



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

Ref: S4/R

TO: ALL HEADS OF DEPARTMENTS
LIMPOPO PROVINCIAL GOVERNMENT

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

DEPARTMENTAL CIRCULAR NO 17 OF 2018: ADVERTISEMENT OF VACANT POSTS

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

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

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

43 Church Street, Polokwane, 0699, Private Bag X9490, POLOKWANE, 0700
Tel: (015) 284 7001, (015) 284 7030 website: <http://www.dpw.limpopo.gov.za>

The heartland of Southern Africa - development is about people!

4. The contents of this circular must be brought to the attention of all employees within the Limpopo Provincial Government.
5. The closing date for this advertisement is **31st October 2018 at 16h00**. If you have not heard from us within 90 days after the closing date of the advert, kindly regard your application as unsuccessful.

Telephone enquiries for Support Posts at **Head Office** should be directed to: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

Telephone Enquiries for posts at **Capricorn District** should be directed to: Mr Solomon Netshia or Ms. Welhemina Mohale at 015 287 5600. Applications should be posted to Department of Public Work Roads & Infrastructure, Private Bag x 9378, Polokwane, 0700 Or Hand deliver at 15 Landros Mare Street – Next to correctional Services

Telephone enquiries for posts at **Sekhukhune District** should be directed to: Ms Constance Makalela or Mr Malema Mathabatha at 015 632 8300. Applications can be hand delivered to: Lebowakgomo Zone A next to Traffic Department) or posted to Sekhukhune District: Private Bag X 02, Chuenespoort, 0745.

Telephone enquiries for posts at **Mopani District** should be directed to: Mr. Mzamani Mashimbyi or Mr. Rackson Makondo at 015 811 4000. Applications can be hand delivered to: former Parliamentary Buildings next to LIMDEV offices Department of Public Work Roads & Infrastructure or posted to: Mopani District, Private bag x 9576, Giyani, 0826.

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

Telephone enquiries for Posts at **Waterberg District** should be forwarded to: Mr. Makomene Phineas or Ms. Palesa Hlaole 014 7183000. Applications can be hand delivered to: Corner Thabo Mbeki Elias Motsoaledi street, Modimolle or be posted to department of public work roads & Infrastructure, Private bag x 1025, Modimolle, 0510.

6. The circular will also be posted on the following websites www.pw.limpopo.gov.za / www.limpopo.gov.za / vukuzezele.gov.za
7. **Faxed or E-Mailed applications and applications either hand-delivered or posted after the closing date will not be considered.** Failure to comply with the above requirements will result in the disqualification of the application. Applicants who apply for more than one position must submit separate applications for each position, indicating the reference number and station of each post clearly.
8. **Shortlisted candidates will be subjected to personnel suitability checks, which covers verification of: criminal records, citizenship, employment reference, educational qualifications and where applicable financial records.**
9. The Department reserve the right not make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Due to a large number of application we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Administrative Justice Act (PAJA), Act No. 3 of 2000.
10. 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.

Generic competencies for all the posts from salary level 07 and upwards: -

- Knowledge of relevant public service acts, regulations and frameworks;
- Knowledge and understanding of policy analysis, development and interpretation;
- Strategic capability and leadership;
- Problem solving and analysis;
- Decision making;
- Team leadership;
- Creativity;
- Financial Management;
- Customer focus and responsiveness;

- Communication;
- Computer skills;
- People management;
- Planning and organizing;
- Conflict Management;
- Negotiation skills;
- Change management.

Competencies: (Technical Competencies) for Artisan Foreman and Artisans: -

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

Generic Competencies:

- Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills planning and organizing

Competencies for level 3 downwards

- Ability to read and write.



 ACTING HEAD OF DEPARTMENT

05/10/2018

 DATE

POST NO.01 (Ref. S4/1/17/2018/01)

Senior Project Manager : Roads Maintenance (01 Post)

Directorate : Roads Maintenance

Centre : Mopani District

Salary Level : 12

Salary Package : R826 053.00 per annum (All Inclusive)

Minimum Requirements: -

- An undergraduate qualification NQF level 6/7 in Civil Engineering.
- Three to four (3 – 4) years at lower/middle/supervisory position in the Roads Maintenance environment
- A valid Driver's licence (attach a copy).

