



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 08 OF 2023: ADVERTISEMENT OF VACANT
POSTS**

1. Applications are invited for the filling of vacant posts, which exist in the department as outlined in the attached annexure.
2. Applications should be submitted on the
3. 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 to HR Services on /before interviews and other related documentations such as Certified copies of qualification; ID document, drivers licence etc and need not to attach/ 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.**
4. A specific reference number for the post applied for must be quoted in the space provided on the Z83 form.

5. Applications should be forwarded to:
The Director: Human Resource Management
Department of Public Works, Roads and Infrastructure
Private Bag X9490
POLOKWANE
0700
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. Ledwaba RE, Ms. Hanyane NP, Mr. Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM, and Ms. Mathebula WT at 015 284 7570/ 7586 / 7663/ 7606/7607/ 7627/ 7578.
13. The closing date for submission of application is **Friday, the 03rd November 2023 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

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, Youth 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. 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. 

NB: The Department will not pay any travelling claims, accommodations to shortlisted candidates due to cost containment Measures.

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 CHUENESPOOR T 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	Or hand delivered to	Or hand delivered to	Or hand delivered to	Or hand delivered to	Or hand delivered to

Physical address: 43 Church Street, Works Towers Building; Polokwane Enq: Ms. L Nelufule or Seleka BN 015 284 7382/7663	Physical address: 15 Landros Mare street, next to correctional services Enq: Ms. Kganakga K Tel: 0152875600	Physical address : 570 parliamentary building Giyani Enq: Mr. Mashele R, Ms. Mabunda K.S and Bila P TEL: 0158114000 / 4070 /4075	Physical address : Lebowakgomo Zone A, next to traffic department Enq: Ms. Makalela R.C Mr. Mathabatha M.J TEL: 015 6368300 / 8330	Physical address: Cnr. traffic and Raluswielo street, Sibasa. Enq: Mr. M.F Mavhungu OR Ms. N.M Mathivha Tel: 0159633790	Physical address Cnr. Thabo Mbeki & Elias Motsoaledi Enq: Ms. MD Mokonyane OR Ms. PE Hlaole 014 7183000 / 3040 /3052 / 3027
--	--	---	---	--	--



Mr. M.J. PHUKUNTSI
ACTING HEAD OF DEPARTMENT

29/09/2023
DATE

ADVERTISEMENT OF SMS POSTS AND SALARY LEVEL 1-12: DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

Post no. 1 : Director: Roads Project Implementation
Ref. No. : S.4/3/10/16 (Re-advertisement)
Branch : Roads Infrastructure Management
Salary Package : R1, 162 200.00 per annum (to be structured according to Individual needs)
Salary Level : 13
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate Qualification NQF level 7 as recognized by SAQA, BSc Civil Engineering. 05 years' experience at middle/senior managerial level in a Roads Construction environment. Valid vehicle (Code EB) driver's licence with an exception of persons with disabilities.

SKILLS AND KNOWLEDGE: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes, Labour Relations Act, Public Service Act, Promotion of Access to Information Act & Public Service Regulations.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills.

DUTIES: Manage and coordinate the implementation of labour intensive construction: Plan, implement and manage labour intensive construction projects
Plan, implement and manage low volume access roads. Plan, implement and manage household's projects. Plan, implement and manage in-house projects. Consolidate social facilitation (Shareholder involvement and ensure compliance to applicable government policies and regulations) policies and regulations).
Develop, review and implement the departmental strategy policies and procedures pertaining to Roads Project Implementation unit: Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure

compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within Roads Project Implementation unit. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining Roads Project Implementation unit. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. **Manage resource (Human, Financial and Equipment):** Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage Project, Ensure the achievement of operational targets, manage others and ensure that all contribute towards achievement of departmental goals, develop Guidelines/ Practices/ Frameworks/ M&E

Post no. 2 : **Director: Procurement Management**
Ref. no. : S.4/3/9/60
Branch : Financial Management
Salary Package : R1, 162 200.00 per annum (to be structured according to Individual needs)
Salary Level : 13
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 7 in Financial Management/ Accounting Management and Supply Chain Management as recognized by SAQA.05 years' experience at middle/senior managerial level. Computer literacy. Valid vehicle (Code EB) driver's licence with the exception of persons with disabilities.

SKILLS AND KNOWLEDGE: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Computer literacy.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial

Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES: Manage infrastructure projects demand and procurement planning: Monitor and manage the development of the procurement plan. Develop budget projection as per the departmental needs analysis. Develop and manage market analysis strategies and processes. Develop a purchasing strategy for the department. Manage and provide supplier database. **Manage infrastructure projects acquisition services:** Manage bids administration. Manage and monitor the consolidation of requests for invitation of bids and quotation. Monitor that bids documents adherences to National Treasury format for Standard Bidding Documents (SBD's) and other regulatory bodies. Provide secretariat services for tender briefing sessions. **Manage the provision of demand and acquisition of goods and services:** Manage the development of the procurement plan. Develop budget projection as per the departmental needs analysis. Develop and manage market analysis strategies and processes. Develop a purchasing strategy for the department. Manage and provide supplier database. Manage bids administration. Monitor that bids documents adherences to National Treasury format for Standard Bidding Documents (SBD's) and other regulatory bodies. Provide secretariat services for tender briefing sessions. **Manage contract performance and advisory services:** Manage the development of departmental specific period contracts. Monitor and provide notifications on expiring contracts. Make recommendations on all contract adjustment requests. Manage the consolidation of inputs from the department on provincial transversal contracts. Manage adherence to specific and transversal contract terms and conditions. Maintain relations between the service provider and the department. Manage the appointment of service providers. **Manage resource (Human, Financial and Equipment):** Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment's. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.

Post no. 3 : **Director: Operations Management**
Ref. no. : S.4/3/3/71
Branch : Property and Facilities Management
Salary Package : R1, 162 200.00 per annum (to be structured according to Individual needs)
Salary Level : 13

Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: A undergraduate qualification NQF Level 7 in Property Management / Property Law / Real Estate / Property Valuation as recognized by SAQA. 5 years of experience at a middle managerial level in property management environment. Valid vehicle (Code EB) driver's licence with an exception of persons with disabilities.

SKILLS AND KNOWLEDGE: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES: Manage the provision of asset management planning services: 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. Manage the compilation of asset portfolio profile. Manage the compilation of asset performance report. Manage the compilation of asset lifecycle management plan. Provide portfolio analysis of provincial asset. Manage and develop works plan. **Manage immovable assets register:** Manage the compilation of asset register. Manage and reconcile information in the asset register with deeds office and valuation roll. Manage the application of immovable asset values. Manage and facilitate the liking of rates and taxes register to immovable asset register. Manage and provide geographical information services on government properties. Manage and conduct assets verification on provincial properties.

Manage the provision of prestige accommodation and facilities management: Develop policies, norms and standards for prestige accommodation in line with National Guidelines and Handbooks. Develop norms and standards for the maintenance of prestige accommodation. Develop norms and standards for the provision of facility management services [e.g. security, landscaping] being provided for prestige accommodation in line with National Guidelines and Handbooks. Manage implementation of and reporting on prestige accommodation. Manage the rendering of maintenance work at prestige accommodation through internal staff and outsourced services. Manage the rendering of facility services at prestige accommodation through internal staff and

outsourced services. Develop norms and standards for technical condition assessments for prestige accommodation. Manage the provincial landscaping designs and services. Coordinate cleaning services. Manage waste collection and disposal. **Manage the payment of municipal rates and taxes:** Manage and facilitate payment of municipal levies, rates and taxes for provincial properties. Manage and facilitate property evaluation and evictions. Manage and develop the space utilisation norms and standards. Provide space designs and ensure adherence to ergonomics. **Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation:** Give direction to team in realizing the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff Manage discipline.

Post no. 4 : **Director: Mechanical Services**
Ref. no. : S.4/3/10/81
Branch : Road Infrastructure Management
Salary Package : R1, 162 200.00 per annum (to be structured according to Individual needs)
Salary Level : 13
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Undergraduate Qualification NQF level 7 in Mechanical Engineering as recognized by SAQA. Five (5) years of experience at middle/Senior management level in Mechanical Engineering environment. Computer literacy. Valid vehicle (Code EB) driver's licence with an exception of persons with disabilities.

