

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 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 / 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 07th 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 decision shall be informed by the Employment Equity Plan of the Department 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 / www.limpopo.gov.za/ 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

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



Mr. SEROKA D.T

HEAD OF DEPARTMENT

12/09/2022
DATE

Post No 01 : **Chief Construction Project Manager (03 Posts)**
Ref. No. : **S.4/3/1/9- Head Office, S.4/3/1/70- Waterberg & S.4/3/1/71 - Vhembe**
Component : **Other Provincial Departments Infrastructure Delivery; and Building Infrastructure Maintenance**
Salary Package : **R 1058 469.00 per annum (to be structured according to Individual needs)**
Salary Level : **Grade A**
Centre : **1 x Waterberg & 1 x Vhembe District and 1 Head Office - Polokwane**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 7) as recognized by South African Qualifications Authority (SAQA) in Built environment.
- ✓ A minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP.
- ✓ Valid driver's licence, 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

Project Management Skills, Principles and Methodologies, Project and Professional Judgment, Computer-aided Engineering and Project applications. Project design and analysis knowledge, Project operational communication, Process Knowledge and Skills, Maintenance Skills and Knowledge, Mobile equipment operating Skills, Legal and Operational Skill, Legal and Operational Compliance, Research and Development , Creating High Performance Culture, Technical Consulting,

DUTIES: KEY PERFORMANCE AREAS:

Project Design and analysis effectiveness: Perform final review and approvals or audits on project designs efforts and integration across disciplines to ensure seamless integration with current technology.

Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor

project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives.

Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment /services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

Governance: Allocate, monitor and control resources. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual developments plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

People Management: Direct the development motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Post No 02 : Deputy Director: Immovable Asset Register
Ref. No. : S.4/3/3/45
Component : Operations Management
Salary Package : R882 042.00 per annum (to be structured according to Individual needs)
Salary Level : 12
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 6) as recognized by South African Qualifications Authority (SAQA) in Property Studies, Real Estate, Property Valuation and Geo informatics (GIS).
- ✓ 03-05 years' experience with minimum of three (03) years at junior / lower management level in property and asset management.
- ✓ Experience in Asset Register environment or State land administration will be an added advantage.
- ✓ Valid driver's licence, 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 of Government Immovable Asset Management Act of 2007 Provincial Infrastructure Delivery Management System (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Public Finance Management Act, 1999. Property valuation. MS Office Package

DUTIES: KEY PERFORMANCE AREAS:

Manage the provision of immovable asset register: Develop, manage and implement immovable asset register policy and business processes. Develop strategies and plans for the provision of the assets register. Monitor updating of the immovable asset register on all changes in terms of information including changes based on condition assessments or physical verification.

Monitor the collection of information and documentation required to update the immovable asset register. Prepare the Annual Financial Statement for the Immovable Asset Register. Monitor the submission of all documents pertaining to property according to the requirements based on the legislative framework. Monitor the credibility of data extracted from the immovable asset register and correct incomplete and/or invalid data. Address completeness of the immovable asset register through reconciliation of data from various sources. Monitor the transfer of immovable assets from user department to the custodian in accordance with Section 42 of the PFMA. Monitor the updating of immovable asset register in terms of acquisition, disposals and/or Section 42 transfers. Provide appropriate support, advice and guidance to stakeholders e.g. User Departments in relation to their needs emanating from the User Asset Management Plans.

Manage the provision of Immovable Asset Management System: Implement the immovable asset register system. Manage immovable asset register verification logistics including mobile applications and system tools. Ensure that all supporting documents for the asset are uploaded on the immovable asset register system. Monitor that the system is fully functional. Monitor that the system is maintained. Ensure back-ups are done for the information as updated. Monitor that only authorized individuals extract data from the system. Monitor the validation of financial information pertaining to acquisition, disposal and/or Section 42 transfer and inclusion in the financial statements.

Provide resources (Human, Financial and Equipment): Develop and implement the unit operational plan. Plan and organise resources for future requirements

(human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plan and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set and implement targets. Monitor and report on the utilisation of equipments. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development (Training). 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. 03 : **Project Manager: Mechanical Services**
Ref. No. : **S.4/3/1/7**
Component : **Roads Infrastructure Maintenance**
Salary Package : **R744 255.00 per annum (to be structured according to Individual needs)**
Salary Level : **11**
Centre : **Vhembe District -**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification NQF 6 in Mechanical Engineering as recognized by SAQA.
- ✓ 03-05 years' experience with minimum of three (03) years at junior / lower management level in Mechanical Engineering, Management Training.
- ✓ Administrative Management.
- ✓ Valid driver's licence, 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 (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Public Finance Management Act, 1999. Property valuation.

DUTIES: KEY PERFORMANCE AREAS:

Analyze the reports of the existing plant and Equipment:

Manage District Repairs and scheduled maintenance of plant and equipment for roads maintenance. Compilation and Management of budget for District mechanical workshops. Manage the mechanical management system at the district. Manage the road maintenance related assets in the District. Manage the process of licensing and registration of plant.

Post No. 04 : Project Manager: General Maintenance (02 Posts)
Ref. No. : S.4/3/10/28 - Capricorn, S.4/3/10/29- Sekhukhune
Component : Roads Infrastructure Maintenance
Salary Package : R744 255.00 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Capricorn and Sekhukhune Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification NQF 6 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 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 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 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 operational/ business plan of the directorate: Development operational plan and monitor that identified activities are performed. Align individual performance to the strategic objective of the directorate. Manage and monitor the implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures.

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.

Post No. 05 : Deputy Director: Contractor Development
Ref. No. : S.4/3/2/9
Component : Contractor Development and Infrastructure Support
Salary Package : R744 255.00 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Head Office Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in a Built environment profession and /or project management/ or social sciences.
- ✓ 03-05 years' experience in **Contractor Development** environment with a minimum of three (3) years at a 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 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. Public Finance Management Act, 1999. Project Management, Construction Management, Structure and functioning of SAQA, ETQA and CETA, Labour-intensive construction methods. Programme Design and Management. Project and Programme Management Skills. Communication and Facilitation Skills. Sound analytical problem identification and solving skills. Language proficiency. Advanced report writing. Research methodology. MS Office Package / Computer Skills

DUTIES: KEY PERFORMANCE AREAS:

Provide Contractor Assessments: Facilitate registering of qualifications with the South African Qualifications Authority (SAQA) and remain valid for the duration of the training. Manage, coordinate and implement training on the Contractor and Artisan Development Programme. Develop and formulate strategy on the efficient management and implementation of theoretical training on Contract Development Programme. Identify areas within the theoretical training component that need improvement. Assist potential public or implementing bodies understanding training requirements and objectives. Ensure that training is carried out in terms of SAQA, ETQA, CETA and EPWP policies and regulations. Form strategic alliances with institutions for development and support of the learners.

Provide contractor database: Monitor and ensure efficient contractor database. Draw up contracts for appointing Training providers. Draw up Contract for Mentorship services. Oversee assessment interviews/ evaluation of CIDB grade 1 and 2 contractors for inclusion on the database. Provide strategic alliances with institutions for development and support of emerging contractors.

Implement LDPWRI Contract initiatives, focusing on capacitation and mentorship: Implement mentorship or on-site practical training on Contractor and Artisan Development Programme. Conduct progress assessment of Learner Development. Provide effective administration, management and coordination of mentorship on the Contractor Development programme. Develop and implement innovative funding and quality assurance for on-site practical training provided to the Learners. Identifying areas within the mentorship component of the Programme that need improvement. Provide capacitation of potential public or implementing bodies to ensure the understanding of mentorship requirements and objectives. Provide Mentors that are appropriately registered as Professional Construction with SACPCMP.

Monitor and report training activities on the implementation of Contractor Development: Provide monitoring and development of monitoring tools for training on the Programme. Compile feedback reports on training on the Contractor Development Programme. Ensure improved Learner and Training Provider performance on the programme. Ensure that Total Quality Management (TQM) of the Contractor Development Programme covers in detail the activities pertaining to theoretical training.

Provide Social Facilitation: Provide and manage relations between all stakeholders. Manage and facilitate all the projects and programmes. Assist in identifying and recruitment of potential public or implementing bodies that can implement the Contractor Development Programme.

Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resource for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plan and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective, monitor performance and task completions, Set targets, Monitor and report on the utilisation of equipments. 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 discipline. Provide job description to subordinates. Manage division leave matters.

