

# 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

### ERRATUM FOR DEPARTMENTAL CIRCULAR NO 10 OF 2022: ADVERTISEMENT OF VACANT POSTS

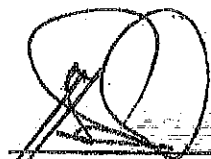
1. Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. 
2. Applications are invited for the filling of vacant posts, which exist in the department as outlined in the attached annexure.
3. Applications should be submitted on the
4. Z83 forms (NEW Z83 EFFECTIVE FROM JANUARY 2021) obtainable from any Public Service Department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za). Applications must be completed in full, accompanied by a comprehensive Curriculum Vitae and valid Code EB vehicle driver's license with the exception of applicants with disabilities. Only shortlisted job seekers in government are required to submit certified copies of qualifications. Other related documentation such as Certified copies of qualification; ID documents, drivers licence etc. need not accompany the application when applying for a post, as such documentation must only be produced by shortlisted candidates during the interview process. With reference to applicants bearing professional or occupational registration fields provided in Part B of

the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicant's CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted.

5. A specific reference number for the post applied for must be quoted in the space provided on the Z83 form.
6. Or hand delivered to Works Towers Building, First Floor General Registry, 43 Church Street, Polokwane, 0699
7. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government.
8. A SAQA evaluation certificate must accompany foreign qualifications. Applicants who do not comply with the above mentioned requirements will not be considered.
9. Successful incumbents 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 prescribed regulations.
10. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to technical and competency assessment and pre-entry certificate obtained from NSG is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such; however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the Pre- entry certificate into SMS can be found on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
11. Shortlisted candidates will be subjected to suitability checks (criminal records, credit records check for security reasons) and verification of qualifications and should complete financial disclosure form. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin.

12. All general enquiries should be directed to Ms. Mokonyane Magdeline, Ms. Ledwaba RE, Ms. Hanyane Philippine, Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo and Ms. Mathebula WT at 015 284 7353/ 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578.
13. The closing date for submission of application is Friday, the 21st of October 2022 at 16h00. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
14. 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.
15. The Department reserves the right not to make any appointment to the posts advertised. Women and persons with disabilities are encouraged to apply. The Employment Equity Plan of the Department shall inform the employment decision and preference will be given to Employment Equity targets.
16. The contents of this circular will also be posted on the following websites [www.dpw.limpopo.gov.za](http://www.dpw.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za)/ [www.dpsa.gov.za](http://www.dpsa.gov.za).
17. Applications should be forwarded to:  
The Director: Human Resource Management  
Department of Public Works, Roads and Infrastructure  
Private Bag X9490  
POLOKWANE  
0700

<b>Head Office</b> Private Bag X9490 <b>POLOKWANE</b> 0700	<b>Capricorn District</b> Private Bag X9378 Polokwane 0700 Tel: 015 2875600	<b>Mopani District</b> Private Bag X576 GIYANI 0826 Tel: 015 8114000	<b>Sekhukhune District</b> Private Bag X02 CHUENESPOORT 0745 Tel: 015 6368300	<b>Vhembe District</b> Private Bag X2248 Sibasa 0970 Tel: 015 9633790	<b>Waterberg District</b> Private Bag X1028 Modimolle 0510 Tel: 014 7183000
Or hand delivered to	Or hand delivered to	Or hand delivered to	Or hand delivered to	Or hand delivered to	Or hand delivered to
Physical address: 43 Church Street, Works Towers Building, Polokwane  Enq: Mr. KP Khosa 015 284 7224	Physical address: 15 Landros Mare street, next to correctional services Enq: Mr. Netshla S.L OR Ms. Mogale W.M Tel: 0152875600	Physical address :570 parliamentary building Giyani Enq: Mr. Mashimbyl M.J OR Ms. Mabunda K.S TEL: 0158114000 / 4070 /4075	Physical address : Lebowakgomo Zone A, next to traffic department Enq: Ms. Makalela R.C Mr. Mathabafna M.J TEL: 015 6368300 / 8330	Physical address: Cnr. traffic and Raluswelo street, Sibasa. Enq: Mr. M.F OR Mavhungu Ms. N.M Mathivha Tel: 0159633790	Physical address Cnr. Thabo Mbeki & Elias Motsoaledi Enq: Ms. MC Modiba OR Ms. PE Hlaola 014 7183000 / 3040 /3052 / 3027