Duties: -

- Manage the Regravelling of roads and construction of drainage structures.
- Manage the district road maintenance operations
- Manage stakeholder relations
- Manage the implementation of roads maintenance Expanded Public Works Programme
- Manage resources (human, financial, & physical).

POST NO.02 (Ref. S4/1/17/2018/02)

Construction Project Manager (01 Post)

Directorate : Construction and Maintenance

Centre : Mopani District

Salary Level : Grade A (OSD)

Salary Package : R679 338.00 per annum (All Inclusive)

Minimum Requirements:-

- An undergraduate qualification NQF level 7 in Built Environment field) with a minimum of 4 years and six months certified experience as recognized by SAQA..
- An undergraduate qualification NQF level 7 in Built Environment field) with a minimum of 4 years certified managerial experience.

- An undergraduate qualification NQF level 8 in any Built Environment field with a minimum of 3 years' experience.
- Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
- A valid driver's licence (Attach a copy)

Duties: -

- Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager.
- Project accounting and financial management.
- Office administration.
- Research and development.

POST NO.03 (Ref. S4/1/17/2018/03)

Deputy Director : Corporate Services (01 Post)

Directorate : Human Resource Management

Centre : Capricorn District

Salary Level : 11

Salary Package : R697 011.00 per annum (All Inclusive)

Minimum Requirements:-

- An undergraduate qualification NQF level 6 OR equivalent Qualifications in HR / Public Administration as recognized by SAQA.
 - At least 3-5 years' experience at lower/ Junior management level, in Human Resources and corporate services environment
 - Valid driver's license (attach copy)

Duties: -

- Manage Human Resources Services
- Manage employee wellness
- Manage auxiliary services in the district
- Manage records management
- Facilitate and oversee the development of operational / business plan to give strategic guidelines.
- Manage and Utilise resources (human, financial & physical) in accordance with relevant directives and legislation.

POST NO.04 (Ref. S4/1/17/2018/04)

Deputy Director : **Acquisition Management (01 Post)**
Directorate : Supply Chain Management
Centre : Head Office
Salary Level : 11
Salary Package : **R697 011.00 per annum (All Inclusive)**

Requirements:-

- An undergraduate NQF Level 06 as recognized by SAQA
- An undergraduate NQF level 06 in Financial Management or Public Management or Accounting or Commerce as recognized by SAQA will be an added advantage.
- Minimum of 3-4 years' experience at lower/Junior Management level in a supply chain management environment.
- A valid Driver's licence (attach a copy).

Duties: -

- Manage acquisition of goods and services
- Provide BAC secretariat
- Manage bids evaluation
- Present to BEC / BAC
- Facilitate and oversee the development of operational / business plan to give strategic guidelines
- Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.

POST NO.05 (Ref. S4/1/17/2018/05)

Assistant Director : **Land Management (01 Post)**
Directorate : Property and Facilities
Centre : Capricorn District
Salary Level : 10
Salary Notch : **R444 693.00 per annum**

Requirements:-

- An undergraduate NQF Level 06 as recognized by SAQA.
- Minimum of 2 - 3 years' experience in Property and facilities.
- A valid Driver's licence (attach a copy).

Duties: -

- Manage district asset register
- Manage disposal and transfer of state properties
- Manage land acquisition and vesting
- Manage office allocation
- Implement operational plan / business plans of the directorate
- Provide resources (human, financial, & physical)

POST NO.06 (Ref. S4/1/17/2018/06)

Assistant Director : EPWP: Planning and Support (01 Post)

Directorate : Expanded Public Works Programme

Centre : Head Office

Salary Level : 10

Salary Notch : R444 693.00 per annum

Minimum Requirements:-

- An undergraduate NQF Level 06 qualification as recognized by SAQA.
- Minimum of 2 - 3 years' experience in Administration.
- A valid Driver's licence (attach a copy).