Post No. 06 : Deputy Director: Corporate Services (03 posts)
Ref. No. : S.4/3/8/34 - Waterberg, S4/3/8/35 – Vhembe, S.4/3/8/37
Sekhukhune Districts
Component : Corporate Services
Salary Package : R744 255.00 per annum (to be structured according to
Individual needs)
Salary Level : 11
Centre : Waterberg and Vhembe Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Human Resource Management / Human Resource Development; Public Administration/Management; Training Management will be an added advantage.
- ✓ 03-05 years relevant experience of which 3 must be at junior/ lower management level.
- ✓ A Valid driver's licence 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 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. Persal system knowledge

DUTIES: 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 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.

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.

Facilitate and oversee the development of business/ operational plans to give strategic guidelines: Develop the operational plan to identify what is needed and/or has to be done. Align individual performance to the strategic objectives of the directorate. Oversee the development and implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Undertake audits on performance and compliance to departmental policies and recommend improvement measures. Monitor implementation of policies and recommend improvement measures. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such developments. Attend to audit queries and monitor compliance to audit corrective measures.

Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

Post No. 07 : Deputy Director: Risk Management
Ref. No. : S.4/3/6/12
Component : Enterprise wide Risk Management
Salary Package : R744 255.00 per annum (to be structured according to Individual needs)
Salary Level : 11

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA in Risk Management / Auditing will be an added advantage.
- ✓ 03-05 years relevant experience of which three (3) years at junior/ lower management level.
- ✓ A Valid driver's licence 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 PFMA and Treasury Regulations. PSRF (Public Service Regulatory Framework) Standards for the Professional Practice of Internal Auditing. General Recognized Accounting Principles. Generally Accepted Accounting Principles. MTEF budget compilation and analysis. Risk Analysis/management. Risk Management Practices.

DUTIES: KEY PERFORMANCE AREAS:

Manage the development, implementation, review and monitoring of risk management policies, standards, strategies and guidelines. Develop, implement, review and monitor the risk management policies, standards, strategies and guidelines. Conduct risks assessments to identify emerging risks and report accordingly. Mitigate risk management strategies against the identified risks. Monitor and ensure continuous improvement in internal risk control systems and procedures to improve financial and other risk issues. Liaise with other units with regard to the identified high risk areas. Administer fraud and corruption risks analysis projects and ensure that risks attached to each component are addressed.

Manage the provision of Business Continuity Management services. Develop, review and implement the business continuity policies and strategies. Identify potential Business Interruptions, develop safeguards against these

interruptions, and implement recovery procedures in the event of a business interruption. Promote and ensure the secure use of information assets by protecting the confidentiality, integrity and availability across the department. Conduct business impact analyses and consolidate results thereof. Develop the business continuity plans for all programmes within the department.

Manage the departmental capacity building and promote awareness on Risk Planning and Management. Develop training assessment tool to identify gaps and shortfalls per each Component. Analyze and consolidate the training assessments reports. Develop the training program to capacitate the Components on areas of risk management. Ensure the facilitation of the training programs.

Establish and maintain good relation with relevant Risk Planning and Management stakeholders. Establish the departmental risk planning and management structures. Render secretariat services to Departmental Risk Management Committee. Oversee the District Risk Management Committee secretariat services. Attend meetings, workshops, seminars, conferences with various structures (Nationally and Provincially) in relation to risk management matters. Develop relationships across diverse groups of stakeholders. Liaise regularly with other governments departments and private sector entities for advice and assistance in relation to risk management matters

Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post No. 08 : Construction Project Manager (02 Posts)
Ref. No. : S.4/3/2/10 - Waterberg, S.4/3/2/1 - Sekhukhune
Component : Building Infrastructure Maintenance Management
Salary Notch : R728 829.00 per annum
Salary Level : Grade A
Centre : Waterberg and Sekhukhune Districts

MINIMUM REQUIREMENTS

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Built Environment.
- ✓ Minimum of 4 years' experience in Built environment.
- ✓ Compulsory registration with the SACPCMP as a professional Construction Project Manager.
- ✓ Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change

Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

SKILLS AND KNOWLEDGE

Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement. MS Office Package

DUTIES: KEY PERFORMANCE AREAS:

Manage and co-ordinate all aspects of projects: 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 risks on projects.

Project accounting and financial management: Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resource and related activities. Maintain the record management system and the architectural library. Utilize resources allocated effectively.

Research and development: keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

Post No 09 : Deputy Director: Finance
Ref. No. : S.4/3/9/35
Component : Finance
Salary Package : R744 255.00 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Sekhukhune District

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Finance, Financial Accounting, Accounting, Cost Accounting, Commerce, SCM, Logistics, and Assets Management will be an added advantage.

- ✓ 03-05 experience in finance environment with a minimum of three (3) years at a 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 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 BAS and PERSAL system. Knowledge of PFMA. Treasury regulations. Project management. Compilation of reports. MS Office Package / Computer Literacy. Budgetary process. Problem solving. Planning and organizing.

DUTIES: KEY PERFORMANCE AREAS:

Manage Revenue collection: Monitor the policy and legislative framework to ensure that cognisance is taken of new developments. Maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Undertake revenue services by ensuring that cashier, banking, and debt management, monitoring and reporting services are rendered. Provide advice and guidance to role players on revenue and expenditure procedures.

Manage salaries, accounts and expenditure: Authorize all salaries transaction of the district. Monitor the distribution of payroll and pay slip and facilitate submission to Head Office. Undertake expenditure management and accounting work as required to provide financial administration and accounting services (legers/journals, accounting and reporting) interim and annual financial statements.

Manage Budget: Facilitate the financial planning and budgeting for the district. Provide the district financial reporting. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Facilitate the roll-overs and virement process. Provide the district financial reporting.

Provide acquisition services: Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding

process by: compilation of bid documents and advertisements, publishing of bid document, receipt (closing and opening) of bid documents, processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury.

Provide assets management services: Design and develop logistics and disposal management policies processes and procedures. Monitor and review logistical and disposal management by: processing of requisitions for goods and services, Placement of orders for goods and services, safekeeping and distribution of goods, stock control, identification of outdated, unserviceable, redundant and obsolete stock and the disposal thereof. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices.

Provide resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organize resources for future requirements (human finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Set targets. Monitor and report on the utilization of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post No. 10 : Deputy Director: Entity Oversight
Ref. No. : S. 4/3/9/34
Component : Entity Oversight
Salary Package : R744 255.00 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

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

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Public Administration will be an added advantage.
- ✓ 03-05 years' relevant experience in corporate governance processes and government planning and reporting mechanisms with a minimum of three (3) years at junior/ Lower management level.
- ✓ A Valid driver's licence 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

Sound and dept knowledge and understanding of the legislative framework governing Public Service i.e. Public Service Act, Public service Regulations,

DUTIES: KEY PERFORMANCE AREAS:

Manage the oversight support in the establishment of the entity governance structures. Manage the development process of the governance oversight instrument. Report on compliance of entity to legislative prescripts with regard to governance related matters. Consolidate inputs from contributing units into the oversight report (Finance, Business Performance and M&E units).

Manage the oversight with regard to the general performance of the entity.

Assess whether entity functions are aligned to performance contracts, strategy and business plans. Develop and manage instruments for the assessing of entity performance. Report on entity compliance with governance requirements.

Manage the oversight with regard to the entity financial management.

Manage the evaluation of financial reports Ensure providing of departmental budgetary inputs. Manage provision of a risk management services. Manage the development and presentation/submission of financial reports to governance structures. Ensure compliance by public entities to all financial related legislative prescripts. Manage the submission of all specified financial documentation by public entities. Manage the preparation of company growth analysis according to investment policies and procedures. Review investments strategies of public entities.

Post No. 11 : Deputy Director: ICT Governance Services
Ref. No. : S.4/3/7/1
Component : Information Communication Technology Management
Salary Package : R744 255.00 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Information Technology, Computer Science, Informatics.
- ✓ 03-05 years working experience in relevant environment with minimum of 3 years in the junior / lower management level.
- ✓ A Valid driver's licence 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 AND KNOWLEDGE

Knowledge of Microsoft Business Solutions Stack. Knowledge of computer networks. Knowledge on legislation and policies governing ICT in South Africa. Knowledge of TOGAF, COBIT, PMBOK, PRINCE 2 and international standards pertaining to ICT, Information Management and System Development. Knowledge SDLC. Interpersonal skills. Good negotiation skills. Knowledge of SITA Services. Ability to present to high level delegates.