SKILLS AND KNOWLEDGE: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA). Computer literacy.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES: Oversee management of maintenance and repairs of plant and machinery: Manage the Provincial service schedules for machines and plant. Manage the renewal of licenses for machines for machines and plant. Ensure the Provincial technical evaluation of machines and plant. Manage availability and achievability reports. Coordinate the development and implementation of the directorate business plan. Facilitate and expedite major repairs of machines and plant by OEM's and their agents. Facilitate the preventative maintenance solutions to improve availability. Serve as a member of the inter-provincial mechanical services forum. Manage the relationship with the maintenance service providers.

Manage acquisition and predictive services of plant and machinery: Ensure the process of new plant and equipment acquisition. Liaise with service providers. Liaise with roads infrastructure for new needs analysis. Manage implementation of mechanical management systems. Manage inspections of machine operations. Manage withdrawals of machines from asset register and business plan. Manage and monitor the compliance to Service Level Agreement and conditions. Manage the directorate budget for acquisition and repairs of machines. Ensure predictive maintenance is effectively applied.

Manage repairs and maintenance of departmental light vehicles: Ensure provision of mechanical services for light vehicles. Over auto body repair services. Manage writing off of unserviceable light vehicles. Manage service level agreements with mechanical services providers for referred vehicles. Manage acquisition of parts from external Service Providers.

Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment's. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.

Post no. 5 : **Director: Logistics and Assets Management**
Ref. No. : S.4/3/9/61
Branch : Director: Logistics and Assets Management
Salary Package : R1, 162 200.00 per annum (to be structured according to Individual needs)
Salary Level : 13
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Undergraduate Qualification NQF level 7 as recognized by SAQA. Qualifications in Logistics, Logistics Management, Business Administration and Supply Chain Management will be an added advantage. Five (5) years of experience at (MMS) middle/Senior management level within the environment. Computer literacy. Valid vehicle (Code EB) driver's license with the exception of persons with disabilities.

SKILLS AND KNOWLEDGE: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA).

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES: Manage the Provision of logistics management services: Manage purchasing of goods and services. Manage and analyses the vendor performance. Manage and maintain the supplier relations. Manage order processing. Manage and provide stores. Manage and monitor the departmental stock taking and provide consolidated departmental inventory reports. Manage and conduct preliminary investigation on lost stores regulatory bodies. Provide secretariat services for tender briefing sessions. **Manage the provision of assets management services:** Develop the departmental movable assets register. Develop the movable asset maintenance plan. Manage and monitor the movable

asset physical verification process. Manage and consolidate departmental assets reports. Authorize assets movement. Analyse and consolidate the departmental loss of assets/inventory in monetary value. Manage and conduct preliminary investigation on lost/moved assets without authorization. Manage transfer, leasing, rental of movable asset. Manage and develop the disposal plan. Manage and provide assets disposal committee. **Develop, review and implement the departmental strategy policies and procedures pertaining to Logistics and Assets Management unit:** Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within Logistics and Assets Management unit. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining Logistics and Assets Management unit. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. **Manage resource (Human, Financial and Equipment):** Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees

Post no 06 : **Deputy Director: Disposal Management**
Ref. no. : **S.4/3/3/07**
Component : Property Acquisition and Disposals Management
Salary Package : R958 824.00 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 recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation will be an added advantage. 03-05 years' experience in property management environment with a minimum of three (3) years at junior

management 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. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.

DUTIES: Manage the transfer of R293 towns to municipalities: Manage liaison with municipalities on identification of properties to be transferred. Facilitate and monitor verification of registered R293 towns. Manage the process of acquisition of clearance certificates for towns to be transferred to municipalities. Facilitate the preparation of the Deed of Transfer and signing by both parties. Facilitate and monitor re-acquisition of properties by the provincial and national governments of those properties meant for provincial and national use respectively. **Manage the disposal of state land and redundant immovable assets:** Develop and implement the disposal plan. Facilitate inclusion of the disposal plan in the Custodian Assets Management Plan. Facilitate the updating of the asset register in terms of disposals. Oversee the identification of, inspection and investigation of fixed state properties. Manage the submission of properties to user departments. Provide inputs to the determination of terms of reference to the Provincial State Land Disposal Committee (PSLDC). Compile a business cases for disposal and present to the disposal committee. Monitor disposal in terms of the departmental policy and decisions of the disposal committee. Facilitate the valuation and declaration of redundancy of properties (to be disposed of) by the MEC. Oversee the process of submissions of properties (to be disposed of) for Open Tender. Manage the signing of the Deed of Sale. Interact with other Spheres of Government where required. Facilitate registration of properties in the names of the beneficiaries. Facilitate payment by purchasers.

Manage the donation of state land and immovable property: Develop and implement the donation of state land policy and processes. Manage the identification of properties for various levels of government. Manage the process of submission of properties to PSLDC for approval. Liaise with Treasury on properties to be donated. Facilitate and monitor signing of Deed of Donation by

both parties. Facilitate and monitor registration of Deeds of Donation with the Deeds Office. Monitor adherence to the provisions of the Deed of Donation.

Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no. 07 : **Deputy Director: Property and Facilities**

Ref. no. : S.4/3/3/72

Component : Property and Facilities Management

Salary Package : R 958 824.00 per annum (to be structured according to Individual needs)

Salary Level : 12

Centre : Capricorn District

MINIMUM REQUIREMENTS: An undergraduate NQF Level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation will be an added advantage. 03-05 years' experience in property management environment with a minimum of three (3) years at junior management 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. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998 Spatial Planning and Land Use Management Act, 2013.

DUTIES: Manage land management matters. Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update

property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land. Manage and facilitate transfers. **Manage leases and municipal services.** Manage and provide residential accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. **Manage facilities services.** Manage physical security services and monitor adherence to service level agreement. Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. **Manage resource (Human, Financial and Equipment).** Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no 08 : **Deputy Director: Rental Management**
Ref. no. : S.4/3/3/73
Component : Property Acquisition and Disposals Management
Salary Package : R958 824.00 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 SAQA in Property Management, Property Law, Real Estate and Property Valuation and Financial/Accounting Management will be an added advantage. 03-05 years' experience in property management environment with a minimum of three (3) years at junior management level. 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 AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998 Spatial Planning and Land Use Management Act, 2013.

DUTIES: Manage rental accommodation. Develop rental management policy and processes. Develop rental management plan and strategies. Manage and facilitate renewal of rental accommodations. Manage adherence and sound interpretation of prescripts, directives and regulations. Manage and monitor the provision of rental accommodation in the province. Develop, manage and reconcile the provincial accommodation register. Manage and conduct audits on rental management. **Manage rental contracts.** Manage and facilitate the implementation of rental stop orders by user departments. Manage reconcile stop orders against the request and approvals of accommodation. Manage and liaise with user departments in matters relating to accommodation contracts. **Manage and reconcile rental collection.** Develop rental collection policy and processes. Develop rental collection plan and strategies. Manage and facilitate the rental collection and schedules. Facilitate and liaise with stakeholder on issues regarding rental matters. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage rental collection and reconcile the rental collection. Reconcile the rental collection of the province. Manage and facilitate write – offs of irrecoverable rental collection. Identify, analyse and advice the districts on rental collection pattern. Reconcile and facilitate legal action against defaulters. Manage and Acquire progress report on recovery from legal services. Liaise with departments on issues of across – the – board implementation of stop orders. **Manage resource (Human, Financial and Equipment).** Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates.

Post no 09 : **Deputy Director: Corporate Services**
Ref. no. : S.4/3/8/41
Component : Sub-Directorate: District Corporate Services

Salary Package : R811 560 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Capricorn District

MINIMUM REQUIREMENTS: An undergraduate qualification NQF level 06 as recognized by SAQA in Human Resource Management/Development/Public Administration/ Management will be an added advantage. 03-05 years' relevant experience of which 03 years must be at junior management level. 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 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.