Duties: -

- Provide sector coordination.
- Facilitate formation of cooperatives.
- Monitor and implement internal EPWP projects.
- Implement operational/ business plan of the directorate.
- Provide resources (human, financial, & physical).

POST NO.07 (Ref. S4/1/17/2018/07)

Deputy Project Manager : Maintenance Inspection (01 Post)

Directorate : Inspectorate Programme

Centre : Capricorn District

Salary Level : 10

Salary Notch : R444 693.00 per annum

Minimum Requirements:

- An undergraduate NQF level 6 qualification in Civil/ Survey Engineering as recognized by SAQA.
- 2 - 3 years supervisory experience in the Roads Inspection environment.
- A valid driver's license (Attach a copy)

Key Performance Areas:

- Manage visual assessment of roads and drainage structures.
- Provide maintenance expertise.
- Monitor and implement the Service Delivery Improvement Programme
- Implement operational/ business plan of the directorate.
- Provide resources (human, financial, & physical).

POST NO.08 (Ref. S4/1/17/2018/08)

Control Works Inspector : Maintenance Inspection (01 Post)

Directorate : Inspectorate Programme

Centre : Waterberg District

Salary Level : 10

Salary Notch : R444 693.00 per annum

Minimum Requirements:

- An undergraduate qualification (NQF Level 06) in Building environment as recognized by SAQA and Registration as an Engineering Technician.
- 2 - 3 years supervisory experience in the maintenance inspection.
- A valid driver's licence (Attach a copy)

Duties:

- Manage inspectorate
- Facilitate, co-ordinate and control the implementation of new work, repair and renovation and maintenance.
- Ensure that the relevant project documentation for new and existing structures is compiled
- Manage the activities of contractors and consultants
- Provide extended Public Works Programme.
- Supervise the performance and conduct of works inspectors

POST NO.09 (Ref. S4/1/17/2018/09)

Assistant Director : EPWP Monitoring (02 Posts)

Directorate : Expanded Public Works Programme

Centre : Head Office

Salary Level : 10

Salary Notch : R444 693.00 per annum

Minimum Requirements:-

- An undergraduate NQF Level 06 qualification as recognized by SAQA.
- Minimum of 2 - 3 years' experience in Administration.
- A valid Driver's licence (attach a copy).

Duties: -

- Monitor implementation of departmental EPWP projects
- Manage EPWP Data Hub
- Implement operational business plan of the Directorate
- Provide resources (human, financial & physical)

POST NO.10 (Ref. S4/1/17/2018/10)

Assistant Director : Human Resources Management (02 Posts)

Directorate : Corporate Services

Centre : Waterberg District x1; Capricorn District x1

Salary Level : 09

Salary Notch : R356 289.00 per annum

Requirements:

- An undergraduate NQF Level 06 qualification as recognized by SAQA.
- Minimum of 2 - 3 years' experience in HR and corporate services environment.
- Knowledge of PERSAL system will an added advantage (Attach results)
- A valid Driver's license (attach a copy).

Duties:

- Manage human resource provisioning services
- Manage conditions of services
- Manage leave matters
- Manage human resources development services
- Manage and facilitate Labour Relations
- Implement operational business plan of the Directorate
- Provide resources (human, financial & physical)

POST NO.11 (Ref. S4/1/17/2018/11)

Chief Artisan (01 Post)

Directorate : Construction and Maintenance Management

Centre : Vhembe District

Grade : A

Salary Package : R356 646 – R418 062. 00 per annum (as per OSD)

Requirements:

- An undergraduate NQF Level 4/5/6 in Construction and Maintenance as recognized by SAQA.
- Appropriate Trade Test Certificate
- Ten years post qualification experience required as an Artisan/Artisan Foreman
- A valid driver's license - (Attach a copy)

Key Performance Areas:

- Manage technical Services
- Manage administrative and related functions
- Financial Management
- People management
- Maintain and advance expertise

POST NO.12 (Ref. S4/1/17/2018/12)

Head: Road Maintenance Centre : (Cost Centre Manager) (01 Post)

