



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
PUBLIC WORKS, ROADS  
AND INFRASTRUCTURE

Ref : S4/1  
TO : ALL HEADS OF DEPARTMENTS  
LIMPOPO PROVINCIAL GOVERNMENT  
FROM : THE ACTING HEAD OF DEPARTMENT  
DEPARTMENT OF PUBLIC WORKS

**DEPARTMENTAL CIRCULAR NO – 12 OF 2015: ADVERTISEMENT OF VACANT POSTS**

1. Applications are invited for the filling of vacant posts which exist in the Department as outlined in the attached annexure.
2. Applications should be submitted on the Z83 forms obtainable from any Public Service Department and should be accompanied by curriculum vitae, certified copies of qualifications and Identity Document. **Applicants with foreign qualifications should attach certified copies of certificates of evaluation by the South African authorized body (SAQA). Faxed applications will not be considered.**

**NB: For all SMS posts, all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department.**

3. Applications should be forwarded to:

The Acting Head of Department  
Department of Public Works, Roads and Infrastructure  
Private Bag X 9490  
POLOKWANE  
0700

Or hand deliver to **Works Towers Building, No. 43 Church Street, and Polokwane**

4. In cases where a post has 2 or more centres, a separate application for each centre should be submitted and the centre should be clearly reflected on the Z83. Applications which do not reflect a centre will be disqualified.

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

***The heartland of Southern Africa - development is about people!***

5. Telephone enquiries should be directed to: Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Justina Moloji at 015 284 7261 or Mr. Matome Malemela at 015 284 7606 or Ms. Elizabeth Ledwaba at 015 284 7570.
6. The closing date for this advertisement is 17 July 2015 at 16h00. If you have not heard from us within 90 days after the closing date of the advert, kindly regard your application as unsuccessful. Correspondence will be limited to short listed candidates.
7. Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer and women and people living with disabilities are encouraged to apply. Successful candidates will be subjected to personnel suitability checks and security vetting.



\_\_\_\_\_  
ACTING HEAD OF DEPARTMENT

07/06/2015  
DATE

**POST NO.01 (Ref. S4/2/12/2015/01)**

<b>Senior Manager</b>	<b>:</b>	<b>Employee Health and Wellness (01 Post)</b>
<b>Chief Directorate</b>	<b>:</b>	<b>Corporate Services</b>
<b>Centre</b>	<b>:</b>	<b>Head Office</b>
<b>Salary Level</b>	<b>:</b>	<b>13</b>
<b>Salary Package</b>	<b>:</b>	<b>R819 126.00 per annum (All Inclusive)</b>

**A. Requirements: -**

- Bachelor Degree in Human Sciences, Occupational Health and Safety, Nursing, Social Sciences and Behavioural Sciences.
- Minimum of five (5) years' experience in employee health and wellness/ EAP environment with a minimum of five (5) years at middle management level.
- Registration with the council for Health Professionals (HPCSA) or South African Nursing Council (SANC) or South African Council for Social Services(SASWIPP) or South African Council for Social Workers SACSS.
- 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 skills, Team leadership, Creativity, Financial management skills, Customer focus and responsiveness, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management, Negotiation skills.

**B. Duties: -**

- Establish strategic direction of the directorate to ensure alignment with departmental business plan or strategic plans.
- Manage and facilitate the provision of occupational health and safety: Develop and manage policies, strategies, guidelines and processes to provide occupational health and safety programme. Develop occupational health, safety and environmental plan and strategies. Manage the promotion and implementation of occupational health, safety and environmental plans and programme. Develop and manage occupational health education and quality life programmes. Develop and manage disaster management contingency plan and strategies. Develop and

manage occupational health and safety audits. Develop guidelines on COIDA. Manage the administrative support for reporting of occupational injuries and diseases.

- Manage and facilitate the provision of employee assistance programme: Develop and manage policies, strategies, guidelines and processes to provide employee assistance programme. Develop and manage employee assistance intervention plan and strategies. Develop guidelines of mainstreaming employee health and wellness. Develop departmental health calendar. Develop and manage health promotion awareness. Analyse and advice on the ill – health. Provide medical surveillance programme. Manage and provide health and related promotion materials. Analyse, manage and advice on disease management programmes. Monitor and coordinate counselling and referral services. Manage and facilitate ill – health prevention, support and treatment care programme. Facilitate and manage health and productivity programmes.
- Manage and facilitate the provision of transformation and special programmes: Develop transformation plans and strategies. Manage and monitor awareness on disability, youth and women. Manage and mainstream special programme and transformation activities in the department. Provide advocacy on special programmes.
- Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Prepare and manage budget in line with strategic plans & department objectives. Formulate and manage the component's budget against its strategic objectives. Manage and implement budget by monitoring, projecting & reporting expenditure. Monitor and maximise spending in line with strategic objectives. Monitor and report on the utilisation of equipment. 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. Provide 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 directorate leave matters.