DUTIES: 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 serving devices and disposal of waste papers by:** Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. **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. 10 : Deputy Director: Revenue and Systems Control
Ref. no. : S.4/3/09/53
Component : Management Accounting
Salary Package : R811 560.00 per annum (to be structured according to Individual needs)
Salary Level : 11

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 7 as recognised by SAQA in Financial/ Accounting Management will be an added advantage. 03-05 years' experience in Financial Environment at junior management 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 of Treasury Regulations, Directives and Notes. Knowledge on financial systems BAS, PERSAL and PFMA. Treasury Regulations. DORA, Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising.

DUTIES: Manage collection and recording of revenue: Manage and record cashier, banking service and electronic payments by: 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 that the banking of money is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are 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. Monitoring and reporting on revenue by: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. **Provide revenue Reporting:** Oversee the processing of information to determine expenditure against budget. Review and analyze expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation

of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents.

Manage financial systems: Oversee the capturing of objectives and responsibility in the BAS system. Oversee and extract reports to confirm completeness and accuracy of the code structure. Provide the BAS Structure to budget management, PERSAL and FINEST. Monitor and update the linked codes in the PERSAL system. Provide user financial system user accounts. **Manage system training and registration:** Provide the training needs and budget. Liaise with provincial treasury for system training. Facilitate with programmes upon receipt of training schedule from Provincial Treasury. Manage user accounts. Compile, maintain and implement departmental charts for accounts. Monitor and facilitate the clearing of interface exceptions, control and suspense accounts. Monitor system, technical, functional and other support to users, investigating issues experienced and consult with relevant treasury where required. Manage the system controller's activities. Manage the departmental financial system. **Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following:** General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise 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. 11 : Deputy Director: Payroll, Accounts and Third Party Payments
Ref. No. : S.4/3/9/54
Component : Financial Accounting
Salary Package : R 811 560.00 per annum (to be structured according to Individual needs)
Salary Level : 11
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 7 as recognised by SAQA in Financial/ Accounting Management will be an added advantage. 03-05 years' experience in payroll and accounts at junior managerial 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 of Treasury Regulations, Directives and Notes. Knowledge on financial systems BAS, **PERSAL** and PFMA. Treasury Regulations. DORA. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES: Manage payroll services: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor the implementation of treasury regulations and directives. Align the departmental policies in line with treasury regulation. Verify and authorise payments. Liaise with treasury on payroll related matters. Monitor payroll register. Advice and update the department of payroll related matters (e.g. salary adjustments etc.). Manage the provision of IRP's or tax related documents. **Manage accounts:** Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Align the departmental policies in line with treasury regulation. Verify and authorise creditor's payments and accounts. Monitor the implementation of treasury regulations and directives. Verify and approve claims against or for the state. Reconcile financial statements in terms of accounts. **Manage third party payments:** Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor the implementation of treasury regulations and directives. Align the departmental policies in line with treasury regulation. Monitor third party payments. Advice on garnishees. Liaise with court and money lenders on behalf of the employee. **Manage resource (Human, Financial and Equipment):** Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no. 12 : Deputy Director: Finance

Ref. no. : S.4/3/9/56

Component : Finance

Salary Package : R811 560.00 per annum (to be structured according to

Individual needs)

Salary Level : 11

Centre : Waterberg District

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 7 as recognised by SAQA in Financial Accounting, Financial Management, Supply Chain Management, Assets and Logistics Management will be an added advantage. 03-05 years' experience in finance environment with a minimum of three (3) years at junior Assistant Director 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 of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity, Planning and organising.

DUTIES: Manage Budget: Facilitate the financial planning and budgeting for the district. Provide the district financial reporting. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Facilitate the roll-overs and virement process. Provide the district financial reporting. **Provide acquisition services:** Compile procurement plan and facilitate the approval. Manage the execution of the procurement plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding process by – Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. **Provide logistics and assets management services.** Design and develop inventory and assets management policies processes and procedures. Manage inventory and movable asset management services. Manage district stores. Manage district stock –taking services. Inform guide and advice departmental employees on logistics and disposal management matters to

promote correct implementation and sound logistics and disposal management practices. **Manage Revenue collection:** Monitor the implementation of policy and legislative framework to ensure that cognizance is taken of new developments. Maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Undertake revenue services by ensuring that cashier, banking, 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 payslip and facilitate submission to Head Office. Undertake expenditure management and accounting work as required to provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements)). **Manage resource (Human, Financial and Equipment):** Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no. 13 : **Administrative Support and Coordination - Administration Services (Permanent)**

Ref. no. : S.4/3/5/12

Component : Office of the Executive Authority

Salary Package : R811 560.00 per annum (to be structured according to Individual needs)

Salary Level : 11

Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA. A qualification in Public Administration/ Management will be added advantage. 03-05 years 'experience at junior management. The position is permanent. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE:

Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy

analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Manage the administrative and coordination of activities within the Office of the executive authority. This would, inter alia, entail the Following:

Develop, implement and maintain systems, registers and Databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda. As required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive. Authority- Develop, implement and maintain a filing system for the office

Of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their Classification. **Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority.** This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/ executive. Council. Liaise with senior managers in the institutions within the Executive authority portfolio. Coordinate the activities of the executive authority's office. **Render a Cabinet / executive council support service to the executive authority.** This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet / executive. Council members. Manage the distribution of documents and submissions to the relevant legislature and standing / portfolio committees. Keep record of decisions of Cabinet / executive council and alert. The Chief of Staff and executive authority of actions to be. Taken and due dates. **Supervise employees.** This would, inter alia, entail the following: codes in the. General supervision of the employees in the office of the Executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Post no. 14 : **Construction Project Manager**
Ref. no. : S.4/3/10/82
Component : Roads and Bridges Maintenance
Salary Package : R795 147.00 per annum (to be structured according to Individual needs)
Salary Level : OSD - Grade A
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification NQF Level 06 as recognized by SAQA in Built Environment with a minimum of 03 years' experience in Construction 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 management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management.

DUTIES: **Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager:** Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. **Project accounting and financial management:** Report project progress to Chief Construction Project Manager. Manage project budget and resources. **Office administration:** Provide inputs to other

professionals with tender administration. Liaise and interact with service providers, client departments, and management. Maintain the record management system and the architectural library. Utilize allocated resources effectively. **Research and development:** Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/ councils on project management.

Post no 15 : **Civil / Structural Engineer (X 04 Posts)**
Ref. no. : S.4/3/1/72 (Re- advertisement)
Component : Health Infrastructure Delivery X1; Education Infrastructure Delivery X1; Provincial Departments Infrastructure Delivery X1 & Portfolio Technical Services X1
Salary Package : R795 147.00 per annum (to be structured according to Individual needs)
Salary Level : OSD - Grade A
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 07 as recognized by SAQA 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: 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 no. 16 : **Mechanical Engineer (04 Posts) (Re- Advert)**
Ref. no. : S.4/3/1/78 - Health X1, S.4/3/1/79 – Education X1, S.4/3/1/80 - Provincial Departments Infrastructure Delivery X1 and S.4/3/1/81 -Technical Portfolio
Component : Health Infrastructure Delivery, Education Infrastructure Delivery, Provincial Departments Infrastructure Delivery and Portfolio Technical Services
Salary Package : R795 147.00 per annum (to be structured according to Individual needs)
Salary Level : OSD - Grade A

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF Level 07 as recognized by SAQA in Civil Engineering. Three years post qualification mechanical engineering experience required. Compulsory registration with the ECSA as a Professional Engineer. 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. 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: Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (mechanical). 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 mechanical 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 mechanical engineering work and processes. Administer performance management and development.

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

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

Post no. 17 : **Electrical Engineer (04 Posts) (Re- Advert)**
Ref. no. : S.4/3/1/82 – Health Infrastructure X1 and S.4/3/1/83 -
Portfolio Technical Services X1
Component : Health Infrastructure Delivery and Portfolio Technical
Services
Salary Package : R795 147.00 per annum (to be structured according to
Individual needs)
Salary Level : OSD - Grade A
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF Level 07 as recognized by SAQA in Electrical Engineering. Three years post qualification experience in Electrical engineering required. Compulsory registration with ECSA as a Professional Engineer. 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. 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: Design new systems to solve practical Electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (mechanical). 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 mechanical 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 mechanical engineering work and processes. Administer performance management and development. **Office administration and budget planning:** Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise; and liaise with relevant bodies/councils on mechanical engineering-related matters.