Directorate : Roads Management Programme

Centre : Capricorn District

Salary Level : 09

Salary Notch : R356 289.00 per annum

Minimum Requirements:

- An undergraduate NQF level 5 qualification in Civil Engineering as recognized by SAQA.
- 2 - 3 years supervisory experience in the Roads Maintenance environment.
- A valid driver's license (Attach a copy)

Key Performance Areas:

- Manage roads maintenance operations
- Manage heavy roads construction and maintenance plant and equipment
- Provide stakeholder relations
- Implement roads maintenance Expanded Public Works Programme
- Implement operational/ business plan of the directorate.
- Provide resources (human, financial, & physical).

POST NO.13 (Ref. S4/1/17/2018/13)

Senior Administrative Officer : Land Management (01 Post)

Directorate : Property & Facilities Management

Centre : Capricorn District

Salary Level : 08

Salary Notch : R299 709.00 per annum

Minimum Requirements:

- An undergraduate NQF Level 06 qualification s recognized by SAQA.
- Minimum of 1 - 2 years' experience in Property & Facilities Management.
- A valid Driver's licence (attach a copy).

Duties:

- Provide district asset register
- Provide disposal and transfer of state properties
- Conduct & facilitate the process of land acquisition
- Provision of office accommodation to provincial departments, district and local municipalities.
- Provide resources (human, financial & physical)

POST NO.14 (Ref. S4/1/17/2018/14)

Senior Administrative Officer : Lease & Municipal Management (01 Post)

Directorate : Property & Facilities Management

Centre : Waterberg District

Salary Level : 08

Salary Notch : R299 709.00 per annum

Minimum Requirements:

- An undergraduate qualification NQF Level 06 as recognized by SAQA.
- Minimum of 1 - 2 years' experience in Property & Facilities Management.
- Valid Driver's licence (attach a copy).

Duties:

- Provide accommodation (residential)
- Provide Leases
- Provide rentals
- Provide refunds and arrears rental recovery
- Provide payment of rates, taxes and services
- Provide resources (human, financial & physical)

POST NO.15 (Ref. S4/1/17/2018/15)

Maintenance Operations Specialist (01 Post)

Directorate : **Roads Maintenance**

Centre : Sekhukhune District

Salary Level : 08

Salary Notch : R299 709.00 per annum

Minimum Requirements:

- An undergraduate qualification NQF Level 05 in Civil Engineering as recognized by SAQA.
- 1 year experience in roads construction maintenance environment.
- A valid Driver's licence (attach a copy).

Duties:

- Coordinate the development of road construction/ maintenance business plan
- Provide support and monitor the implementation of the road construction/ maintenance business plan
- Conduct capacity building
- Provide stakeholder relations

POST NO.16 (Ref. S4/1/17/2018/16)

Chief Works Inspector (01 Post)

Directorate : Construction and Maintenance
Management

Centre : Vhembe District

Salary Level : 08

Salary Notch : R299 709.00 per annum

Minimum Requirements:

- An undergraduate NQF Level 06 qualification in Building environment and Registration as an Engineering Technician as recognized by SAQA
- N3 certificate and appropriate Trade Test Certificate.
- A valid driver's license - (Attach a copy)

Duties:

- Identify needs and requirements of new works and repairs through the investigation of customer and new services.
- Render an inspection services of work done on new projects and existing structures.
- Manage activities of contractors on project sites
- Provide extended Public Works Programme
- Supervise the performance and conduct of works inspectors

POST NO.17 (Ref. S4/1/17/2018/17)

Artisan Foreman : **Plastering Services (02 Posts)**
Directorate : Construction and Maintenance Management
Centre : Mopani District
Grade : A
Salary Package : **R286 500.00 – R326 055.00 per annum (as per OSD)**

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
- Appropriate Trade Test Certificate in plastering / Bricklaying
- Five (05) years post qualification as an Artisan
- A valid driver's license - (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function
- Human and capital resource management
- Maintain expertise

POST NO. 18 (Ref. S4/1/17/2018/18)