**POST NO.02 (Ref. S4/2/12/2015/02)**

Senior Manager : Human Resource Services (01 Post)  
Chief Directorate : Corporate Services  
Centre : Head Office

Salary Level : 13

Salary Package : R819 126.00 per annum (All Inclusive)

**A. Requirements: -**

- Bachelor Degree in Human Resource Management or Public Administration/Management or Social Sciences or Behavioural Sciences.
- Minimum of 5 years' middle management experience in a human resources management environment
- Valid Driver's licence.
- 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 skills, Decision making skills, Team leadership skills, Creativity, Financial management skills, Customer focus and responsiveness, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills.

**B. Duties: -**

- Provide leadership strategic direction in the directorate: Develop, monitor and manage the implementation of HR policies, strategies and processes. Establish strategic direction of the directorate to ensure alignment with departmental business plan or strategic plans.
- Manage and facilitate the provision of organisational design. Assesses the effectiveness of the organizational design and identifying opportunities to strengthen the structure. Manages and coordinates the design of macro and micro organizational structures to enable the department to deliver on its mandate. Manages and coordinates the development and design of job descriptions/profiles. Facilitates the consultative processes necessary for the implementation of the organizational structure. Oversees and provides guidance for the definition and acceptance of departmental roles and responsibilities. Manage the evaluation of departmental posts. Manage change in the organization.
- Manage and facilitate the provision of labour relations services. Facilitate the development of departmental labour relations policies, guidelines and processes. Facilitate collective bargaining and dispute resolution processes. Facilitate disciplinary processes. Facilitate consultation and negotiations processes. Monitoring the implementation of arbitration awards and collective agreements. Manage labour relations with social partners.

- Manage and facilitate the provision of Human Recourse Transversal services: Manage and coordinates the development, implementation and maintenance of the HR plan: Develop the HR strategy and plan of the department based on inputs from executive and line managers understanding and ongoing maintenance of the department's HR profile. Facilitate staffing processes in line with recruitment policy and EE plan. Manages the monitoring and evaluation of the HR plan. Oversees the maintenance and integrity of data on the HR databases. Develop and implement recruitment and selection policy and strategy and processes. Conduct research to improve the recruitment, selection and appointment processes. Develop measures and strategies for the management and monitoring of selection, recruitment and appointment processes to minimize manipulation of the processes. Manage and maintain advertising protocols.
- Manage and facilitate the provision of Personnel Administration services: Develop and implement and human resource system administration and conditions of employment. Develop measures and strategies for the management and monitoring of and human resource system administration and conditions of employment, processes to minimize manipulation of the processes. Coordinate and ensure compliance and implementation of human resources legislation, policies, programmes, projects, processes & procedures for a peaceful work environment. Coordinate management of leave with other directorates. Manage and support line managers with the implementation of PILIR. Monitor and manage establishment reports. Management of SMS and MMS salary package structuring. Develop and implement and human resource system administration and conditions of employment. Develop measures and strategies for the management and monitoring of and human resource system administration and conditions of employment, processes to minimize manipulation of the processes. Coordinate and ensure compliance and implementation of human resources legislation, policies, programs, projects, processes & procedures for a peaceful work environment. Coordinate management of leave with other directorates. Manage and support line managers with the implementation of PILIR. Monitor and manage establishment reports. Management of SMS and MMS salary package structuring. Manage and facilitate the Administering of conditions of service, remuneration and employee benefits.

**POST NO.3 (Ref. S4/2/12/2015/03)**

**Chief Construction Project Manager: (01 post)**

**Sub-Directorate : Construction Management**

**Centre** : **Mopani District**  
**Salary Level** : **Grade A**  
**Salary Package** : **R756 999.00 per annum (all inclusive)**

**A. REQUIREMENTS:**

- National higher diploma (Built Environment field) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP
- B Tech/ Degree (Built Environment field) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP.
- Honours degree in any Built Environment field with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP.
- Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
- Valid driver's license.
  