Mr. Seroka DT  
Head of Department

07/10/2022  
Date

**Post No. 19** : Assistant Director: Disposal of Immovable Asset  
**Ref. No.** : S.4/3/3/3  
**Component** : Property Acquisition and Disposal Management  
**Salary Notch** : R477 090.00 per annum  
**Salary Level** : 10  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification NQF 6 as recognized by SAQA in Property Management, Property Law, Real Estate, Property Valuation.
- ✓ 3-5 years' supervisory position in the relevant environment.
- ✓ 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 & 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. Planning and Organising Decision making. Team leadership. Creativity. Financial management. People management. Conflict management.

**DUTIES: KEY PERFORMANCE AREAS:**

**Provide disposal of state land and immovable property.** Implement disposal policies, strategies and processes. Implement the disposal plan. Update the asset register in terms of disposals. Compile a business cases for disposal and present to the disposal committee. Implement disposal in terms of the departmental policy and decisions of the disposal committee. Facilitate the valuation and declaration of redundancy of properties (to be disposed of) by the MEC. Facilitate the process of submissions of properties (to be disposed of) for Open Tender. Facilitate the signing of the Deed of Sale. Facilitate registration of properties in the names of the beneficiaries. Facilitate payment by purchasers.

**Provide donation of state land and immovable property.** Implement the donation of state land policy, strategies and processes. Oversee the acquisition of relevant documentation for properties to be donated. Facilitate the process of submission of properties to PSLDC for approval. Liaise with Treasury on properties to be donated. Facilitate signing of Deed of Donation by both parties. Facilitate registration of property with the Deeds Office. Adherence to the provisions of the Deed of Donation.

Facilitate transfer of towns to municipalities. Liaise with municipalities on identification of properties to be transferred. Facilitate verification of registered towns. Facilitate acquisition of clearance certificates for towns to be transferred to municipalities. Facilitate the preparation of the Deed of Transfer and signing by both parties.

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. Maximize spending in line with strategic objective. Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment's. Monitor that the performance agreement are alignment to the operational plan. 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. Facilitate discipline. Provide job description to subordinates. Manage sectional leave matters.

**Post No. 30** : Assistant Director: Employee Health and Wellness  
**Ref. No.** : S.4/3/8/38 – Mopani and S.4/3/8/39 - Waterberg Districts  
**Component** : Corporate Services (Employee Health and Wellness)  
**Salary Notch** : R382 245.00 per annum.  
**Salary Level** : 09  
**Centre** : Mopani and Waterberg Districts

#### MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification NQF 6 as recognized by SAQA in Health Science or Social Science.
- ✓ Registration with relevant professional bodies.
- ✓ 3-5 years' supervisory position in the relevant environment.
- ✓ 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.

#### DUTIES: KEY PERFORMANCE AREAS:

Manage Occupational Health and Safety. Implement Occupational Health and Safety Plan. Implement Occupational Health and Safety policies, strategies, guidelines and processes. Implement Safety, Health, Environment, Risk and Quality (SHERQ) programmes. Facilitate the appointment of SHE reps, Fire Fighters and First Aiders. Monitor investigations and reporting of injury on duty

cases. Implement injury on duty policy, processes and procedures. Monitor and ensure the injury on duty applications meet the Compensation of Occupational Injuries and Diseases Act requirements and standards. Conduct injury on duty statistics. Conduct district Occupational Health and Safety inspections. Facilitate the election and training of OHS committee. Manage the injury on duty register. Facilitate the appointment and training of First Aiders, She reps, Peer Educators and Fire Fighters. Generate and submit reports to different stakeholders (District Management, Head Office etc.)

**Manage employee health and wellness.** Implement employee health and wellness policies, strategies, guidelines and processes. Provide educational awareness and wellness day. Monitor referral of identified employees. Monitor assessment of identified clients. Provide support to identified clients. Manage the employee health and wellness register. Facilitate payment of service providers. Provide assistance and support to extended family members of employees. **Manage and monitor after care follow – up of employee health and wellness clients.** Conduct research and analyses of district employee health and wellness cases. Provide correction measures and/or recommendation on employee health and wellness cases. Generate and submit reports to different stakeholders (District Management, Head Office etc.)