Post no. 18 : **Geotechnical Engineering Technologist**
Ref. no. : S.4/3/10/65
Component : Roads and Bridges Maintenance
Salary Package : R795 147.00 per annum (to be structured according to Individual needs)
Salary Level : OSD - Grade A
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 07 as recognized by SAQA in Civil Engineering (Geotechnical or Materials). Three years post qualification Civil Engineering Technologist experience required. Compulsory registration with ECSA as a Civil Engineering Technologist. 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: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications Knowledge of legal compliance. Technical report writing. Networking Professional judgment. Problem solving and analysis. Decision making Team leadership. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People management. Professionalism. Accuracy. Flexibility. Objectivity Independent. Co-operative. Team player.

DUTIES: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities Promote safety standards in line with statutory and regulatory requirements; - 126 – 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 engineering principles. **Perform administrative and related functions:** Compile and submit monthly and quarterly reports. 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 engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.

Post no. 19 : **Architect (03 posts) (Re- Advert)**
Ref. no. : S.4/3/1/05
Component : Health Infrastructure Delivery X1; Education Infrastructure
Delivery X1 & Provincial Departments Infrastructure
Delivery X1
Salary Package : R687 879.00 per annum (to be structured according to
Individual needs)
Salary Level : OSD - Grade A
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 07 as recognized by SAQA in Architecture. 03 years post qualification architectural experience required. Compulsory registration with SACAP as a Professional Architect. Valid driver's license, with the exception of applicants with disabilities.

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.

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: 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. 20 : **Chief Artisan: Mechanical Workshop (02 Posts)**
Ref. no. : S.4/3/10/83
Component : Sub-Directorate: Roads Infrastructure Maintenance
Salary Notch : R434 787.00 per annum
Salary Level : OSD - Grade A
Centre : Mopani District. Tzaneen Mechanical Workshop (1 post)
Giyani Mechanical Workshop (1 post)

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

SKILLS AND KNOWLEDGE: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting

Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and Organizing.

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: Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory 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. 21 : **Chief Artisan (02 posts)**
Ref. No. : S.4/3/10/68 - Waterberg and S.4/3/10/84 - Sekhukhune
Component : Drainage Structures
Salary Notch : R434 787.00 per annum
Salary Level : OSD - Grade A

Centre

: Districts: Waterberg X1, Sekhukhune X1

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

SKILLS AND KNOWLEDGE: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting
Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and Organizing.

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: Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory 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 22 : **Assistant Director: Municipal Rates and Taxes (Re- Advertisement).**

Ref. no. : S.4/3/3/74

Component : Operations Management

Salary Notch : R527 298.00 per annum

Salary Level : 10

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA. An NQF level 6 qualification in Property Law, Real Estate and Property Valuation as recognized by SAQA will be an added advantage. Three (03) years of experience at junior managerial/ Supervisory level in Property, Real estate and Property Valuation. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Strategic capability and leadership. Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising.

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: Provide payments of rates and taxes: Implement strategies and plan for payments 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. Analyse the district reports. Provide municipal services reconciliation report. Verify the district report. Liaise with district on identified incorrect information. Analyse 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 tariffs in terms of the Standard tariffs approved by the council. Monitor the application of MPRA Standard Procedure. Provide tariffs 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 certificate:** 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 term 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. **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 subordinate's motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post no. 23 : **Assistant Director: Rental Management**
Ref. no. : S.4/3/3/5
Component : Rental Management
Salary Notch : R527 298.00 per annum
Salary Level : 10
Centre : Head Office

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA. An NQF level 6 qualification in Property Law, Real Estate and Property Valuation will be an added advantage. Three (03) years at junior managerial/ Supervisory level in Property Management, Property Law, Real Estate and Property Valuation. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Provide rental accommodation: Implement rental management policy and processes. Implement rental management plan and strategies. Facilitate renewal of rental accommodations. Provide rental accommodation in the province. Manage and reconcile the provincial accommodation register. Conduct audits on rental management. **Provide rental contracts:** Facilitate the implementation of rental stop orders by user departments. Reconcile stop orders against the request and approvals of accommodation. Liaise with user departments in matters relating to accommodation contracts. **Reconcile rental collection:** Implement rental collection policy and processes. Develop rental collection plan and strategies. Facilitate the rental collection and schedules. Facilitate and liaise with stakeholder on issues regarding rental matters. Facilitate matter pertaining to refunds and arrears on rental recovery. Reconcile the rental collection of the province. Facilitate write – offs of irrecoverable rental collection. Identify, analyse and advice the districts on rental collection pattern. Facilitate legal action against defaulters. Acquire progress report on recovery from legal services. Liaise with departments on issues of across – the – board implementation of stop orders. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no. 24 : **Assistant Director: EPWP Planning and Support**
Ref. no. : S.4/3/4/11
Component : EPWP Planning and Support
Salary Notch : R527 298.00 per annum
Salary Level : 10
Centre : Head Office- Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Public Administration/Management will be an added advantage. (03) years at junior managerial/ Supervisory level experience in Administration. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Facilitate engagements with sector departments and municipalities Coordinate sector meetings. Implement sector plan. Conduct monthly verification of compliance to set targets. Verify registered beneficiaries (social sector). Provide technical know-how in tender documentation. Provide labour intensive and data capturing training. **Coordinate and consolidate EPWP Business Plans** Develop business plans for up scaling of EPWP. Develop internal incentive budget by identifying projects, doing project designs, and determining potential job opportunities. Develop and manage business plans that will maximize and upscale job opportunities. Authenticate reports in line with reviewed business plans. **Establish functional steering committees and district forum** Establish Community Steering Committees (CSC). Facilitate and provide training of CSC members and beneficiaries. Identify needs of the community. Serve as a link between communities and relevant government developmental structures. Provide reports to Provincial Steering Committee on a quarterly basis. **Promote EPWP**

through marketing, branding and project profiling Implement EPWP marketing strategy as per implementation plan. Identify platforms for marketing. Provide support to sector departments and municipalities. **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 25 : Assistant Director: ICT Solutions & Information Management

Ref. No. : S.4/3/7/12

Component : ICT

Salary Notch : R424 104.00 per annum

Salary Level : 09

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Information Technology. Three (03) years of experience at junior managerial/ Supervisory level in Information Technology environment. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Responsiveness. Computer skills. Planning and organising, Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Provide Business Solutions. Determine system requirements in line with business needs. Determine user requirement specifications. Research on new/existing technology to address the requirements. Proactively interact with business users and monitor implementation of systems and applications (project management). Facilitate system training needs analysis. Implement and

communicate systems and applications user training programme plan. Facilitate digital transformation. Render secretariat services for all ICT committees. Assist in the development of all relevant ICT policies, standards and guidelines. **Provide the effective application and systems inventory and consolidation.** Conduct business analysis. Conduct user requirement specifications. Conduct feasibility studies. Benchmark with other entities. Conduct proof of concepts. Facilitate adoption of FOSS. Manage migration to cloud services. Manage mobility technology adoption. To align information technology strategy with departmental strategic plan and ICT plan. **Monitor the implementation of Service Level Agreements 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. **Render system development and deployment.** Identify and compile needs for new equipment's. Compile report for equipment's that has to be written off or replaced. Provide electronic ICT assets register. Facilitate disposal of redundant ICT infrastructure. Draft specifications and process motivations for procurement. Ensure that the department gets value for money and that latest business solutions

Post no. 26 : **Assistant Director: Human Resources Management**
(X 02 Posts)

Ref. no. : S.4/3/8/42

Component : Sub-Directorate: District Corporate Services

Salary Notch : R424 104.00 per annum

Salary Level : 09

Centre : Capricorn District X1, Waterberg X1

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA. A qualification in Human Resource Management/ Development/ Public Administration will be an added advantage. Three (03) years of experience at junior managerial/ supervisory level in HR. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People

management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Supervise and provide recruitment services: Provide statistics of received application per post. Manage scheduling of district posts. Facilitate district selection services. Facilitate shortlisting and interviews in the district. Manage and facilitate district appointment services. **Supervise the administration of conditions of services.** Monitor the administration service termination due to death/ resignation, retirement (normal and early retirement). Monitor the administration employee benefits such as pensions, housing allowances, and medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Monitor district leave auditing. **Supervise the administration of post establishment and HR system:** Facilitate transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Facilitate district head count. Approval PERSAL transaction. **Facilitate and coordinate district human resource development services:** Facilitate the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Monitor learner-ships and internships candidates. Monitor the compilation of performance management and development system documentation. Facilitate performance management and development system moderation. Facilitate performance management and development system workshops. Manage performance management and development system rewards/incentives. **Coordinate the employment relations services:** Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinate's motivation and cultivate a culture of performance management.