- **Technical Competencies:** 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
  
- **Generic Competencies:** 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, Negotiation skills, Change management.

**B. Duties:**

- Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

- **Maintain project operational effectiveness:** Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives.
- **Financial Management:** Ensure 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 and control expenditure according to budget to ensure efficient cash flow management.
- **Governance:** Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development 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 the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**POST NO.04 (Ref. S4/2/12/2015/04)**

**Deputy Manager : Debt Management (3 year contract)  
(01 Post)**



**Sub - Directorate** : **Bank Reconciliation and Book Keeping**  
**Centre** : **Head Office**  
**Salary Level** : **09**  
**Salary Notch** : **R 270, 804.00 per annum**

**A. Requirements: -**

B degree / Diploma in Financial Management. 3 - 5 years supervisory position in revenue and debt management environment.

Valid Driver's licence (attach a copy)

Knowledge of relevant Public Service Acts, regulations and frameworks.

Knowledge and understanding of policy analysis, development and interpretation

Knowledge on financial systems BAS, Persal and P.F.M.A, Treasury Regulations, PFMA, DORA, Principles of Accounting, Strategic capability and leadership, Problem solving and analysis skills, Decision making skills, Team leadership skills, Creativity, Communication skills (verbal and writing), Computer skills, People management skills, Planning and organising skills, Conflict management skills.

**A. Duties: -**

Manage debt. Develop and implement a debt management strategy, policy and procedures. Manage the opening of individual debtor's files to be taken on in BAS. Monitor recording of the debtor advices in the debt register. Monitor completion of take –on debt form. Monitor allocation of debt into the relevant financial period. Verify and approve captured debt in BAS. Verify and approve BAS take-on debt documentation.

Monitor debt recovery: Develop and implement debt recovery strategy, policy and procedures. Manage recovery by deposit in the departmental banking account by:-

- Receive the deposit confirmation from the affected debtor.
- Confirm the deposited amount in the bank statement.
- Compile the debt recovery take-on form with all attachments.
- Monitor capturing of debt recovery information in the BAS system.
- Recovery of debt from Persal.
- Determine the correct code per financial year.
- Receive the item analysis from salary on monthly basis.
- Monitor submission of debt/debtor to salary for recovery with all attachment.

Reconcile debt: Extract the debtor's enquiry reports and age analysis. Compare item analysis to ensure correct postings. Monitor and prepare journals for corrections and inform the salary about the correct code. Report accordingly to Provincial Treasury

Safeguard debt records: Manage debtor's files are filled in a lockable file cabinet. Register files is kept to record the movement. Monitor filing and registering of debt documentation.

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

Provide resources (human, financial, & physical): Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.). Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job descriptions to subordinates. Manage sectional leave matters

**POST NO.05 (Ref. S4/2/12/2015/05)**

**Deputy Manager : Revenue and Systems Services  
(3 year contract) (01 Post)**

**Sub-Directorate : Revenue and System Control**

**Centre : Head Office**

**Salary Level : 09**

**Salary Notch : R 270, 804.00 per annum**

**A. Requirements: -**

B degree / Diploma in Financial Management. 3 - 5 years supervisory position in revenue and systems. Valid Driver's licence (attach a copy).

Knowledge of relevant Public Service Acts, regulations and frameworks.

Knowledge and understanding of policy analysis, development and interpretation.

Knowledge on financial systems BAS, Persal and P.F.M.A, Treasury Regulations, PFMA, DORA, Principles of Accounting, Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and writing), Computer skills, People management, Planning and organising, Conflict management.

B. Duties:-

Monitor revenue services. Develop and implement revenue strategy, policy and procedures. Monitor compliance to division of Revenue Act (DORA). Facilitate the compilation and consolidation of revenue structure. Manage revenue collection. Reconcile receipt vouchers with captured information and the register. Provide day-ends to close the receipt batches. Confirm deposit on receipt batches. Confirms deposit in the BSA system.

Monitor payment of revenue collected to Provincial Treasury Fund Develop and implement revenue payment policy and procedures. Manage revenue payment to provincial treasury. Requests trial balance report to determine the amount of revenue received for the period. Conduct revenue schedule in a spreadsheet application and update to confirm the correct amount to be paid into revenue for the period. Complete a BAS payment voucher and submit for authorization. Manage and effect payment of EBT. Manage payment stub. Manage revenue payment file.