DUTIES: KEY PERFORMANCE AREAS:

Manage the development, implementation, review and monitoring of ICT governance framework, policies and procedures. Conduct research, Define and Develop ICT governance framework and ensure implementation of CGICTF deliverables within department. Develop all relevant ICT policies, standards, procedures and guidelines. Define and monitor IT processes and controls. Provide secretarial support and advice to the ICT Steering Committee. Ensure compliance to the ICT framework and ICT Policies. Review the Framework, Policies, Standards and Guidelines. Research on standards and best practices.

Manage the identification and mitigation of ICT risks. Identify ICT related corporate and operational risks. Develop and maintain ICT risk plans and register Ensure monitoring of risk mitigations for all ICT risks. Develop and ensure monitoring of ICT risk activities, including incident and problem management. Ensure monitoring of ICT Security activities

Manage the execution of ICT audits and monitoring audit action plans.

Develop and maintain ICT Audit Action Plans in line with Departmental strategy and plan. Monitor ICT Audit Action Plans. Coordinate ICT audits, audits responses and portfolio of evidence. Initiate network and systems audits for continued efficiency and security

Manage ICT projects within the department. Define and Develop ICT project management methodology. Manage and Monitor ICT Project implementation through development of project charters and plans. Provide project

administration services. Participate in ICT projects steering committees. Ensure compliance to Project Management Methodology. Conduct Project Review meetings. Develop a portfolio view of IT Projects.

Manage SLAs and contracts for effective rendering of IT services. Facilitate new or review of the Information Technology Service Level Agreements. Compile monthly performance reports for each Service Level Agreement. Monitor services to be rendered.

Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilization of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post No 12 : Valuer
Ref. No. : S.4/3/33
Component : Provincial Departments Infrastructure Management
Salary Package : R882 042.00 per annum (to be structured according to Individual needs)
Salary Level : 12
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Real Estate and Property Valuation.
- ✓ Registration with SACPVP as a professional Valuer with a minimum of 3-5 years' experience.
- ✓ Experience in Asset Register environment or State land administration will be an added advantage.
- ✓ Valid driver's licence, 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 (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Spatial Planning and Land use Management Act, 2013. Property valuation. Property valuation. MS Office Package / Computer Literacy

DUTIES: KEY PERFORMANCE AREAS:

Collect data on the property. Collect data from the exterior of the property by:-

- Take pictures of the exterior and interior of a property.
 - Measure the exterior and interior of the property.
 - Look around the exterior of the property and take notes of any potential damages or structural issues like a damaged roof, broken window, chipping paint or termite damage.
 - Look around the exterior of the property and take notes on any significant improvements that could increase the value of the property like a new roof, fresh paint, well-kept lawn or add-ons to the existing structure.
- Collect data from the interior of the property by:-
 - Survey the interior of the property to identify the number of rooms, bathrooms and amenities like updated kitchen appliances, fireplace, modern light fixtures and wood floors.
 - Survey the interior of the property to identify potential structural issues or damages like chipping paint, slanted floors or ceilings, holes in the floor or wall, outdated or stained flooring, lack of natural light or signs of mould damage. Review local zoning codes. Coordinate and control valuation process. Review and ensure accuracy, validity and reliability of external valuations performed by external service provider and provide input. Draft a report using the notes and photos taken at the property.

Provide inspections of vacant Land, Residential and Commercial Properties.

Evaluate the condition and value of assets. Establish and update a record of vacant land, residential and commercial properties that are the responsibility of provincial department to maintain. Validate inspection reports.

Assist in preparing the maintenance plans for vacant land. Monitor the implementation of maintenance plans for vacant land, residential and commercial properties through different service delivery modalities. Determine the best method to dispose the property.

Provide property Investment Portfolio. Determine market and forced sales value of the assets. Compare the property's selling value to other buildings in the same area. Determine the investment portfolio of the Province. Interact with key stakeholders in terms of investment analysis. Facilitate and coordinate property development initiatives implemented by the National Department of Public Works in the Province. Conduct industry related research and development on an ongoing basis to identify latest market trends within the Property industry.

Post No 13 : Professional Civil / Structural Engineer (04 Posts)
Ref. No. : S.4/3/1/72
Component : Health Infrastructure Delivery; Education Infrastructure Delivery; Other Provincial Departments Infrastructure Delivery & Portfolio Technical Services
Salary Package : R 728 829.00 per annum (to be structured according to Individual needs)
Salary Level : Grade A
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in B Eng. / BSc Eng. in Civil /Structural Engineering. Compulsory registration with ECSA as a Professional Engineer.
- ✓ Three-year post qualification experience required.
- ✓ A 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

Project and Professional Judgment, Computer-aided Engineering and Project applications. Project design and analysis knowledge, Process Knowledge and Skills, Maintenance Skills and Knowledge, Mobile equipment operating Skills, Legal and Operational Skill, Legal and Operational Compliance, Research and Development , Creating High Performance Culture, Technical Consulting,

DUTIES: KEY PERFORMANCE AREAS:

Project Design and analysis effectiveness: Perform final review and approvals or audits on project designs efforts and integration across disciplines to ensure seamless integration with current technology.

Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or re-direct project services for the attainment of organisational objectives.

Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment /services. Manage the

operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

Governance: Allocate, monitor and control resources. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondment within and across operations, in support of individual developments plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

People Management: Direct the development motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of project 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 14 : Professional Mechanical Engineer (04 Posts)
Ref. No. : S.4/3/1/15
Branch : Health Infrastructure Delivery; Education Infrastructure Delivery; Other Provincial Departments Infrastructure Delivery & Portfolio Technical Services
Salary Package : R728 829.00 per annum (to be structured according to Individual needs)
Salary Level : Grade A
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in (B Eng / BSC (Eng) in Mechanical Engineering.
- ✓ Three years post qualification experience required as a registered professional Engineer.
- ✓ Compulsory Registration with ACSA as a Professional body.
- ✓ 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

Sound and dept knowledge and understanding of the legislative framework governing Public Service i.e. Public Service Act, Public service Regulations,

DUTIES: KEY PERFORMANCE AREAS:

Engineering design and analysis effectiveness: perform final review and approvals or audits on new engineering designs according to design principles or theory, co-ordinate design efforts and integration across disciplines to ensure seamless, integration with current technology, pioneering of new engineering services and management methods.

Maintain engineering operational effectiveness: manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources, set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability, monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives.

Governance: allocate, control, monitor and report on all resources, compile risk logs and manages significant risk according to sound risk management practice and organizational requirements, provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks, manage and implement knowledge sharing initiatives e.g. short-term assignments and secondment within and across operations, in support of individual development plans, operational requirements and return on investment, continuously monitor the exchange and protection of information between operations, individuals to ensure effective knowledge management according to departmental objectives.

Financial Management: ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services, Manage, the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives, Manage the commercial value add of the discipline-related programmes and projects, facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles, allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.

People management: manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering 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 15 : Professional Electrical Engineer (04 Posts)
Ref. No. : S.4/3/1/16
Branch : Health Infrastructure Delivery; Education Infrastructure Delivery; Other Provincial Departments Infrastructure Delivery & Portfolio Technical Services
Salary Package : R728 829.00 per annum (to be structured according to Individual needs)
Salary Level : Grade A
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in B Eng / BSC (Eng) in Electrical Engineer.
- ✓ Three years post qualification experience required as a registered professional Engineer.
- ✓ Compulsory registration with ECSA as a Professional engineer.
- ✓ Valid driver's license with the exception of the applicants with disabilities

CORE AND GENERIC 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

Programme and Project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. 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. Negotiation skills. Change management. Innovation.

DUTIES: KEY PERFORMANCE AREAS: Design new systems to solve practical electrical engineering challenges and improve efficiency and

enhance safety. Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (electrical). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve electrical engineering works according to prescribed norms and standards.

Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the electrical engineering work and processes; and Administer performance management and development.

Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure; and

Report on expenditure and service delivery.

Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on electrical engineering technology to improve expertise; and liaise with relevant bodies/councils on electrical engineering-related matters.