POST NO. 27 : **Assistant Director: Financial Management**
Ref. No. : S.4/3/9/62
Component : Finance
Salary Notch : R424 104.00 per annum
Salary Level : 09

Centre : Mopani District

MINIMUM REQUIREMENTS: An undergraduate NQF level 7 as recognized by SAQA in Financial Accounting, Financial Management will be an added advantage. Three (03) years at junior managerial/ Supervisory level in a financial environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player

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: Manage payments and accounts Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorize payment of vouchers. Attend to audit queries in relation to accounts and expenditure. **Manage Salaries.** Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. **Manage Revenue:** Implement revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BSA system. Collecting all money due to state. Revenue collected and deposited in time. **Monitor budget:** Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. **Manage debt recovery:** Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt file for relevant employer. **Manage resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

Post no 28 : **Assistant Director: Labour Relations Services**
Ref. no. : S.4/3/8/43
Component : Employee Health and Wellness, Special Programmes
and Labour Relations
Salary Notch : R424 104.00 per annum
Salary Level : 09
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Labour Relations, Labour law/ Human Resource Management will be an added advantage. Three (03) years at junior managerial/ Supervisory level in Human Resource Management and Labour Relations environment. Valid driver's license, with the exception of applicants with disabilities.

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

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: Handle Misconduct cases as per Disciplinary Code & Procedures. Implement misconduct policy. Investigate on forwarded cases. Compile a findings report to the sectional head. Compile a report to the head of the department for approval. Compile submission for the appointment of panel. Communicate with the panel and convene the hearing. Compile submission to the Head of Department regarding the outcome of the hearing. Communicate the outcome to the employee. Compile submission to HRM for implementation of the outcome if no appeal. Compile submission for Appeal to the MEC if the employee appealed against the outcome of the hearing. Communicate the outcome of appeal to the employee. Submission the outcome to HRM for implementation Compile a findings report to the sectional head. Compile a report to the head of the department for approval.
Handle Grievances and Disputes Resolution. Develop grievance and dispute resolution policy. Investigate the grievance. Compile a report to Head of Department for approval. Communicate the outcome to the aggrieved employee. If the employee satisfied close the case and implement the outcome. If the employee still not satisfied, forward the grievance to MEC for consideration. Communicate the outcome from the MEC to the employee. If still not satisfied

submit the grievance with documentation to the PSC for consideration. If the employee still not satisfied after the recommendations by the PSC and declare a dispute, the dispute resolution procedure if followed. Write a submission to the head of department to seek the mandate on the dispute Represent the department in both conciliation and arbitration. Ensure the implementation of the arbitration awards or settlement agreement. **Provide training and advice on Labour Relations** Conduct workshops on labour relations. Write labour opinion to the HOD/MEC on any matter regarding labour relations. **Management of Strike.** Develop strike management policy. Facilitate the establishment of strike management committee. Collect data on strike. Compile report for implementation of no work no pay. **Provide resource (Human, Financial and Equipment).** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post No 29 : Assistant Director: Infrastructure Support

Ref. No. : S.4/3/1/86

Component : Contractor Development

Salary Notch : R 527 298.00 per annum

Salary Level : 10

Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Built Environment profession/Management will be an added advantage. Three (03) years' experience at Supervisory level within infrastructure support and planning. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Implement the departmental and client departments' infrastructure business plans. Facilitate the signing of the Service Level Agreements. Facilitate the submission of infrastructure business plans by the client departments. Implement programme to monitor progress made for all the infrastructure projects. Render inter-sectoral liaison in all provincial integrated infrastructure development unit. **Provide programme management services within GIO directorates.** Collate, control and monitor projects expenditure to various infrastructure programmes. Monitor the updating of data base for various programmes. Implement policies, standards, norms and systems for infrastructure operations. **Provide secretariat support to the infrastructure coordination unit.** Provide arrangements of capital works meetings on bi-weekly basis. Produce minutes and reports as per all infrastructure sub-programme to all the provincial clusters and client departments. Produce minutes as per both the technical and political teams for infrastructure programmes. **Provide secretariat support to the infrastructure coordination unit.** Provide arrangements of capital works meetings on bi-weekly basis. Produce minutes and reports as per all infrastructure sub-programme to all the provincial clusters and client departments. Produce minutes as per both the technical and political teams for infrastructure programmes. **Provide resource (Human, Financial and Equipment).** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no. 30 : Assistant Director: Records Management
Ref. no. : S.4/3/8/40
Component : Sub-Directorate: District Corporate Services
Salary Notch : R424 104.00 per annum
Salary Level : 09
Centre : Capricorn District

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Records Management, Information Management/ Science /Studies, Archival Studies will be an added advantage. Three (03) years at junior

managerial/ Supervisory level 7/8 in Records and Information Management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Computer literacy. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Supervise the provision of Human Resource records: Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. **Supervise the provision of General Records** Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. **Supervise the provision of postal and messaging services:** Implement postal and messaging strategy and plans. Monitor registering and delivery of documents/ correspondence. Manage courier services. Manage renewals of franking machine and mailbags. **Facilitate and coordinate the disposal of records:** Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post no. 31 : **Assistant Director: Acquisition Management**
Ref. no. : S.4/3/6/63
Component : Finance
Salary Notch : R424 104.00 per annum
Salary Level : 09
Centre : Mopani District

MINIMUM REQUIREMENTS: An undergraduate NQF level 7 as recognized by SAQA in SCM will be an added advantage. Three (03) years at junior managerial/ Supervisory level in SCM. Valid driver's license, with the exception of applicants with disabilities.

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

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: Manage the district demand for goods and services: Manage the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Monitor that goods and services is rendered according to the procurement plan. Monitor the compilation of budget projection as per the district needs analysis. Monitor the procurement of goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. **Manage the acquisition of goods and services:** Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. Issue purchase order. Provide approval of received goods as per the specification. **Provide BAC secretariat:** Monitor the implementation of guidelines for appointment of bids evaluation committee. Facilitate the appointment of BEC members. Facilitate

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

Post no 32 : **Assistant Director: Risk Management**
Ref. no. : S.4/3/6/13
Component : Directorate: Enterprise Wide Risk Management
Salary Notch : R424 104.00 per annum
Salary Level : 09
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Internal Auditing/ Risk Management/ Security Management will be an added advantage. Three (03) years at lower managerial/ Supervisory level 7/8 in Risk Management or Auditing. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player

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: Conduct risk assessment in the Department. Conduct risk 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 identified high risk areas. Administer the risk departmental risk register. **Provide business continuity services:** 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. **Provide risk management awareness campaigns:** Develop awareness campaign plan. Monitor and implement awareness campaign programs. Present and conduct training sessions or workshops throughout the institution. Monitor attendance of all targeted groups. Develop evaluation tool. Evaluate the effectiveness of the programs. Analyze the impact of the programs and gets inputs from stakeholders. Review the 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. 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. **Provide resources (human, financial, & physical:** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post no 33 : **Assistant Director: Integrity Management**
Ref. no. : S.4/3/6/14
Component : Directorate: Enterprise Wide Risk Management
Salary Notch : R424 104.00 per annum
Salary Level : 09
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Internal Auditing/Risk Management/Security Management will be an added advantage. Three (03) years at lower managerial / Supervisory level in Internal Auditing, Auditing, Risk Management, Security Risk Management. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player