Artisan Foreman : **Carpentry Services (01 Post)**
Directorate : Construction and Maintenance Management
Centre : Vhembe District
Grade : A
Salary Package : **R286 500.00 – R326 055.00 per annum (as per OSD)**

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA.
- Appropriate Trade Test Certificate in Carpentry
- Five (05) years post qualification as an Artisan

- A valid driver's licence (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function
- Human and capital resource management
- Maintain expertise

POST NO. 19 (Ref. S4/1/17/2018/19)

Artisan Foreman : Roads Mechanical (01 Post)

Directorate : Roads Maintenance

Centre : Vhembe District

Grade : A

Salary Package : R286 500.00 – R326 055.00 per annum (as per OSD)

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA,
- Appropriate Trade Test Certificate.
- Five (05) years post qualification as an Artisan
- A valid driver's licence - (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function

POST NO. 20 (Ref. S4/1/17/2018/20)

Administrative Officer : EPWP & Corporate Services (02 Posts)

Directorate : Corporate Services

Centre : Head Office

Salary Level : 07
Salary Notch : R242 475.00 per annum

Minimum Requirements:

- Undergraduate NQF level 5 as recognized by SAQA
- Undergraduate NQF level 5 in Management Assistant or Secretarial Certificate will be an added advantage.
- Computer literacy

Duties:

- Provide a secretarial / receptionist support service to the manager.
- Render administrative support services
- Provide support to manager regarding meetings
- Supports the manager with the administration of the manager`s budget
- Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

POST NO. 21 (Ref. S4/1/17/2018/21)

Administrative Officer : Bids Management (01 Post)

Directorate : Supply Chain Management

Centre : Mopani District

Salary Level : 07

Salary Notch : R242 475.00 per annum

Requirements:

- An undergraduate NQF Level 05 as recognized by SAQA.
- Knowledge / Experience in Supply Chain environment will be an added advantage.
- Valid Driver`s licence (attach a copy).

Duties:

- Render bids evaluation services
- Provide and monitor the evaluation process
- Present to BAC

POST NO. 22 (Ref. S4/1/17/2018/22)

Labour Relations Practitioner (01 Post)

Directorate : Corporate Services

Centre : Head Office

Salary Level : 07

Salary Notch : R242 475.00 per annum

Requirements:

- An undergraduate NQF Level 06 qualification as recognized by SAQA.
- Knowledge / experience in Labour Relations will be an added advantage.
- A valid driver's licence (attach a copy).

Duties:

- Handle Misconduct cases as per Disciplinary Code & Procedures
- Handle Grievances and Disputes Resolution
- Advice on labour Relations
- Administer Strike
- Co-ordinate consultative forums and collective bargaining structures in the Department

POST NO. 23 (Ref. S4/1/17/2018/23)

Personnel Practitioner : Human Resource Management (01 Post)

Directorate : Corporate Services

Centre : Capricorn District

Salary Level : 07

Salary Notch : R242 475.00 per annum

Minimum Requirements:

- An undergraduate NQF Level 06 qualification in HR as recognized by SAQA.
- Knowledge / experience in Human Resources will be an added advantage.
- A valid driver's licence (attach a copy).

Duties:

- Provide human resource provisioning services

- Provide conditions of services
- Provide leave matters
- Provide human resources development services
- Provide and facilitate Labour Relations services
- Provide resources (human, financial & physical)

POST NO. 24 (Ref. S4/1/17/2018/24)

Personnel Practitioner : Human Resource Development (01 Post)

Directorate : Corporate Services

Centre : Head Office

Salary Level : 07

Salary Notch : R242 475.00 per annum

Minimum Requirements:

- An undergraduate NQF Level 06 qualification in HR as recognized by SAQA.
- Knowledge / experience in Human Resources will be an added advantage.
- A valid driver's licence (attach a copy).

Duties:

- Provide personnel training services
- Provide learnerships and internships
- Provide departmental bursary scheme mentorship and scholarship programme

POST NO. 25 (Ref. S4/1/17/2018/25)

Administrative Officer : Records Management

Directorate : Corporate Services

Centre : Head Office

Salary Level : 07

Salary Notch : R242 475.00 per annum

Minimum Requirements:

- An undergraduate NQF Level 06 qualification in HR as recognized by SAQA.