Post No. 16 : **GIS Professional (02 Posts)**
Ref. No. : **S.4/3/1/24 – Portfolio Infrastructure Management**
Branch : **Portfolio Technical Services**
Salary Package : **R656 706.00 per annum (to be structured according to Individual needs)**
Salary Level : **Grade A**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 07) as recognized by South African Qualifications Authority (SAQA) in GISc
- ✓ Three years post qualification GISc professional experience required/ Compulsory registration with PLATO.
- ✓ Valid driver's license with the exception of the 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:

Provide GISc to support institutional decision making: Plan, coordinate and facilitate GISc projects activities; Undertake the system requirements analysis; Conduct the cost benefit analysis; Execute the functional requirement analysis; Manage and supervise Benchmarking; Develop the conceptual database design; Execute high level user requirement analysis; Develop processing model and workflow diagram; Develop, implement spatial and other standards; Determine capacity requirements; Perform monitor and evaluate

Policy making and institutional strategic guidance: Identify and understand underlying strategic issues; Identify and analyze relevant strategic information; Oversee the process of advance spatial analysis and modeling for institutional strategic, guidance; Develop and evaluate alternative strategic solutions; Recommend the best possible policy direction

Research: Identify, Investigate and evaluate new technologies; Advise on research viability and feasibility; Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly; Develop appropriate plan to respond to the research problem; Compile reports and make relevant proposals; Participate and liaise with relevant bodies and councils on GISc matters

Project and Financial Management: Manage human resource requirements; Draft tender documents and terms of reference; Draft service level agreements; Determine project cost and quality level; Develop contingency plans; Adhere to financial legislations and regulations; Review and monitor budget to ensure that the required financial procedures are adhered to

Post no. 17 : Quantity Surveyor (06 Posts)
Ref. No. : S.4/3/1/19
Component : 2 x Health Infrastructure Delivery; 1 x Education Infrastructure Delivery; 1 x Other Provincial Departments Infrastructure Delivery & 2 x Portfolio Technical Services
Salary Notch : R646 992.00 per annum
Salary Level : Grade A, B & C
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Quantity Survey.
- ✓ Compulsory registration with SACQSP as a professional Quantity Surveyor.
- ✓ 03 years Quantity Survey experience required.
- ✓ 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

Quantity Survey principles and methodologies. Research and development. Computer –aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. MS Office Packages / Computer Literacy

DUTIES:

Perform quantity survey activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quality determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel and ensure adherence to the requirements of professional registration.

Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development.

Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.

Research and development: Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.

Post No. 18 : Architect (03 Posts)
Ref. No. : S.4/3/1/15
Component : Health Infrastructure Delivery; Education Infrastructure Delivery & Other Provincial Departments Infrastructure Delivery
Salary Package : R637 437.00 per annum (to be structured according to Individual needs)
Salary Level : Grade A

Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Architecture.
- ✓ 03 years post qualification in architectural experience required.
- ✓ Compulsory registration with SACAP.
- ✓ Valid driver's licence, 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. Programme and Project Management. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and Development. Knowledge of Legal Compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Decision making. Team leadership. Analytical Skills. Creativity. Self- management.

DUTIES: KEY PERFORMANCE AREAS:

Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance to legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration.

Human capital development: Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development.

Office administration and budget planning: Manage resources, prepare and consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource

administration. Monitor and control expenditure. Report on expenditure and service delivery.

Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on project management.

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 Studies, Real Estate, Property Valuation and Geo informatics (GIS)
- ✓ 03-05 years' experience in property and asset management a minimum of three years at Supervisory level.
- ✓ Experience in Asset Register environment or State land administration will be an added advantage.
- ✓ Valid driver's licence, 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 (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Public Finance Management Act, 1999. Property valuation.

DUTIES: KEY PERFORMANCE AREAS:

Provide immovable asset register: Implement immovable asset register policy and business processes. Implement strategies and plan for the provision of the assets register. Updating the immovable asset register on all changes in terms of information including changes based on condition assessments or physical verification. Collect information and documentation required to update the immovable asset register. Extract data from the Immovable Asset Register and assist with the preparations of the Annual Financial Statements. Facilitate the

submission of all documents pertaining to property according to the requirements based on the legislative framework. Update immovable asset register in terms of acquisitions, disposals and/or Section 42 transfers. Facilitate the transfer of immovable assets from user department to the custodian in accordance with Section 42 of the PFMA. Manage and conduct physical verification of Immovable Assets.

Facilitate the provision of Immovable Asset Management System: Continuously update the Immovable Asset Register on the system. Report failure of system (IAR system or Physical Verification application). Provide back-ups for the information as updated. Facilitate the validation of financial information pertaining to acquisition, disposal and/or Section 42 Transfers and inclusion in the financial statements.

Provide resources (Human, Financial and Equipment): Implement the unit operational plan. Plan and organise resources for future requirements (human, finance, equipment's etc.). Monitor performance and task completions. Implement the set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development (training). Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description.

Post No. 20 : Assistant Director: Land Management (03 Posts)

Ref. No. : S.4/3/3/46 - Mopani, S.4/3/3/49 – Sekhukhune & S.4/3/3/48 - Waterberg

Component : Property and Facilities Management

Salary Notch : R477 090.00 per annum

Salary Level : 10

Centre : Mopani, Sekhukhune, Waterberg Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Law, Real Estate, and Property Valuation as recognized by SAQA.
- ✓ 03-05 years' experience in property and environment with a minimum of three (3) years at supervisory level.
- ✓ Experience in Asset Register environment or State land administration will be an added advantage.
- ✓ Valid driver's licence, 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 Government Immovable Assets Management Act (GIAMA). Knowledge of State Land Disposal Act. Knowledge of Deeds Office procedures. Knowledge of Municipality Property Rates Act, Broad Based Black Empowerment codes of practice, Basic Conditions of Employment Act, Batho Pele Principles, Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Knowledge of HRM Practices in the public service. Knowledge of Vesting of properties – procedures and legislations. Analytical thinking. Decision making. Team leadership. Conflict management. Planning and organising. Computer skills. Facilitation skills. Project Management. Policy Formulation. Report writing skills. Interpersonal relations.

DUTIES: KEY PERFORMANCE AREAS:

Manage district asset register: Develop plans and processes for registering immovable assets. Update asset register. Manage and oversee the identification of inspection and investigation of fixed state properties. Identify and register state farms in the district. Identify and register state farms in the district. Manage the processing of transferring property to private tenants and municipalities. Manage and compile list of sec 14 schools (public schools built in private properties).

Manage disposal and transfer of state properties. Manage verification of vesting status before disposal of state properties. Manage and update the asset register in terms of disposal s and transfers. Monitor disposal in terms of departmental policy and decisions of the disposal committee. Manage the signing of Deeds of Sale. Provide property ownership with deeds office. Provide information to document offer to purchase. Facilitate registering of property in the name of the tenant after full purchase price has been paid.

Manage land acquisition and vesting. Input in the development of annual plan. Identify properties for acquisition and vesting at the district. Participate in preparation of documents for tendering purposes. Update the assets register in terms of property acquisition and vesting. Undertake research for supportive documentation required for vesting of properties. Provide advice on acquisition of immovable property for office space in line with the planned government precinct. Verify as to whether the property is vested nationally or provincially and or locally. Verify National Rural Legislative data in terms of property information. Manage the process of vesting applications.

Manage office allocation. Manage and collect information to determine space norms for offices. Apply space norms for offices against existing utilization trends. Design office floor layout. Determine needs for parking at different offices. Allocate office space.

Implement operational / business plans of the directorate. Implement operational plans and monitor that identified activities are performed. Facilitate alignment of individual performance to the operational objectives of the sub-

directorate. Facilitate and monitor the implementation of policies, directives and regulations. Implement and monitor process. Disseminate information to subordinates. Attend to audit queries and monitor compliance to audit corrective measures.

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 task completions. Report on the utilization of equipment. Provide staff capacity and development. Enhance and maintain employment motivation and cultivate a culture of performance management. Facilitate discipline. Provide job descriptions to subordinates. Manage leave matters.

Post No. 21 : Assistant Director: Municipal Taxes and Rates
Ref. No. : S.4/3/3/27
Component : Operations Management
Salary Notch : R477 090.00 per annum
Salary Level : 10
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Law, Real Estate, and Property Valuation
- ✓ 03-05 years' experience in property management environment with a minimum of three (3) years at Supervisory level.
- ✓ Valid driver's licence, 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 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 (IDMS and its Frameworks). Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property Valuation. MS Office Package / Computer Literacy

DUTIES: KEY PERFORMANCE AREAS:

Provides payment of rates and taxes: Develop and implement municipal services policy and processes. Implement strategies and plan for payment of rates and taxes. Facilitate the development of budget and financial projections for payments of rates and taxes. Provide Property inspection and ensure correct billing in relation to correct land use of properties. Facilitate submission of monthly and quarterly reports from the district according to set target dates. Analyze the district reports. Verify the district report. Liaise with district on identified incorrect information. Analyze the pattern for rates and taxes and identify areas for investigation. Compile Municipal services expenditure pattern reports. Assist user Departments in verifying the debt owed to municipalities. Coordinate confirmation letters from municipalities on outstanding amounts at the end of each financial year. Assist in the preparation of Annual Financial Statements.