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: Conduct fraud and corruption assessment in the Department Identify emerging risks of fraud and corruption and report accordingly. Mitigate fraud and corruption 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 identified fraud and corruption high risk areas. Administer the departmental fraud and corruption register. **Conduct investigation of fraud and corruption in the department** Plan investigation process independently and gather information and evidence by interviewing complainants and witnesses. Evaluate and analyze the contents of the investigation reports, conduct follow ups on recommendations contained in the investigation reports. Compile evidential reports for presentation at a disciplinary hearing and criminal proceedings. Liaise with other law enforcements agencies and government

departments. Ensure proper communication and report progress made with regard to investigations. **Conduct and facilitate the Anti-Fraud and Corruption awareness and training**

Develop anti-fraud and corruption awareness program. Ensure capacity building and training of employees on anti-fraud and corruption throughout the department. Conduct research, audits and analysis of the awareness. Liaise with Law enforcement agencies, and other institutions to ensure fair, unbiased and uniform interpretation of policies and guidelines. **Establish and maintain good working relationship with relevant Anti-Fraud and Corruption Stakeholders.** Establish the departmental Anti-Fraud and Corruption structure. Attend meetings with various structures (both National and Provincial). Develop relationships across diverse groups of stakeholders. Attend workshops, seminars, conferences, etc. to keep up-to-date with new trends in the vetting fields. Liaise with Law Enforcements Agencies, such as NPA, SIU, SAPS, and other governments departments. **Conduct and facilitate Ethics Management Matters.** Conduct training and education in relation to professional ethics; Perform duties of ethics officer as contained in the Directive on Remunerative Work; Conduct investigation on cases of non-compliance to the Code of Conduct or Code Ethics; Conduct assessment on the applications for remunerative work outside the public service; Analyze the information submitted and make recommendations to Executing Authority or delegated authority for a decision. **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 34 : **Assistant Director: District Auxiliary Services (03 Posts)**
Ref. no. : S.4/3/8/44 - Vhembe, S.4/3/8/45 - Mopani and S.4/3/8/46 - Sekhukhune
Component : Sub-Directorate: District Corporate Services
Salary Notch : R424 104.00 per annum
Salary Level : 09
Centre : Vhembe District X1, Mopani District X1
Sekhukhune District X1

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Logistics/ Transport Management/ Public Administration will be an added

advantage. Three (03) years at lower managerial / Supervisory level 7/8. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: **Supervise the provision of District's Government owned and subsidised motor transport** Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licences. Monitor the provision of government vehicle. Facilitate the maintenance and repair of government vehicle. Manage accidents. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. **Supervise the provision of Telecommunication systems of the District.** Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. **Supervise the provisioning and distribution of Labour Saving device and disposal of waste papers** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate the ratification and processing of invoices. Monitor compliance to service level agreements and advise Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. **Supervise the provisioning and distribution of office and domestic services.** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of

broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and monitor security services. **Manage and utilise resources (human, financial, & physical)**. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates.

Post no. 35 : **Civil Engineering Technologist**
Ref. no. : S.4/3/10/64
Component : Roads and Bridges Maintenance
Salary Package : R410 388.00 per annum (to be structured according to Individual needs)
Salary Level : OSD - Grade A
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF Level 7 in Civil Engineering (Geotechnical or Materials) or relevant qualification as recognized by SAQA. Three years post qualification Civil Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing, People management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

CORE AND PROCESS COMPETENCIES: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Networking. Professional judgment.

DUTIES: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; - 126 – 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 engineering principles. **Perform administrative and related functions:** Compile and submit monthly and quarterly reports. 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 engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.

Post no. 36 : **Road Works Superintendent: Roads Infrastructure Maintenance (3 posts)**

Ref. No. : S.4/3/10/35 - Capricorn, S.4/3/10/39 - Waterberg and S.4/3/10/37 -Sekhukhune

Component : Roads Infrastructure Maintenance

Salary Notch : R359 517.00 per annum

Salary Level : 08

Centre : Districts: Capricorn X1, Waterberg X1, Sekhukhune X1

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

SKILLS AND KNOWLEDGE: Knowledge of Artisan related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management

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: Manage roads maintenance operations: Develop the works maintenance plan. Implement the road maintenance manual. Provide the roads inspection reports. Manage the road maintenance production. Provide inputs for

roads maintenance budget projections. Manage adherence to Occupational Health and Safety by: - Provide adequate camp resources (sanitation resources etc.). Provide protective clothing. **Manage the heavy roads construction and maintenance plant:** Monitor daily cleaning of construction plant. Lubricating of construction equipment's. Conduct regularly inspections and identify road worthiness of plant. Facilitate the availability of budget for plant resources (diesel and related resources. Analyze the plant production against usage for expenditure monitoring. **Provide stakeholder relations:** Represent the department in the following forums: - Local Municipal, Transport and Farmers union, General Public / Tribal Authority. **Implement roads maintenance Expanded Public Works Programme:** Conduct Expanded Public Works Programme need analysis and make recommendations. Attend site meetings. Manage and conduct inspection of small projects. Prepare payment voucher. Compile reports. **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 subordinate's motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post no. 37 : **Chief Security Officer**
Ref. no. : S.4/3/8/49
Component : District Coordination and Operations
Salary Package : R294 321.00 per annum (to be structured according to Individual needs)
Salary Level : 07
Centre : Capricorn District

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Security Management /safety management will be an added advantage. Two (02) years' experience. Valid driver's license, with the exception of applicants with disabilities.

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

and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: Administer security services. Attend physical security monthly meeting. Provide security report for the cost centre. Compile shift allocation for in – house guards. Monitor the in – house security services. Manage and monitor security rosters and shift changes for contracted guards. Compile payment list for overtime and nightshift allowance in line with the attendance register. Submit invoices for payments of out – sourced security companies. Attend to and deal with security breaches. Monitor and report performance of private security services as per the service level agreement. **Provide access control services and monitoring of the premises** Manage vehicle and pedestrian entry control register. Monitor searching of vehicle entering and exiting the premises. Manage the gun control register. Check and verify remove permit authority. **Report and investigate incidents** Provide and manage the incidents register. Investigate incidences recorded in the occurrence register. Liaise with SAPS to report or follow up on incidences. Compile incidences report. Implement strategies to combat occurrence of incidence. Update the incidence register after the finalisation of cases. **Monitor premises** Implement premises patrol strategies. Manage the guard monitoring system

Post no.38 : **Property Inspector (02 Posts)**
Ref. no. : S.4/3/3/56
Component : Cost Centre: Building Maintenance
Salary Notch : R294 321.00 per annum
Salary Level : 07
Centre : Waterberg District X1, Sekhukhune X1

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA. Trade test in the built environment or registration as an Engineering Technician. Valid driver's license with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills.

Problem solving and analysis Decision making. Team work. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Team Work. Computer. Planning and Organising. Language. Good verbal and written communication.

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: Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are 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. **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. Timeous development of reports on problems emanating from projects. **Render extended public works programme.** Gather and submit information in terms of the extended public works programme

Post no.39 : **Property Inspector (Re-Advert)**
Ref. No. : S.4/3/3/56
Component : Cost Centre: Building Maintenance
Salary Notch : R294 321.00 per annum
Salary Level : 07
Centre : Vhembe District

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA. Trade test in the built environment or registration as an Engineering Technician. Valid driver's license with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis Decision making. Team work. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Team Work. Computer. Planning and Organising. Language. Good verbal and written communication.

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: Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are 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. **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. Timeous development of reports on problems emanating from projects. **Render extended public works programme.** Gather and submit information in terms of the extended public works programme

Post no. 40 : **Artisan Foreman (04 Posts)**

Ref. no. : S.4/3/2/13 - Capricorn, S.4.3.2.15 – Sekhukhune
& S.4/3/2/17 – Waterberg Districts

Component : Building Infrastructure Maintenance

Salary Notch : R344 811.00 per annum
Salary Level : Grade A
Centre : Districts: Capricorn (Bricklaying X1, Painting X1),
Sekhukhune (Carpentry X 1) & Waterberg (Electro –
Mechanical X1)

MINIMUM REQUIREMENTS: An undergraduate qualification NQF level 5 as recognized by South African Qualifications Authority (SAQA). Appropriate Trade Test Certificate. 05 (Five) years post qualification experience as an Artisan. Valid driver's license, with the exception of applicants with disabilities.