**Provide diseases management.** Implement diseases management policies, strategies, guidelines and processes. Conduct awareness and educational sessions on various diseases. Monitor referrals of patients, and provide after care support. Monitor assessment and referral of patients on various diseases. Provide support to patients. Provide social wellness activities in the district. Distribute health and related pamphlets. Conduct research and analyses of district diseases management. Provide corrective measures and/or recommendation on diseases management. Generate and submit reports to different stakeholders (District Management, Head Office etc.)

**Provide HIV & AIDS Services.** Implement HAST (HIV & AIDS, STI and TB Management) intervention plan and strategies. Develop departmental HAST (HIV & AIDS, STI and TB Management) calendar. Develop and implement HAST (HIV & AIDS, STI and TB Management) promotion awareness. Render HIV and AIDS counselling services. Offer support to infected and affected employees and their families. Generate and submit reports to different stakeholders (District Management, Head Office, District Municipality HIV & AIDS Counsel etc.)

**Post No. 23** : Assistant Director: Property Planning  
**Ref. No.** : S.4/3/3  
**Component** : Operations Management  
**Salary Notch** : R477 090.00 per annum  
**Salary Level** : 10  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification NQF 6 as recognized by SAQA. in Property Management, Property Law, Real Estate, and Property Valuation, Quantity Surveying, Town and Regional Planning; GIS.
- ✓ 3-5 years' experience in property and asset management a minimum of three years at Property Management environment.
- ✓ 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 & KNOWLEDGE**

Knowledge of relevant Public Service Acts, regulations and frameworks.  
Knowledge and understanding of policy analysis, development and interpretation  
Knowledge on financial systems BAS, Persal and P.F.M.A. Treasury Regulations PEMA, DORA, Problem solving and analysis. Decision making. Team leadership  
Creativity. Communication (verbal and writing). MS Office Package / Computer skills.

**DUTIES: KEY PERFORMANCE AREAS:**

Provide user asset management planning. Determine immovable asset requirements. Manage the verification of existing immovable asset. Determine functional performance of the asset. Manage and conduct gap analysis.  
Determine new asset requirements. Determine repairs, refurbishment or reconfiguration requirements. Determine surplus asset to surrender.  
Provide custodian asset management planning.  
Compile asset portfolio profile. Compile asset performance report.  
Compile asset lifecycle management plan. Provide portfolio analysis of provincial asset. Develop works plan.  
Provide Asset portfolio management. Conduct needs analysis with regard to immovable assets. Manage the monitoring of operational and functional performance of immovable assets. Analysis of existing portfolio in terms of new user requirements. Analysing options to satisfy user requirements for accommodation and demand management. Ensure that the most cost-effective



and efficient option is exercised in order to meet the demand. The compilation of priority list of immovable assets needs.

**Provide key account management.** Study services delivery objectives and assisting users with identifying immovable asset solutions. Assisting the Users with immovable assets information when user is preparing the U-AMP. Analysing user requirements as stated in the U-AMP. Compilation of a priority list for users' immovable assets needs. Costing of users' immovable assets needs. Coordinate the interaction of users and custodians.

**Provide life cycle planning.** Feasibility studies and architectural planning of all accommodation. Preparing lifecycle plans of each function specific immovable assets. Compiling budgets over MTEF for all costs related to immovable assets. Aligning project cost and lifecycle cost. Compiling operation and maintenance plans. Updating lifecycle planning in terms of actual lifecycle activities. Scheduling of acquisitions, deferred maintenance, refurbishments and disposals in terms of portfolio priorities. Predicting the impact of portfolio due to over/under expenditure and asset condition.

**Post No. 31 : Chief Artisan (15 Posts)**

**Ref. No. : S.4/3/2/31 - Capricorn: S.43/2/30 – Mopani; S.4/3/2/32- Sekhukhune: S.4/3/2/4 – Vhembe S.4/3/2/33– Waterberg Component:**

**Component: Building Infrastructure Maintenance & Roads Infrastructure Maintenance**

**Salary Notch : 392 283.00 per annum**

**Salary Level : Grade A**

**Centre : (S.4/3/2/31 – Capricorn: All Trades X4; S.43/2/30 –**

**Mopani Carpentry x1 & Electro Mechanical x1; S.4/3/2/32- Sekhukhune:**

**Carpentry X1 & Electro-Mechanical X1; S.4/3/2/4 – Vhembe Mechanical X 3&**

**Carpentry X1 and S.4/3/2/33– Waterberg Districts – Any Trade X3)**

#### **MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA)
- ✓ Appropriate Trade Test Certificate.
- ✓ Ten years post qualification experience required as an Artisan/Artisan Foreman.
- ✓ Valid Driver's licence, with the exception of applicants with disabilities.