- Knowledge / experience in Records management will be an added advantage.
- A valid driver's license (attach a copy).

Duties:

- Provide Human Resources records
- Provide General records
- Provide postal and messaging services
- Provide resources (human, financial & physical)

POST NO. 26 (Ref. S4/1/17/2018/26)

Admin Officer : Risk Management (01 Post)
 Directorate : Risk Planning and Management
 Centre : Head Office
 Salary Level : 07
Salary Notch : R242 475.00 per annum

Minimum Requirements:

- An undergraduate NQF Level 06 qualification as recognized by SAQA.
- Knowledge / experience in Risk Management will be an added advantage.
- A valid driver's licence (attach a copy).

Duties:

- Implement the risk management strategies and plans
- Conduct risk assessment on departmental objectives
- Conduct risk education and awareness
- Provide administrative support services

POST NO. 27 (Ref. S4/1/17/2018/27)

Admin Officer : Office Services (01 Post)
 Directorate : Corporate Services
 Centre : Head Office
 Salary Level : 07
Salary Notch : R242 475.00 per annum



Minimum Requirements:

- An undergraduate NQF Level 06 qualification as recognized by SAQA.
- An undergraduate NQF level 6 qualification in Public Administration will be an added advantage.
- A valid driver's licence (attach a copy).

Duties:

- Provide Telecommunications services.
- Provide and do distribution of Labour Saving Device
- Provide office services
- Provide resources (human, Financial & physical)

POST NO. 28 (Ref. S4/1/17/2018/28)

Artisan Production	: Plastering Services (03 Posts)
Directorate	: Construction and Maintenance Management
Centre	: Mopani District x1 and Vhembe District x2
Grade	: A
Salary Package	: R179 523.00 – R199 242.00 per annum (as per OSD)

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA,
- Appropriate Trade Test Certificate in carpentry
- A valid driver's licence - (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function

POST NO. 29 (Ref. S4/1/17/2018/29)

Artisan Production : **Carpentry Services (03 Posts)**
Directorate : Construction and Maintenance management
Centre : Vhembe District
Grade : A
Salary Package : **R179 523.00 – R199 242.00 per annum (as per OSD)**

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA,
- Appropriate Trade Test Certificate in carpentry
- Valid driver's licence - (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function

POST NO. 30 (Ref. S4/1/17/2018/30)

Artisan Production : **Painting Services (02 Posts)**
Directorate : Construction and Maintenance Management
Centre : Vhembe District
Grade : A
Salary Package : **R179 523.00 – R199 242.00 per annum (as per OSD)**

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA,
- Appropriate Trade Test Certificate in Painting
- A valid driver's licence - (Attach a copy)

Key Performance Areas:

- Design.
- Production
- Maintenance
- Perform administrative and related function

POST NO. 31 (Ref. S4/1/17/2018/31)

Artisan Production : Plumbing Services (03 Posts)

Directorate : Construction and Maintenance
Management

Centre : Vhembe District x1, Sekhukhune x1 and Waterberg x1
Districts

Grade : A

Salary Package : R179 523.00 – R199 242.00 per annum
(as per OSD)

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA,
- Appropriate Trade Test Certificate in Plumbing
- A valid driver's licence - (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function

POST NO.32 (Ref. S4/1/17/2018/32)

Artisan Production : Roads Mechanical (01 Posts)
Directorate : Construction and Maintenance Management
Centre : Waterberg District
Grade : A
Salary Package : R179 523.00 – R199 242.00 per annum
(as per OSD)

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA,
- Appropriate Trade Test Certificate.
- A valid driver's licence - (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function

POST NO.33 (Ref. S4/1/17/2018/33)

Artisan Production : Electrical Services (01 Posts)
Directorate : Construction and Maintenance Management
Centre : Waterberg District
Grade : A
Salary Package : R179 523.00 – R199 242.00 per annum
(as per OSD)

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA.
- Appropriate Trade Test Certificate.