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

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: **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. 41 : **Administrative Officer: Auxiliary Services.**

Ref. No. : S.4/3/8/50

Component : District Records Management

Salary Notch : R294 321.00 per annum

Salary Level : 07

Centre : Vhembe District

MINIMUM REQUIREMENTS: An undergraduate NQF level 6 as recognized by SAQA in Logistics, Transport Management will be an added advantage. Two (02) years' relevant experience in Auxiliary/Human Resource Services environment. Valid driver's license, with the exception of applicants with disabilities

SKILLS AND KNOWLEDGE: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

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: **Administer the provision of District's Government owned and subsidised motor transport** Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licences. Monitor the provision of government vehicle. Facilitate the maintenance and repair of government vehicle. Manage accidents. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. **Administer the provision of Telecommunication systems of the District.** Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime

as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. **Administer the provisioning and distribution of Labour Saving device and disposal of waste papers** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate the ratification and processing of invoices. Monitor compliance to service level agreements and advise Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. **Administer the provisioning and distribution of office and domestic services.** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and monitor security services. **Manage and utilise resources (human, financial, & physical).** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates.

**POST NO. 42 : Admin Officers: Lease and Municipal Services
(4 posts)**

Ref. No. : S.4/3/3/77 - Sekhukhune, S.4/3/3/76 - Capricorn

Component : Property and Facilities Management

Salary Notch : R294 321.00 per annum

Salary Level : 07

Centre : Capricorn X 02, Sekhukhune x 02

MINIMUM REQUIREMENT: An undergraduate NQF Level 6 as recognised SAQA in Property Law/Real Estate and Property Valuation will be added advantage. Two (02) years' relevant experience in property management environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer

skills. Facilitation. People management. Planning and organising. Conflict management

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

DUTIES: Provide accommodation (residential): Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. **Provide rentals:** Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advise tenants on the stipulated rental fees. Provide and analyse PERSAL reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile PERSAL reports against the residential accommodation register. **Provide payment of rates, taxes and services.** Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. **Provide refunds and arrears rental recovery.** Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate payment of refunds. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no. 43 : **Provisioning Admin Officer (08 Posts)**
Ref. No. : S.4/3/9/67 - Waterberg X2, S.4/3/9/68 - Sekhukhune X2,
S.4/3/9/69 - Capricorn X1, S.4/3/9/70 - Mopani X1 and
S.4/3/9/67 Vhembe X2
Component : Finance
Salary Notch : R294 321.00 per annum
Salary Level : 07
Centre : District: Waterberg X2, Sekhukhune X2 and Capricorn
X1, Mopani X1 and Vhembe X2

MINIMUM REQUIREMENTS: An undergraduate NQF Level 6 as recognised by SAQA in Financial Accounting Management, Logistics/ Assets Management. Two (02) years' relevant experience in Logistics/ Assets Management environment. Valid driver's licence

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

DUTIES: Manage stock needs analysis and performance: Conduct stores needs analysis. Compile monthly stores specification report and submit to the district office. Compile the stores budget analysis. Compile register of frequently and non -frequent used items. **Manage the stores.** Receive goods from the supplier. Approve stores received on the system. Monitor the issuing of stores and the Bin cards. File all documents in a chronological order and compile monthly report. **Manage stock taking:** Check stock against the tally cards and bin cards. Balance the ledger at the end of the year. Identify redundant, non-serviceable and obsolete equipment for disposal. Compile monthly stock-taking reports. **Provide resource (Human, Financial and Equipment)** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.

Post no. 44 : **State Accountant: Payroll, Accounts and
Third Party Payments (Re- Advert)**

Ref. No. : S.4/3/9/64

Component : Financial Accounting

Salary Notch : R 294 321.00 per annum

Salary Level : 07

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate NQF Level 6 qualification as recognised by SAQA in Financial Management will be an added advantage. Two (02) years' experience in Financial Administration and Accounting services. Valid driver's license, with the exception of applicants with disabilities.

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

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: Provide accounts services: Implement treasury regulations and directives. Implement departmental policies in executing the activities within the division. Approve transactions on BAS system. Liaise with service providers in relation to payments. Respond to audit queries in relation to accounts services. Prepare financial reports. Monitor the register. **Monitor payments of vouchers:** Implementation of treasury regulations and directives. Implement departmental policies in executing the activities within the division. Track the requester of services. Manage stubs register. Liaise with user directorates and procurement. Prepare expenditure reports, trends and pattern. Respond to audit queries in relation to accounts services. Monitor the outgoing and incoming registers. Manage filling of vouchers. **Provide payroll services:** Implement treasury regulations and directives. Liaise with treasury on payroll related matters/ Liaise with departmental program on payroll issues. Update payroll register. Advice and implement payroll related matters (e.g. salary

adjustments etc.). Respond to audit queries in relation to payroll services. **Monitor payments** Implement treasury regulations and directives: Render advanced financial advisory service to the department by analysing and interpreting prescripts. Verify and approve payments. Update payment register. Extract financial reports on the approved systems. Prepare, analyse and advice on financial reports. Respond to audit queries in relation to payments. **Process claims and third party payments:** Render advanced financial advisory service to the department by analysing and interpreting prescripts. Process third party payments. Verify and approve claims. Monitor and verify updating of claims register

Post No. 45 : **Works Inspector (Re- Advert) (X2 Posts)**
Ref. No. : S.4/3/2/26
Component : Building Infrastructure Maintenance
Salary Notch : R220 533.00 per annum
Salary Level : 06
Centre : Sekhukhune District X1 (Electro – Mechanical) and Vhembe District X1

MINIMUM REQUIREMENTS: An undergraduate qualification NQF level 06 as recognized by SAQA in built environment or N3 and a passed trade test in built environment or registration as an Engineering Technician and a Valid driver's license with the exception of applicants with disabilities.

SKILLS & KNOWLEDGE Project Management. Technical analysis. Computer Literacy. Technical report writing.

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.

DUTIES: Render 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 finalized. Develop progress reports on outstanding and finalized 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: Drainage Structures X04**
Ref. No. : S.4/3/10/73 - Waterberg, S.4/3/10/86 - Sekhukhune
S.4/3/10/87 - Mopani and Vhembe
Component : Sub-Directorate: Roads Infrastructure Maintenance
Salary Notch : R220 533.00 per annum
Salary Level : OSD
Centre : Waterberg X1, Sekhukhune X1, Mopani X1; Vhembe X1

MINIMUM REQUIREMENTS: An undergraduate NQF level 01 as recognized by SAQA. Appropriate Trade Test Certificate (Shuttering/ Steel Fixing/ Concrete). No experience required/ needed. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Acts and regulations. Road maintenance Manual. Health and safety measures. 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 organizing

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: Design: Produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment according to job specification and recognized standards. **Maintenance:** Inspect equipment and/ or facilities for technical faults. 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 : **Artisan Production: (09 Posts)**
Ref. No. : S.4/3/10/88 - Vhembe (Plumbing X1), S.4/3/10/89 - Capricorn (Plumbing X1), S.4/3/10/90 – Vhembe (Bricklaying X1), S.4/3/10/91- Vhembe (Carpentry), S.4/3/10/92 Vhembe (Electrical) and S.4/3/10/93 Capricorn (Electrical)
Component : Sub-Directorate: Roads Infrastructure Maintenance
Salary Notch : R220 533.00 per annum
Salary Level : OSD
Centre : Vhembe District and Capricorn District

MINIMUM REQUIREMENTS: An undergraduate NQF level 03 as recognized by SAQA. Appropriate Trade Test Certificate. No experience required/needed. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of relevant Acts and regulations. Road maintenance Manual. Health and safety measures. 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 organizing

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: Perform services and repairs to roads related plant and equipment
Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive.
Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyze the failure. List all possible causes. Run test and record information. **Provide mechanical expertise:** Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet Making full report of the findings and completing of job cords after competing any repair or

service. **Perform per-inspection for additional defects before repairs:** Dismantling. Lay-out. Check condition of worn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. **Perform administrative and related functions:** Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.