Provide payments of municipal levies. Implement municipal levies policy and processes. Implement strategies and plan for payments of municipal levies. Facilitate the development of budget and financial projections for payments of municipal levies. Liaise with districts for submission of invoices. Verify tariff's in terms of the Standard tariff's approved by the council. Monitor the application of MPRA Standard Procedure. Provide tariff's objection processes where necessary and ensure adherence to time frames. Compile monthly levy report. Receive invoices from ESKOM for the Districts.

Manage valuation services. Implement valuation policy and processes. Implement strategies and plan for property valuations. Receive and acknowledge notification to inspect valuation roll. Liaise with municipalities to check the valuation roll. Conduct research and advice the department. Conduct tariffs objection processes where necessary and ensure adherence to time frames. Monitor compliance in terms of objection period of the valuation roll.

Provide application for zoning certificates. Implement processes for application of zoning certificates. Investigate the property in terms of property rights (e.g. height, function, coverage and building lines). Compile report in terms of restricted and relaxed rights of the approved zoning certificate. Monitor compliance with town planning scheme. Facilitate the application for relaxation of rights in the zoning certificate. Facilitate the application to change land use.

Implement operational / business plans of the directorate. Implement operational plans and monitor that identified activities are performed. Facilitate alignment of individual performance to the operational objectives of the sub-directorate. Facilitate and monitor the implementation of policies, directives and regulations. Develop, Monitor and Implement work procedures and processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate

such development. Attend to audit queries and monitor compliance to audit corrective measures.

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 achievements of set targets. Report on the utilization of equipment. Evaluate and monitor performance appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job descriptions to subordinates. Manage sectional leave matters.

Post No. 22 : Assistant Director: Facilities Management
Ref. No. : S.4/3/3/28 - Sekhukhune District
Component : Property and Facilities Management
Salary Notch : R477 090.00 per annum
Salary Level : 10
Centre : Sekhukhune District

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Property Law, Real Estate, and Property Valuation
- ✓ 03-05 years' experience in property management environment with a minimum of three (3) years at supervisory level.
- ✓ Valid driver's licence, 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

Facilities management. Basic conditions of employment. Batho Pele principles. Public Finance Management Act. Understanding HRM practices in the public Services. Preferential Procurement Policy Framework Act. Problem solving and analysis. Analytical thinking. Decision making. Team leadership. Time Management. Planning and organising. MS Office Package / Computer skills. Facilitation skills. Problem solving. Policy Formulation. Report writing skills. Interpersonal relations.

DUTIES: KEY PERFORMANCE AREAS:

Provide waste management services. Develop waste management plan. Manage and reconcile income generated through waste management. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Provide monthly income report generated through waste management.

Manage cleaning services. Develop cleaning plan. Provide specification for procurement of cleaning equipment's and materials. Provide repairs and servicing of cleaning equipment's. Monitor the distribution of cleaning material and chemicals. Allocate cleaners to serve the district office, head office and cost Centre. Monitor adherence to Occupational Health and Safety in terms of protective clothing and hearing devices.

Manage landscaping services. Develop landscaping plan. Provide specification for procurement of landscaping equipment's and materials. Provide repairs and servicing of landscaping equipment's. Allocate groundsman to serve the district office, head office and cost centres. Monitor EPWP projects in terms of landscaping.

Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management.

Provide job description to subordinates. Manage leave matters.

Post No. 23 : Assistant Director: Property Planning
Ref. No. : S.4/3/3/62
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 level 06) as recognized by South African Qualifications Authority (SAQA) in Property Management, Property Law, Real Estate, and Property Valuation
- ✓ 03-05 years' experience in property and asset management a minimum of three years at Supervisory level.
- ✓ Experience in Asset Register environment or State land administration will be an added advantage.
- ✓ Valid driver's licence, 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 PFMA. 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. 24 : Deputy Project Manager (04 Posts)
Ref. No. : S.4/3/10/11- Capricorn, S.4/3/10/156 - Mopani,
S.4/3/10/157- Waterberg & S.4/3/10/158- Vhembe
Districts
Component : Roads Infrastructure Maintenance
Salary Notch : R477 090.00 per annum
Salary Level : 10
Centre : Capricorn; Mopani; Waterberg & Vhembe Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Civil/ Survey Engineering
- ✓ 03 - 05 years supervisory position in the Roads Inspection environment.
- ✓ Valid driver's licence, 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 Labour Intensive Roads Constructions. Knowledge of Roads Maintenance Manual. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.

DUTIES: KEYS PERFORMANCE AREA

Manage visual assessment of roads and drainage structures

Develop the inspection plan. Monitor alignment of the inspection plan to the operational plan. Analyze gaps and advice on the action to be taken. Allocate resources. Consolidate the assessment reports and make recommendations.

Provide maintenance expertise. Monitor compliance with roads maintenance standards/ specifications. Manage and implement site inspection plan. Identify problems on production site and propose possible solutions. Provide on – job training to maintenance teams.

Monitor and implement the Service Delivery Improvement Programme.

Provide guidance and technical advice for Expanded Public Works Programme. Communicate, respond and attend to community request, complaints and legal claim. Monitor completion and quality of roads. Provide advice to implement Service Delivery Improvement Programme. Monitor compliance with roads standards. Coordinate progress reports on roads and bridges maintenance.

Implement operational/ business plan of the directorate. Implement operational plan and monitor that identified activities are performed. Facilitate alignment of individual performance to the strategic objective of the directorate. Facilitate and monitor the implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures.

Provide resources (human, financial, & physical). Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.). 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. 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. 25 : Chief Horticulturist
Ref. No. : S.4/3/2/8
Component : Property and Facilities Management
Salary Notch : R382 245.00 per annum
Salary Level : 09
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Horticulture / Landscaping / Parks and Recreation.
- ✓ 03-05 years 'experience in landscaping environment with a minimum of three (03) years at supervisory level.
- ✓ Driver's licence, 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.

GENERIC COMPETENCIES:

Knowledge. Public Service Regulations and Act. Basic Conditions of Employment Act. Batho Pele Principles. Occupational Health & Safety Act Public Finance Management Act. Understanding HRM practices in the Public Service.

Skills. Problem solving and analysis. Analytical thinking. Decision making. Team leadership. Conflict management. Time Management. Planning. Organising. Computer skills. Facilitation Skills. Problem solving. Project Management. Policy formulation. Report Writing Skills. Interpersonal skills.

DUTIES: KEY PERFORMANCE AREA

Manage Landscaping Services: Develop landscaping plan. Manage and implement landscaping projects. Manage and implement landscaping designs. Manage and provide budget for landscaping services. Manage and develop specifications for procurement of flowers, trees and insecticides. Manage and monitor landscaping consultants and/or contractor activities. Monitor practical training in terms of learnerships, NYS etc. Manage and acquire protective clothing. Manage and monitor adherence to OHS regulations.

Manage landscaping maintenance: Develop maintenance plan. Develop and monitor budget for landscaping maintenance. Manage and develop specifications for procurement of flowers, trees and insecticides. Manage and monitor the maintenance of premises and surrounding. Develop and monitor the garden maintenance by drawing routines and advice on:

- Garden watering schedules.
- Flowers and trees pruning and trimming seasons.
- Application of insecticides.
- Cultivate the soil for trees and flowers.

Manage landscaping machinery and/or equipment: Manage gardening equipment and tools. Provide and manage storage of equipment and tools. Liaise and open job cards for repair of malfunctioning equipment and tools. Manage inventory of gardening equipment and tools. Advice and manage disposal of worn out equipment.

Implement operational/business plan of the directorate: Implement operational plan and monitor that identified activities are performed. Facilitate alignment of individual performance to the strategic objective of the directorate. Facilitate and monitor the implementation of policies, directives and regulations. Implement and monitor processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new information, monitor and evaluate such information. Attend to audit queries and monitor compliance to audit corrective measures.

Provide resources (human, financial & physical: Provide inputs on planning of resources for future requirements (human, finance equipment etc.) Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Maximise spending in line with strategic objective. Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment. 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 descriptions to subordinates. Manage sectional leave 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 : **R382 245.00 per annum**
Salary Level : **09**
Centre : **Capricorn and Mopani Districts**

MINIMUM REQUIREMENTS

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Roads Maintenance/ Construction Environment
- ✓ 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. 27 : Assistant Director: Acquisition Management
Ref. No. : S.4/3/9/32
Component : Finance
Salary Notch : R382 245 per annum.
Salary Level : 09
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Supply Chain Management will be an added advantage
- ✓ 03-05 years' in the Supply chain Management environment of which three years 'experience at Supervisory 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, Change Management, Knowledge Management, Service Delivery Innovation, 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. Treasury Regulations. Supply Chain Management procedures, Procurement Procedures, Public Finance Management Act, DORA, and PPPFA.