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- A valid driver's licence - (Attach a copy)

Duties:

- Design.
- Production
- Maintenance
- Perform administrative and related function

POST NO.34 (Ref. S4/1/17/2018/34)

Registry Clerk : Records Management (01 Post)

Directorate : Corporate Services

Centre : Head Office

Salary Level : 05

Salary Notch : R163 563.00 per annum

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET /NCV level 4 as recognized by SAQA,
- Computer literacy

Duties:

- Provide registry counter services
- Handling of incoming and outgoing Correspondence
- Render an effective filing and record management services
- Operate office machines in relation to the registry function
- Process documents for archiving and disposal

POST NO.35 (Ref. S4/1/17/2018/35)

Accounting Clerk : Finance Management (03 Posts)

Directorate : Financial Management

Centre : Head Office x1, Vhembe District x2

Salary Level : 05

Salary Notch : R163 563.00 per annum

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Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET/NCV level 4 as recognized by SAQA,
- Computer literacy

Duties:

- Render financial Accounting transactions
- Perform salary administration support services
- Perform bookkeeping support services

POST NO.36 (Ref. S4/1/17/2018/36)

Office Attendant : Roads (03 Posts)

Directorate : Roads Maintenance

Centre : Capricorn District x1, Sekhukhune District x1 & Vhembe District x1

Salary Level : 05

Salary Notch : R163 563.00 per annum

Minimum Requirements:

- Undergraduate NQF level 4, AET/ABET/NCV level 4 as recognized by SAQA,
- Computer literacy
- Valid code 10 (C1) with Public Drivers Permit.

Duties:

- Handle Human Resources matters
- Perform auxiliary services for the Roads Maintenance Centre
- Handle transport matters

POST NO.37 (Ref. S4/1/17/2018/37)

Driver Operator (06 posts)

Directorate : Roads Maintenance

Centre : Waterberg District x4, Mopani District x2

Salary Level : 05

Salary Notch : R163 563.00 per annum

Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA
- Construction Plant Operator certificate).
- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA, with a minimum of 2 years' experience in roads maintenance.
- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA, with a minimum of 5 years' experience in roads maintenance.
- Valid code 10 (C1) with Public Drivers Permit.

N.B. Employees who are on Grader Operator Skills Programme/ qualification are encouraged to apply.

Duties:

- Operating heavy construction plant and equipment
- Maintenance of heavy construction plant and equipment
- Perform administration duty

POST NO.38 (Ref. S4/1/05/2017/38)

Driver : (09 posts)

Directorate : Roads Maintenance

Centre : Sekhukhune District x4, Vhembe District x2 & Mopani District x2

Salary Level : 04

Salary Notch : R136 800.00 per annum

Requirements:

- Undergraduate NQF level , AET/ABET level 4 as recognized by SAQA,
- 3 to 4 years driving experience.
- A valid driver`s license - Code C1 with public drivers permit (attach a copy)

Duties:

- Core driver functions:
- Secondary/ messenger services

POST NO. 39 (Ref. S4/1/17/2018/39)

Switchboard Operator : Auxiliary Services (01 Post)

Directorate : Corporate Services

Centre : Waterberg District

Salary Level : 04

Salary Notch : R136 800.00 per annum

Minimum Requirements:

- Undergraduate NQF LEVEL 4 qualification AET/ABET/NCV level 4 as recognized by SAQA,

Knowledge and skills:

- Machine Operations
- Working procedures in respect of working environment
- Basic Interpersonal relation
- Organizing

Duties:

- Render switch board services
- Maintain switchboard system

POST NO. 40 (Ref. S4/1/17/2018/40)

Tradesman Aid II : Plastering (09 posts)

Directorate : Maintenance

Centre : Capricorn District x5, Sekhukhune District x1, Mopani Districtx1 & Vhembe District x2

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA,

Duties:

- Maintenance of Office Buildings
- Maintenance of office equipment's and furniture

POST NO. 41 (Ref. S4/1/17/2018/41)