Post no. 48 : **Accounting Clerk**
Ref. no. : S.4/3/9/36
Component : Finance Management
Salary Notch : R202 233.00 per annum
Salary Level : 05
Centre : Capricorn District

MINIMUM REQUIREMENTS: An undergraduate NQF Level 04 as recognised by SAQA. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Valid driver's licence, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. **TECHNICAL:** Computer operating skills. Planning and Organisation. Language. Good verbal and written communication skills. Basic Numeracy Skills. Ability of perform routine task. Ability to operate office equipment

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

DUTIES: 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. Capture EPWP stipends on BAS. **Provide salary:** Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. 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. Day-end receipts on BAS. **Facilitate debt** Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Close Debt files.

POST NO. 49 : **Provisioning Admin Clerk**

Ref. No. : S4/3/9/65

Component : Finance Management

Salary Notch : R202 233.00 per annum

Salary Level : 05

Centre : Capricorn District

MINIMUM REQUIREMENTS: An undergraduate NQF Level 04 as recognised by SAQA. Computer literacy. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer Skills Planning and organization. Language. Good verbal and written communication skills.

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

DUTIES: **Place order:** receive request of goods from the end user. **Receive stock from the supplier:** Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. **Receive stock into the system.** Capture the received stock into the system. Verify and update the register in line with the system stock. **Issue goods to end users.** Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.

Post no. 50 : **Admin Clerk: Auxiliary Services**
Ref. no. : S.4/3/8/51: Vhembe
Component : Corporate Services
Salary Notch : R202 233.00 per annum
Salary Level : 05
Centre : Vhembe District

MINIMUM REQUIREMENTS: An undergraduate NQF Level 04 as recognised by SAQA. Computer literacy. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Communication skills. Accuracy. Flexibility. Co-operative. Team player.

CORE AND PROCESS COMPETENCIES: Basic knowledge of relevant Public Service. Communication skills. Planning and organising. Accuracy. Flexibility. Co-operative. Team player.

DUTIES: Render administration clerical support of fleet services. Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management. Update fleet management registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. **Render administration clerical support on office services and accommodations.** Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). **Provide personnel administration clerical support services within the component.** Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. **Render financial administration support services in the component.** Capture and update expenditure in component. Check correctness of subsistence and

travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

Post no. 51 : **Admin Clerk: Logistics and Asset Management**
Ref. No. : S.4/3/9/66 Mopani
Component : Finance Management
Salary Notch : R202 233.00 per annum
Salary Level : 05
Centre : Mopani District:

MINIMUM REQUIREMENTS: An undergraduate NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Computer skills. Planning and organising. Language. Good verbal and written communication skills.

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

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

Post no. 52 : **Foreman Cleaner and Groundsman (02 Posts)**
Ref. no. : S.4/3/3/58 - Sekhukhune and S.4/3/3/57 - Waterberg
Component : Facilities Services

Salary Notch : R171 537.00 per annum
Salary Level : 04
Centre : Waterberg X1 and Sekhukhune X1

MINIMUM REQUIREMENTS: An undergraduate NQF level 04 as recognized by SAQA. 2-3 Years in cleaning experience at a work place will be added advantage. Valid driver's license, with the exception of applicants with disabilities.

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

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

Post no. 53 : **Switchboard Operator (02 Posts)**
Ref. no. : S.4/3/8/12
Component : Auxiliary Services Management
Salary Notch : R171 537.00 per annum
Salary Level : 04
Centre : Districts: Waterberg x1 and Sekhukhune x1

MINIMUM REQUIREMENTS: An undergraduate NQF Level 04 as recognised by SAQA. Only persons with disability are encouraged to apply for this position.

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

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

Post no. 54 : Driver/ Messenger
Ref. no. : S.4/3/8/33 Head Office
Component : Auxiliary Services/Fleet Management
Salary Notch : R171 537.00 per annum
Salary Level : 04
Centre : Head Office

MINIMUM REQUIREMENTS: An undergraduate NQF Level 04 as recognised by SAQA. 1-2 years' Experience as a driver with a Valid driver's licence. Youth and Females with driver's license are encouraged to apply.

SKILLS AND KNOWLEDGE: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship.

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: Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.

Post no. 55 : Driver Extra Heavy Duty (X02 posts) (Re - Advert)
Ref. no. : S.4/3/10/95
Component : Roads Infrastructure Maintenance
Salary Notch : R147 036.00 per annum
Salary Level : 03
Centre : Mopani District

MINIMUM REQUIREMENTS: An undergraduate NQF Level 02 as recognised by SAQA. Driver's license Code EC for the driving of heavy duty vehicles. Youth and Females with driver's license are encouraged to apply.

GENERIC AND TECHNICAL COMPETENCIES: 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. 56 : Driver Extra Heavy Duty X01
Ref. no. : S.4/3/10/94 Waterberg
Component : Roads Infrastructure Maintenance
Salary Notch : R147 036.00 per annum
Salary Level : 03
Centre : Waterberg District

MINIMUM REQUIREMENTS: An undergraduate NQF Level 02 as recognised by SAQA. Driver's license Code EC for the driving of heavy duty vehicles for the driving of heavy duty vehicles. Youth and Females with driver's license are encouraged to apply.

GENERIC AND TECHNICAL COMPETENCIES: 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. 57 : **Driver Operator X5**
Ref. No. : S.4/3/10/94 Vhembe X2, Waterberg X2, and Sekhukhune X
1
Component : Roads Infrastructure Maintenance
Salary Notch : R147 036.00 per annum
Salary Level : 03
Centre : Vhembe, Waterberg and Sekhukhune Districts

MINIMUM REQUIREMENTS: An undergraduate NQF level 3 qualification as recognized by SAQA. Driver's license Code EC and operating certificate. Five (5) years' driving and operating specialized equipment experience will be added advantage. Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Youth and Females with driver's license are encouraged to apply.

GENERIC AND TECHNICAL COMPETENCIES: Decision making. Creativity. Communication. Planning and organising. Flexibility
Co-operative. Team player.

DUTIES: Perform activities in respect of operation through inter alia the following: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-raveling/shoulder maintenance. **Render driving services Perform activities in respect of operation through inter alia the following:** - Transportation of work teams and materials/equipment. 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. 58 : **Driver Operator X02 (Re- Advert)**
Ref. No. : S.4/3/10/94
Component : Roads Infrastructure Maintenance
Salary Notch : R147 036.00 per annum
Salary Level : 03
Centre : Sekhukhune District

MINIMUM REQUIREMENTS: An undergraduate NQF level 3 qualification as recognized by SAQA. Driver's license Code EC and operating certificate. Five (5) years' driving and operating specialized equipment experience will be added advantage. Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Youth and Females with driver's license are encouraged to apply.

GENERIC AND TECHNICAL COMPETENCIES: Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player.

DUTIES: Perform activities in respect of operation through inter alia the following: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-gravelling/shoulder maintenance. **Render driving services Perform activities in respect of operation through inter alia the following:** - Transportation of work teams and materials/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects Complete vehicle logbook, trip authorization for the vehicle.

Post no. 59 : **Tradesman Aid: Building Maintenance**
Ref. no. : S.4/3/2/24
Component : Building Maintenance
Salary Notch : R147 036.00 per annum
Salary Level : 03
Centre : Waterberg District

MINIMUM REQUIREMENTS: An undergraduate NQF level 03 as recognised by SAQA. Youth and Females with driver's license are encouraged to apply.

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

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

Post no. 60 : **General Worker (Stores Assistant) (2 Posts)**
Ref. no. : S.4/3/3/86
Component : Logistics and Asset Management
Salary Notch : R125 373.00 per annum
Salary Level : 02
Centre : Capricorn X1 and Sekhukhune X1

MINIMUM REQUIREMENTS: An undergraduate NQF Level 02 as recognized by SAQA. Youth and Females with driver's license are encouraged to apply.

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

DUTIES: Provide general assistant work: Off load equipment and goods to the stores during delivery. Load equipment or goods upon request. Deliver stores to relevant offices. **Clean stores and government vehicles:** Clean government vehicles. Clean relevant workstation.