DUTIES: KEY PERFORMANCE AREAS:

Coordinate (synergies), 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 bids 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 interests. Compile a database of approved suppliers.

Coordinate, review and source quotations from database according to the threshold values determined by the national treasury.

Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and hr administration, this inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work.

Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

Post No. 28 : **Assistant Director: Revenue and System Control**
Ref. No. : **S.4/3/9/45**
Component : **Finance**
Salary Notch : **R382 245 per annum.**
Salary Level : **09**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Commerce/ Cost Management / Accounting will be an added advantage
- ✓ 03-05 years' supervisory position in Financial 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 AND 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
PFMA. DORA. Problem solving and analysis. Decision making. Team leadership
Creativity. Communication (verbal and writing). MS Office Package / Computer skills.

DUTIES: KEY PERFORMANCE AREAS:

Provide revenue collection and recording. Provide cashier, banking service and electronic payment. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and correct. Oversee the verification of the validity

and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms.

Monitor and report revenue. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the corrective measures when required. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information.

Provide financial system. Advise the departmental on financial system and its control. Liaise with treasury on updating, controlling and any related issue on financial system. Manage system, technical, functional and other support users matter. Monitor the maintenance of the financial system. Compile, maintain and implement departmental charts for accounts. Provide statistics on financial system allocations in the department. Perform duties of departmental system controller. Facilitate clearance of interface exceptions, suspense accounts and Persal exception. Monitor monthly and year – end closure of books

Provide system user support and maintenance. Advise, verify and manage user support functions to the users per directorate. Investigate blocked id's and reset the id's upon recommendations. Advise on functions allocations. Manage and monitor system output. Verify against captured code structure against the departmental organizational structure. Activate removed and or inactive items Capture new parameters and maintain the existing parameters. Re – instating inactive transaction processing rules.

Post No. 29 : Assistant Director: Finance
Ref. No. : S.4/3/9/46
Component : Finance
Salary Notch : R382 245 per annum.
Salary Level : 09
Centre : Sekhukhune District

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management/ Accounting / Financial Accounting / Commerce / Cost Accounting will be an added advantage
- ✓ 03-05 years' supervisory position in the Financial 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 AND KNOWLEDGE

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

DUTIES: KEY PERFORMANCE AREAS:

Manage Revenue collection. Implement revenue strategy, policy and procedures. Comply to division of Revenue Act (DORA). Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BSA system. Collecting all money due to state. Revenue collected and deposited in time. Monitor adherence to revenue prescripts and directives. Maximize revenue collection. Attend to audit queries in relation to revenue collection.

Manage Salaries. Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Monitor submission of debt and supporting document(s) to Head Office. Ensure that all Persal transaction are captured, approved, authorized and proper supporting documents are attached. Manage and submit signed payroll to Head Office. Monitor and clear up Persal queries and enquiries. Attend to audit queries in relation to salary matter.

Manage Accounts and Expenditure. Implement accounts and expenditure strategy, policy and procedures. Money due to the supplier is paid on time within 30 days. Oversee procurement matters within the finance division. Advice on fruitless, wasteful and unauthorized expenditure. Check commitments register. Attend to audit queries in relation to accounts and expenditure
Implement and monitor internal controls.

Monitor budget. Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification

Provide resources (human, financial, & physical). Monitor performance and task completions. Monitor achievement of set targets. 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. Facilitate discipline. Provide job description to subordinates. Manage sectional leave matters.

Post No. 30 : Assistant Director: Employee Health and Wellness (02 Posts)
Ref. No. : S.4/3/8/38- Mopani & S.4/3/839 Waterberg Districts
Component : Corporate Services (Employee Health and Wellness)
Salary Notch : R382 245 per annum.
Salary Level : 09
Centre : Mopani and Waterberg Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) in Health Science or Social Science as recognized by South African Qualifications Authority (SAQA)
- ✓ 03-05 years supervisory position in the Health Science or Social Science 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.

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 investigating 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 Occupational Health and Safety inspections. Facilitate the election and training of OHS committee. Facilitate the appointment and training of First Aiders, She reps, Peer Educators and Fire Fighters. Conduct district OHS audit.

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.

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 correction measures and/or recommendation on diseases management.

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 Districts**
Component : **Building Infrastructure Maintenance**
Salary Notch : **` per annum**
Salary Level : **Grade A**
Centre : **2 x Capricorn, 1 x Mopani, 2 x Sekhukhune, 6 x Vhembe
& 4 x Waterberg Districts**

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.
- ✓ 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. 32 : Architectural Technologist (04 Posts)
Ref. No. : S.4/3/1/34
Component : 1 x Health Infrastructure Delivery; 1 x Education Infrastructure Delivery & 2 x Other Provincial Departments Infrastructure Delivery
Salary Package : R374 892.00 per annum
Salary Level : Grade A
Centre : Head Office

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Architecture
- ✓ 03 years post qualification in Architectural Technologist experience is required.
- ✓ Registration with the SACAP as an Architectural Technologist.
- ✓ 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

Knowledge of relevant Public Service Acts, regulations and frameworks. Project Management. Architectural Planning, Computer-aided architectural applications. Research and Development. Knowledge of Legal Compliance. Technical report

writing. Creating high performance culture. Networking. Professional judgement. Networking.

DUTIES: KEY PERFORMANCE AREAS:

Provide technological advisory services: Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design. Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying architectural principles.

Perform administrative and related functions: Compile and submit monthly and quarterly report. Provide inputs to the operational plan. Develop, implement and maintain databases.

Research and development: Keep up with new technologies and procedures. Research/literature studies on technical. Liaise with relevant boards/councils on architectural related matters.

Post No. 33 : Engineering Technician (03 x OHS & 03 Fire) (06 Posts)
Ref. No. : S.4/3/1/70 - Health; S.4/3/1/71 - Education & S.4/3/1/72 -
Other Departments Infrastructure Management
Component : 2 x Health Infrastructure Delivery (i.e. 1 OHS & 1 Fire);
2 x Education Infrastructure Delivery (i.e. 1 OHS & 1 Fire) & 2 x Other
Provincial Departments Infrastructure Delivery (i.e. 1 OHS & 1 Fire)
Salary Package : R316 536.00 per annum
Salary Level : Grade A
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Engineering
- ✓ 03 years post qualification technical experience.
- ✓ Registration with ECSA as a Professional Engineering Technician is compulsory upon appointment.
- ✓ 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

Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. MS Office Package / Computer skills.

DUTIES: KEY PERFORMANCE AREAS:

Render technical services

Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority.

Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets.

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

Post No. 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	: 3 x Capricorn, 1 x Mopani, 3 x Sekhukhune, 3 x Vhembe & 5 x Waterberg Districts

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. 35 : **Chief Works Inspector**
Ref. No. : **S.4/3/10/27**
Component : **Building Infrastructure Maintenance**
Salary Notch : **R321 543.00 per annum**
Salary Level : **08**
Centre : **Waterberg District**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Building Environment.
- ✓ Registration as an Engineering Technician/ N3 .
- ✓ appropriate Trade Test Certificate.
- ✓ 03-05 years' experience in Building Environment.
- ✓ 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 analysis. MS Office Package / Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organising.

DUTIES: KEY PERFORMANCE AREAS:

Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services: Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs.

Render an inspection services of work done on new projects and existing structures: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work.

Analyze and compile relevant project documentation for new and existing structures: Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects.

Manage the activities of contractors on project sites: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects.

Provide extended Public works Programme: Gather and submit information in terms of the extended Public works Programme.

Supervise the performance and conduct of works Inspectors: Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

Post No. 36 : Maintenance Operations Specialist (03 Posts)
**Ref. No. : S.4/3/10/32 - Capricorn, S.4/3/10/33 - Mopani,
S.4/3/10/34 - Waterberg**
Component : Roads Infrastructure Maintenance
Salary Notch : R321 543.00 per annum
Salary Level : 08
Centre : Capricorn, Mopani and Waterberg 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:

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.

Knowledge and skills

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

DUTIES: KEY PERFORMANCE AREAS:

Maintain an action plan for the maintenance of roads: Give guidance and direction on work performance. Identify gaps and provide solutions. Conduct routine checks on maintenance works. Provide periodic reports on maintenance works.

