per annum
Salary Level : 03
Centre : Mopani (Sekgosese Cost Centre), Sekhukhune (Tubatse Building Maintenance, Thabamopo Building Maintenance, Nebo Building Maintenance
Capricorn(Mankweng Maintenance Camp), Waterberg District – Bakenberg, Mokopane & Lephalele)

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MINIMUM REQUIREMENTS: An NQF Level 3 (Grade 11) as recognised by SAQA (Adult Education and Training (AET)

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

KEY PERFORMANCE AREAS: **Maintenance of office buildings:** Conduct regular building inspections, Attend to minor electrical, plumbing, plastering and carpentry problems. **Maintenance of office equipment's and furniture:** Repair broken furniture and equipment's, Report defects. **Safe keeping of machinery and equipment's:** Clean equipment's and machinery after use, Report faults.

Post No. 48 : Groundman x2
Ref. No. : S.4/3/3/95
Component : Property And Facilities Management
Salary Package : R131 265.00 per annum
Salary Level : 02
Centre : Facilities Management x1 Giyani Cost Centre x1

MINIMUM REQUIREMENTS: None.

SKILLS: Machine Operations, Working procedures in respect of working environment

KEY PERFORMANCE AREAS: **Maintain premises and surrounding:** Clean premises and surrounding. 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's and tools:** Detect and report malfunctioning of gardening equipment's and tools; Repair minor defects of gardening equipment and tools **Keep gardening materials and equipment:** Cleaning or machines and equipment's after use; Request gardening materials.

Post No. 49 : Cleaner
Ref. No. : S.4/3/3/67
Component : Property And Facilities Management
Salary Package : R131 265.00 per annum
Salary Level : 02
Centre : Waterberg (Mogalakwena Cost Centre)

MINIMUM REQUIREMENTS: A qualification NQF level 3/4 as recognised by SAQA.

CORE AND PROCESS COMPETENCIES: Cleaning equipment. Safety. 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. Vacuuming 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 rest rooms by:** Clean basins. Wash and keep stock of kitchen utensils.

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Provide cleaning services in restrooms: Refill hand wash liquid soap. Re – place toilet papers, hand towels and refreshers. Empty and wash waste bins. **Keep and maintain cleaning materials and equipment** Request cleaning materials.