Tradesman Aid II : Painting (02 posts)

Directorate : Construction & Maintenance

Centre : Mopani Districts

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA,

Duties:

- Maintenance of Office Buildings
- Maintenance of office equipment's and furniture

POST NO.42 (Ref. S4/1/17/2018/42)

Tradesman Aid II : Plumbing (04 posts)

Directorate : Maintenance

Centre : Capricorn District x2, Mopani x1 & Vhembe District x1

Salary Level : 03

Salary Notch : R115 437.00 per annum

Requirements:

- AET or ABET level 4 (or NQF level 1) qualification

Duties:

- Maintenance of Office Buildings
- Maintenance of office equipment's and furniture

POST NO.43 (Ref. S4/1/17/2018/43)

Tradesman Aid II : Carpentry Services (04 posts)

Directorate : Maintenance

Centre : Mopani District x1, Vhembe District x3

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.

Duties:

- Maintenance of Office Buildings
- Maintenance of office equipment's and furniture

POST NO.44 (Ref. S4/1/17/2018/44)

Tradesman Aid II : Property and Facilities (01 posts)

Directorate : Maintenance

Centre : Sekhukhune District

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.

Duties:

- Maintenance of Office Buildings
- Maintenance of office equipment's and furniture

POST NO.45 (Ref. S4/1/17/2018/45)

Tradesman Aid II : Electrical Services (02 posts)

Directorate : Construction & Maintenance

Centre : Capricorn District x1, Vhembe District x1

Salary Level : 03

Salary Notch : R 115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.

Duties:

- Maintenance of Office Buildings
- Maintenance of office equipment's and furniture

POST NO.46 (Ref. S4/1/17/2018/46)

Tradesman Aid II : Mechanical Workshop (03 posts)

Directorate : Roads Maintenance

Centre : Capricorn District x1, Waterberg District x1 & Vhembe District x1

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.

Duties:

- Assist Artisan with repairs
- Clean workshop bay
- Clean vehicles
- Assist in auction preparations

POST NO.47 (Ref. S4/1/17/2018/47)

Tradesman Aid II : Phalaborwa Roads (01 post)

Directorate : Roads Maintenance

Centre : Mopani District

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.

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Duties:

- Assist Artisan with repairs
- Clean workshop bay
- Clean vehicles
- Assist in auction preparations

POST NO.48 (Ref. S4/1/17/2018/48)

Tradesman Aid II : Construction Team (01 post)

Directorate : Roads Maintenance

Centre : Vhembe District

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.

Duties:

- Maintenance of Office Buildings
- Maintenance of office equipment's and furniture

POST NO. 49 (Ref. S4/1/17/2018/49)

Tradesman Aid II : Tzaneen Stores (01 post)

Directorate : Financial Management

Centre : Mopani District

Salary Level : 03

Salary Notch : R115 437.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.

Duties:

- Keep and issue stores material
- Maintenance of Office Buildings

- Maintenance of office equipment's and furniture
- Assist in auction preparations

POST NO. 50 (Ref. S4/1/17/2018/50)

Groundsman (03 Posts)

Directorate : Property and Facilities

Centre : Mopani District x1, Sekhukhune Districtx1, Vhembe District x1

Salary Level : 02

Salary Notch : R96 549.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA,

Duties:

- Maintain premises and surroundings
- Maintain the garden
- Maintain the gardening equipment`s and tools

POST NO. 51 (Ref. S4/1/17/2017/51)

Cleaner (03 Posts)

Directorate : Property and Facilities

Centre : Vhembe District x2, Mopani District x1

Salary Level : 02

Salary Notch : R96 549.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA,

Duties:

- Provision of cleaning services
- Keep and maintain cleaning materials and equipment's.

POST NO.52 (Ref. S4/1/17/2017/52)

Stores Assistant (06 Posts)

Directorate : Finance (Asset Management)

Centre : Vhembe District x5, Waterberg District x1

Salary Level : 02

Salary Notch : R96 549.00 per annum

Minimum Requirements:

- Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA,

Duties:

- Perform general assistant work.