Formulate roads maintenance proposals by reviewing and analysing policy inputs. Interpret and implement roads maintenance policies. Make recommendations on the work to be done. Provide inputs on review of policies.

Support and monitor implementation of the action plan. Provide guidance on work performance. Measure the work to be done. Provide reports.

Enhance capacity by providing information, guidance, assistance and training. Provide guidance on work performance. Identify training needs. Conduct skills audit of subordinates. Facilitate training. Conduct on the job training.

Post No. 37 **Road Work Superintendent (05 Posts)**
Ref. No. : **S. 4/3/10/35 - Capricorn, S. 4/3/10/36 - Mopani,**
 S. 4/3/10/37- Sekhukhune, S.4/3/10/38- Vhembe,
 S. 4/3/10/39 –Waterberg Districts

Component : **Roads Infrastructure Maintenance**
Salary Notch : **R321 543.00 per annum**
Salary Level : **08**
Centre : **1x Capricorn, 1 x Mopani, 1 x Sekhukhune, 1 x Vhembe**
 & 1 x Waterberg Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Civil Engineering or Construction Management.
- ✓ 06 years' Experience in road maintenance/ Construction Environment.
- ✓ 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.

DUTIES: 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.

Post No. 38 **Head Regravelling (02 Posts)**
Ref. No. **: S.4/3/10/40 - Capricorn, S.4/3/10/41 - Sekhukhune**
Component **: Roads Infrastructure (Regravelling & Drainage)**
Salary Notch **: R321 543.00 per annum**
Salary Level **: 08**
Centre **: 1x Capricorn & 1 x Sekhukhune Districts)**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ 03 (Three) years' experience in road maintenance/ Construction Environment.
- ✓ 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:

Deep knowledge of Artisan related activities. Knowledge of relevant Acts and regulations. Computer Literacy. Financial Management & PFMA. Analytical thinking. Written and verbal communication skills. Trustworthy and Honesty.

DUTIES: KEY PERFORMANCE AREAS:

Ensure the correct application of roads Regravelling policies. Ensure correct implementation of policies. Evaluate results.

Conduct roads inspections. Identify the areas where there are needs for Regravelling.

Draw monthly programmes. Planning of work to be done. Schedule work to done (allocation). Coordinate and facilitate work. Set time – frames.

Monitor the implementation of Regravelling projects. Allocate work, and conduct inspection.

Conduct incident/ accident investigation and evaluate potential hazards. Identify all working area environment before the work is started. Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger.

Consolidate the availability of equipment and ensure proper maintenance.

Liaise with mechanical workshop on:

- ✓ Equipment / plant that are available,
- ✓ Breakdowns are reported,
- ✓ Plant / equipment are well maintained.

Monitor the preparation of quarry site and stockpiling of gravel. Ensure compliance to environment protection. Ensure avoidance of dams. Ensure safety to children and ensure the rehabilitation of environment.

Post No. 39 : Personal Assistant (03 Posts)
**Ref. No. : S.4/3/7 – Office of the HOD; S.4/3/2/22 - Provincial
Departments Infrastructure Management & S.4/3/2/23
Health Infrastructure Management**
**Component : HOD Support; Provincial Departments Infrastructure
Management & Health Infrastructure Management**
Salary Notch : R261 372.00 per annum
Salary Level : 07
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ 01 - 02 years' experience in secretariat environment.
- ✓ Qualifications in Management Assistant / Secretariat will be an added advantage

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

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 analyze documents and situations. Language skills. Communication. Good telephone etiquette. MS Office Package / Computer Literacy. Good grooming and presentation. Good people skills. High level of reliability. Written communication skills.

DUTIES: KEY PERFORMANCE AREAS:

Provide a secretarial/receptionist support service to the manager: Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performs advanced typing work. Operates and ensures that the office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes 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 sensitizes/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 manager. Safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g. progress reports, monthly reports. Scrutinizes 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. Filing of documents for the manager and the unit where required. Collects analyses and collates information requested by the manager. Clarifies instruction and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. 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: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager 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 manager as required. Coordinates logistical arrangements for meetings when required.

Supports the manager with the administration of the manager's budget: collects and compiles all necessary documents for the manager 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 manager 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 manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitors expenditure

and alerts manager 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 compile draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes.

Studies 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 prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

Post No. 40 : Property Inspector (04 Posts)
Ref. No. : S.4/3/53 – Waterberg; S.4/3/54 - Sekhukhune S.4/3/55 – Mopani; S.4/3/56 – Vhembe Districts
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

CORE AND PROCESS COMPETENCIES:

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. 41 : Horticulturist
Ref. No. : S.4/3/3/52 – Mopani;
Component : Property and Facilities Management
Salary Notch : R261 372.00 per annum
Salary Level : 07
Centre : Mopani District

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Horticulture.
- ✓ 01 - 02 years' experience in landscaping environment.

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

Public Service Regulations and Act. Basic conditions of employment. Batho Pele principles. Public Finance Management Act. Understanding HRM practices in the public Services. Problem solving and analysis. Analytical thinking. Decision making. Team leadership. Conflict Management. Time Management. Planning. Organizing. MS Office packages / Computer skills. Facilitation skills. Problem solving. Project. Management. Policy Formulation. Report writing skills. Interpersonal relations.

DUTIES: KEY PERFORMANCE AREAS:

Provide landscaping services. Implement landscaping plan, norms and standards. Implement landscaping projects. Monitor and implement landscape designs. Provide specifications for procurement of flowers, trees and insecticides. Monitor practical training in terms of learnerships, NYS etc.

Acquire protective clothing. Monitor adherence to OHS regulations.

Provide landscaping maintenance. Implement maintenance plan.

Provide specifications for procurement of flowers, trees and insecticides.

Monitor the maintenance of premises and surrounding. Monitor the garden maintenance by drawing routines and advice on:

- Garden watering schedules.
- Flowers and trees pruning and trimming seasons.
- Application of insecticides.

Cultivate the soil for trees and flowers.

Provide landscaping machinery and/or equipment's. Monitor gardening equipment's and tools. Provide and monitor storage of equipment's and tools. Open job card for repair of malfunctioning equipment's and tools. Provide gardening equipment's and tools register.

Provide resources (human, financial, & physical). Monitor performance and task completions. Monitor achievement of set targets. Report on the utilization 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. Facilitate discipline. Provide job description to subordinates.

Provide sectional leave matters.

Post No. 42 : State Accountant (03 Posts)
Ref. No. : S.4/3/9/42 – Waterberg; S.4/3/9/43 - Sekhukhune
S.4/3/9/44 – Vhembe Districts
Component : Finance
Salary Notch : R261 372.00 per annum
Salary Level : 07
Centre : Waterberg; Sekhukhune; Vhembe Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Accounting / Commerce / Cost Accounting will be an added advantage.
- ✓ 01 – 02 years' experience in revenue and debt management environment.
- ✓ 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

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

Problem solving and analysis. Decision making. Creativity. Financial management. Communication. MS Office Package / Computer skills. PERSAL & BAS literacy. People management. Planning and organising. Conflict management.

DUTIES: 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. Approve 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 for directives of paying taxes. 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.

Supervise human resource/ staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Manage leave matters.

Post No. 43 : State Accountant: Debt Management
Ref. No. : S.4/3/9/41 – Head Office
Component : Finance
Salary Notch : R261 372.00 per annum
Salary Level : 07
Centre : Head Office

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Financial Accounting / Accounting / Commerce / Cost Accounting will be an added advantage.
- ✓ 01 – 02 years' experience in revenue and debt management environment.
- ✓ 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 & 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; Treasury Regulations; PFMA. DORA. Principles of Accounting.

DUTIES: KEY PERFORMANCE AREAS:

Provide debt. Create debtor file upon receipt of mandate to be taken on BAS with all debtors detail such as:

- Bursary contract
- Evidence supporting salary over payment
- Address of debtors not employed by the department etc.

Record the debtor advices in the debt register. Capture debt in BAS system. File the BAS take –on documentation.

Render debt recovery. Receive the deposit confirmation from the affected debtor. Compile the debt recovery take-on form with all attachment. Capture debt recovery information in the BAS system.

Reconcile debt. Extract the debtor's enquiry reports and age analysis. Compare item analysis to ensure correct postings. Prepare journals for corrections and inform the salary about the correct code.

Provide debt follow –up. Print the debt statements on monthly basis from BAS system. Deliver them to registry to be posted to respective debtors. Make follow-up's on debts. Compile follow-up letters to the debtors. Maintain the debt follow – up register.