#### **CORE AND PROCESS COMPETENCIES:**

People Management and Empowerment, Programme and Project Management, Change Management Knowledge Management, Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication

### **GENERIC COMPETENCIES:**

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

### **DUTIES: 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.

**Maintain and advance expertise.** Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**Post No. 26** : Inspector: Maintenance Operations (02 posts)  
**Ref. No.** : S.4/3/10/30 - Capricorn, S.4/3/10/31 - Mopani  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R321 543.00 per annum  
**Salary Level** : 08  
**Centre** : Capricorn and Mopani Districts

### **MINIMUM REQUIREMENTS**

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).

- ✓ Appropriate Trade Diploma.
- ✓ 03-05 years' experience in Roads Maintenance/ Construction Environment.
- ✓ 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 & KNOWLEDGE**

Knowledge of Artisan related activities. Knowledge of PFMA. Knowledge of machinery and occupational Safety Act. Ability to read and write. Ability to operate equipment. Communication. Interpersonal relations. Computer literacy. Conflict and problem solving skills.

#### **DUTIES: KEY PERFORMANCE AREAS:**

Inspect roads maintenance works to monitor compliance with standards /specifications: Check and monitor compliance with standards and specifications. Write reports on quality of the work. Identify gaps and give advice accordingly. Provide expert advice to workers. Recommend actions to be taken. Provide roads maintenance expertise to maintenance teams. Provide work guidance. Identify training needs. Conduct skills audit. Facilitate training. Conduct in-house training. Monitor progress on capital projects. Conduct inspection of capital projects. Attend capital projects meetings. Provide reports. Liaise with communities and RAL on the quality of roads maintenance. Attend joint meetings with RAL and communities on the status of quality of the roads. Attend to road maintenance queries. Provide written reports.

**Post No. 34 : Artisan Foreman (15 Posts)**

**Ref. No. : S.4/3/2/13 - Capricorn, S.43/2/14 - Mopani, S.4.3.2.15 - Sekhukhune, S.4/3/2/16 - Vhembe & S.4/3/2/17 - Waterberg Districts**

**Component : Building Infrastructure Maintenance**

**Salary Notch : R308 826.00 per annum**

**Salary Level : Grade A**

**Centre : S.4/3/2/13 - Capricorn 3 - (Electrical x 1 & Carpentry x 1 & Plumbing Services); S.43/2/14 - Mopani: (Electrical Services X1); S/4/3/2/15 - Sekhukhune: (Bricklaying Services X3); S.4/3/2/16 - Vhembe: (Carpentry Services X1, Bricklaying Services X1, Electrical Services X1) S.4/3/2/17 - Waterberg Districts: General - any- trade X5)**

#### **MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification (NQF level 05) as recognized by South African Qualifications Authority (SAQA).
- ✓ Appropriate Trade Test Certificate.
- ✓ 05 (Five) years post qualification as an Artisan.
- ✓ Valid driver's license, with the exception of applicants with disabilities.

#### **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

#### **SKILLS AND KNOWLEDGE**

Technical leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. MS Office Package / Computer skills. Planning and organising. Conflict Management

#### **DUTIES: 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. 40** : Property Inspector (04 Posts) Districts  
**Ref. No.** : S.4/3/53 – Waterberg x1; S.4/3/54 – Sekhukhune x1;  
S.4/3/55 – Mopani x1; S.4/3/56 – Vhembe x1  
**Component** : Property and Facilities Management  
**Salary Notch** : R261 372.00 per annum  
**Salary Level** : 07  
**Centre** : Waterberg; Sekhukhune; Mopani & Vhembe Districts

**MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Management / Real Estate
- ✓ 01 – 02 years' experience in property management / real estate.
- ✓ Valid driver's licence, with the exception of applicants with disabilities

**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

**SKILLS AND KNOWLEDGE**

Written communication. Ability to act with tact and discretion. Good grooming and presentation. Investigation skills. Language skills. MS Office packages / Computer Literacy. Sound organizational skills. Good people skills. High level of reliability. Report writing.