Post No. 44 : State Accountant: Accounts
Ref. No. : S.4/3/9/40 – Head Office
Component : Finance
Salary Notch : R261 372.00 per annum
Salary Level : 07
Centre : Head Office

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA).
- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in Financial Management / Accounting / Commerce / Financial Accounting / Cost Accounting / Auditing will be an added advantage.
- ✓ 01 – 02 years' experience in revenue and debt management environment.

- ✓ 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 & KNOWLEDGE

Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation Treasury Regulations, PFMA, DORA, PPPFA. MS Office Package / Computer skills , BAS & PERSAL literacy

DUTIES: 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. Approve 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 for directives of paying taxes. 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.

Supervise human resource/ staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Manage leave matters

Post No. 45 : Works Inspector (05 Posts)
Ref. No. : S.4/3/2/25 – Waterberg; S.4/3/2/26 – Sekhukhune;
S.4/3/2/27 – Mopani;S.4/3/2/28 – Vhembe &
S.4/3/2/29 – Capricorn Districts
Component : Building Infrastructure Maintenance

Salary Notch : R211 713.00 per annum
Salary Level : 06
Centre : Waterberg; Sekhukhune; Mopani; Vhembe & Capricorn Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 06) as recognized by South African Qualifications Authority (SAQA) in building environment.
- ✓ Registration as an Engineering Technician.
- ✓ Appropriate Trade Test Certificate.
- ✓ Valid driver's licence, (Code 08/10), 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

Project Management. Technical analysis. Computer Literacy. Technical report writing.

DUTIES: 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 outstanding and finalised work.

Analyze 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. Timely development of reports on problems emanating from projects.

Gather and submit information in terms of the extended public works Programme (EPWP).

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 : 6 x Capricorn, 3 x Mopani, 8 x Sekhukhune, 1 x Vhembe
& 10 x Waterberg Districts**

MINIMUM REQUIREMENTS:

An undergraduate qualification (NQF level 02) 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'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. 47 : **Road Work Foreman (21 Posts)
Posts)**

Ref. No. : **S.4/3/10/42 - Capricorn, S.4/3/10/43 - Mopani,
S.4/3/10/44 - Sekhukhune, S.4/3/10/45 - Vhembe,
S.4/3/10/42 – Waterberg Districts**

Component : **Roads Infrastructure Maintenance**

Salary Notch : **R176 310.00 per annum**

Salary Level : **05**

Centre : **5 x Capricorn, 3 x Mopani, 6 x Sekhukhune, 1 x Vhembe
& 6 x Waterberg Districts**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 02) as recognized by South African Qualifications Authority (SAQA)
- ✓ Three (3) years road work maintenance experience will be added advantage

GENERIC AND TECHNICAL COMPETENCIES:

Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.

DUTIES: KEY PERFORMANCE AREAS:

Support road construction or maintenance work through:

Construction of culvert and side drains
Erect and maintain steel guardrail and gabions
Construction of road earth and layer works
Clean and maintain roads, sidewalks and resting areas
Surfacing and pothole patching
Road fencing and pipe laying
Setting of road markings/ signs
Install road signs and barricade the work area.

Supervise activities in respect of road construction or maintenance work through:

Application of safety and precautionary measures
Conduct inspection
Exercise control over tools, supplies and other equipment.
Allocate tasks and oversee work performance
Maintenance of Equipment
Co-ordinate the blading program

Post No. 48 : **Accounting Clerk (04 Posts)
Posts)**

Ref. No. : S.4/3/36– Waterberg; S.4/3/37 - Sekhukhune S.4/3/38 – Mopani; & S.4/3/39 – Capricorn Districts
Component : Finance
Salary Notch : R176 310.00 per annum
Salary Level : 05
Centre : Waterberg; Sekhukhune; Mopani & Capricorn Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 04) as recognized by South African Qualifications Authority (SAQA)
- ✓ Qualifications in Accounting / Financial Accounting / Financial Management / Commerce / Auditing / Cost Accounting will be an added advantage

GENERIC AND TECHNICAL COMPETENCIES:

Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Generic Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork Accuracy. Aptitude of figures. Technical Competencies: Computer operating skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipments.

DUTIES: KEY PERFORMANCE AREAS:

Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash.

Perform Salary Administration support services.

Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). File all documents.

Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals.

Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virement on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments

Post No. 49 **Foreman (Supervisor) Cleaner & Groundsman (09 posts)**
Ref. No. **: S.4/3/3/57 - Waterberg; S.4/3/3/58 - Sekhukhune**
 S.4/3/3/59 -Mopani;
 S.4/3 /3/60– Vhembe Districts & S./4/3/3/61Head Office
Component **: Property and Facilities Management**
Salary Notch **: R147 459.00 per annum**
Salary Level **: 04**
Centre **: 2 x Waterberg; 2 x Sekhukhune; 2 x Mopani; 2 x Vhembe**
 Districts & 1 x Head Office

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 03) as recognized by South African Qualifications Authority (SAQA)
- ✓ Experience in cleaning services environment will be an added advantage

DUTIES: KEY PERFORMANCE AREAS:

Provision and monitor of cleaning services. Oversee and monitor cleaning of:

- Offices
- Corridors
- General kitchen
- Restrooms
- Elevators
- Boardrooms
- Grounds

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.

Supervise cleaners / Groundsman. Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.

Post No. 50 **Driver / Messenger: Records Management**
Ref. No. **: S.4/3/8/36 – Waterberg District**
Component **: Corporate Services**
Salary Notch **: R147 459.00 per annum**
Salary Level **: 04**
Centre **: Waterberg District**

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 02) as recognized by South African Qualifications Authority (SAQA)
- ✓ valid PDP & driver's licence, with the exception of applicants with disabilities.

KNOWLWDGE AND SKILLS:

Cleaning equipment, Safety, Health and safety measures, working procedures in respect of working environment, 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 and Procedure to ensure that the vehicles is maintained properly.

DUTIES: KEY PERFORMANCE AREAS:

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.

Render clerical support/ messenger service in the relevant office:-

- Collect and deliver documentation and related items in the department.
- Copy and fax documents
- Assist in the registry.

Post No. 51	Driver Extra Heavy Duty (32 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.4/3/10/50 - Vhembe), S.4/3/10/51 – Waterberg Districts,
Component	: Roads Infrastructure Maintenance
Salary Notch	: R124 434.00 per annum
Salary Level	: 03
Centre	: 7 x Capricorn, 4 x Mopani, 4 x Sekhukhune, 9 x Vhembe & 8 x Waterberg Districts

MINIMUM REQUIREMENTS:

- ✓ An undergraduate qualification (NQF level 02) as recognized by South African Qualifications Authority (SAQA)
- ✓ Driver's licence with the exception of applicants with disabilities. (Code of the driver' licence for heavy duty vehicles should be mentioned)

GENERIC AND TECHNICAL COMPETENCIES:

Five (5) years' driving experience. 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. 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. 52 : Road Worker (37 Posts)
Ref. No. : S.4/3/10/52- Capricorn, S.4/3/10/53 - Mopani,
S.4/3/10/54 - Sekhukhune, S.4/3/10/55 - Waterberg,
Component : Roads Infrastructure Maintenance
Salary Notch : R124 434.00 per annum
Salary Level : 03
Centre : 5 x Capricorn, 3 x Mopani, 11 x Sekhukhune &
18 x Waterberg Districts

MINIMUM REQUIREMENTS

- ✓ An undergraduate qualification (NQF level 01) as recognized by South African Qualifications Authority (SAQA)
- ✓ Experience in road maintenance will be an added advantage

GENERIC AND TECHNICAL COMPETENCIES:

Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.

DUTIES: KEY PERFORMANCE AREAS:

Perform routine activities in respect of road maintenance and or construction through inter alia the following:-

- 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 studies.
Install road signs, distance markers and barricade the work area.
Crushing of road material.
Bush clearing and grass cutting.

Post No. 53 : Tradesman Aid (03 Posts)
Ref. No. : S.4/3/2/24 Waterberg District
Component : Maintenance / Construction Infrastructure
Salary Notch : R124 434.00 per annum
Salary Level : 03
Centre : 03 x Waterberg District

MINIMUM REQUIREMENTS

Adult Education and Training (AET)

GENERIC AND TECHNICAL COMPETENCIES:

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

DUTIES: KEY PERFORMANCE AREAS:

To provide maintenance of office building. Maintenance of office equipment and furniture. Safe keeping of machinery and equipments.