**DUTIES: KEY PERFORMANCE AREAS:**

Inspect property for rental purposes. Conduct regular inspections. Verification of provincial properties. Conduct property inspections before handing over to occupants for rental purposes. Conduct inspection of physical condition of properties on termination of rental. Compile the reports for the physical conditions of residential properties. Monitor adherence to terms and conditions of lease agreements during the rental period. Investigate property complaints and compliance to lease agreements. Opening of job cards on behalf of tenants. Conduct space audit. (Residential). Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.

**Post No. 46** : Artisan Production (28 Posts)  
**Ref. No.** : S.4/3/2/18 - Capricorn, S.4/3/2/19 - Mopani,  
 S.4/3/2/20 - Sekhukhune, S.4/3/2/21 - Vhembe,  
 & S.4/3/2/22 - Waterberg Districts  
**Component** : Building Infrastructure Maintenance  
**Salary Notch** : R193 512.00 per annum  
**Salary Level** : Grade A  
**Centre** : S.4/3/2/18 - Capricorn: (Plumbing X3, Carpentry X2  
 Painting X1); S.4/3/2/19 - Mopani: Carpentry X1, Bricklaying X2, S.4/3/2/20 -  
 Sekhukhune: Carpentry X4, Bricklaying X2, Plumbing X1, Painting X1,  
 S.4/3/2/21 - Vhembe: Electrical X1; S.4/3/2/22 - Waterberg Districts:  
 Carpentry X2, Plumbing X2, Painting X1, Welding X1 & Electrical x 4)

**MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification (NQF level 03) as recognized by South African Qualifications Authority (SAQA)
- ✓ Appropriate Trade Test Certificate.
- ✓ Valid driver's license, with the exception of applicants with disabilities.

**CORE AND PROCESS COMPETENCIES:**

People Management and Empowerment, Programme and Project Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication

**SKILLS & KNOWLEDGE:**

Technical analysis. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

**DUTIES: KEY PERFORMANCE AREAS:**

**Design:** Produce designs according to client specification and within limits of production capability.

**Production:** Produce objects with material and equipment is 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. 51 (a) Driver Operator (26 Posts)  
Ref. No. : S.4/3/10/59 - Capricorn, S.4/3/10/62 - Mopani,  
S.4/3/10/60- Sekhukhune, S.4/3/10/63 - Vhembe),  
S.4/3/10/61 – Waterberg Districts  
Component : Roads Infrastructure Maintenance  
Salary Notch : R124 434.00 per annum  
Salary Level : 03  
Centre : 6 x Capricorn, 1 x Mopani, 3 x Sekhukhune, 9 x Vhembe  
& 7 x Waterberg Districts

**MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification (NQF level 03 or equivalent) as recognized by South African Qualifications Authority (SAQA). Five (5) years' driving experience.
- ✓ Valid Driver's licence (a minimum of Code EC Driver's license) with the exception of applicants with disabilities.

**GENERIC AND TECHNICAL COMPETENCIES:**

Communication, Ability to read and write, Good eyesight, Team work, 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.

**DUTIES: KEY PERFORMANCE AREAS:**

Perform activities in respect of operation through: Operating specialized equipment. Load and off-load 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 re-graveling/shoulder maintenance

Render driving services. Perform activities in respect of operation through: Transpiration 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. 51 (b)** : Driver-Extra Heavy Duty (06 Posts)  
(> 16000kg = 16 tons)  
**Ref. No.** : S.4/3/10/47 - Capricorn, S.4/3/10/48 - Mopani,  
S.4/3/10/49 - Sekhukhune, S.4/3/10/51- Waterberg  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R124 434.00 per annum  
**Salary Level** : 03  
**Centre** : 2 x Capricorn, 2 x Mopani, 1 x Sekhukhune & 1 X  
Waterberg Districts

**MINIMUM REQUIREMENTS:**

- ✓ An undergraduate qualification (NQF level 03 or equivalent) as recognized by South African Qualifications Authority (SAQA). Five (5) years' driving experience.
- ✓ Valid Driver's licence (a minimum of Code EC Driver's license) with the exception of applicants with disabilities.

**GENERIC AND TECHNICAL COMPETENCIES:**

Communication, Ability to read and write, Good eyesight, Team work, 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.

**DUTIES: KEY PERFORMANCE AREAS:**

Drive Heavy-duty vehicles:

- Transpiration 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.