Report on revenue collected: Submit estimates of the anticipated revenue to be collected. Compare the actual revenue collected against the budget/projections on a monthly basis. Report under collection of revenue. Provide revenue tariffs to be submitted to the provincial treasury. Manage revenue reconciliation and report discrepancies to management and treasury. Submit report to Treasury. Manage filling and registering of revenue reports.

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

Provide resources (human, financial, & physical). Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.).

Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job description to subordinates. Manage sectional leave matters.

**POST NO.06 (Ref. S4/2/12/2015/06)**

**State Accountant** : **Debt Management Services  
(3 year contract) (02 Posts)**

**Sub-Directorate** : **Bank Reconciliation and Bookkeeping**

**Centre** : **Head Office**

**Salary Level** : **07**

**Salary Notch** : **R 183 438.00 per annum**

**A. Requirements: -**

B degree / Diploma in Financial Management. 1 – 2 years' experience in revenue and debt management environment. Valid Driver's license

Knowledge of relevant Public Service Acts, regulations and frameworks.

Knowledge and understanding of policy analysis, development and interpretation

Knowledge on financial systems BAS, Persal and P.F.M., Treasury Regulations, PFMA, DORA, Principles of Accounting, Strategic capability and leadership, Problem solving and analysis skills, Decision making, Team leadership, Creativity, Communication skills (verbal and writing), Computer skills, People management, Planning and organising skills, Conflict management skills.

**B. Duties: -**

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

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

- Record the debtor advices in the debt register. Capture debt in BAS system. File the BAS take –on documentation.
- Render debt recovery Receive the deposit confirmation from the affected debtor. Compile the debt recovery take-on form with all attachment. Capture debt recovery information in the BAS system.
- Reconcile debt. Extract the debtor's enquiry reports and age analysis. Compare item analysis to ensure correct postings. Prepare journals for corrections and inform the salary about the correct code. Provide debt follow -up Print the debt statements on monthly basis from BAS system and deliver them to registry to be posted to respective debtors. Make follow-up's on debts Compile follow-up letters to the debtors. Maintain the debt follow – up register.

**POST NO.07 (Ref. S4/2/12/2015/07)**

<b>State Accountant</b>	<b>:</b>	<b>Revenue and Systems Services (3 year contract) (01 Post)</b>
<b>Sub - Directorate</b>	<b>:</b>	<b>Revenue and System Control</b>
<b>Centre</b>	<b>:</b>	<b>Head Office</b>
<b>Salary Level</b>	<b>:</b>	<b>07</b>
<b>Salary Notch</b>	<b>:</b>	<b>R 183 438.00 per annum</b>

**A. Requirements: -**

B degree / Diploma in Financial Management. 1 - 2 years' experience in Revenue management environment.

Valid Driver's licence (attach a copy)

Knowledge of relevant Public Service Acts, regulations and frameworks.

Knowledge and understanding of policy analysis, development and interpretation

Knowledge on financial systems BAS, Persal and P.F.M.A, Treasury Regulations, PFMA, DORA, Principles of Accounting, Strategic capability and leadership skills, Problem solving and analysis skills, Decision making skills, Team leadership, Creativity, Communication (verbal and writing), Computer skills, People management skills, Planning and organising skills, Conflict management skills.

**B. Duties:**

Receive state money. Issue original receipt to the payee as proof of payment (PFD026). Money received through post is recorded by registry component in the remittance register. Sign acceptance thereof in the remittance register.

Record received cheques in the cheque register.

Receive state money. Receipt and count the money in the presence of the payee. Issue an official receipt in triplicate. Affix an office stamp to all copies of the receipt. Hand and/or post the original receipt to the payee. Capture the receipt on BAS system. Conduct deposit close – off.

Deposit state money. Fill in the required information on the prescribed deposit slips.

Report on revenue collected. Compare actual revenue collected compared against the budget/projections on monthly basis. Report under collection of revenue. Perform revenue reconciliation.

**POST NO.08 (Ref. S4/2/12/2015/08)**

**IT Admin : Contracts and Procurement  
(1 Post)**

**Directorate : ICT**

**Centre : Head Office**

**Salary Level : 08**

**Salary Notch : R 227 802.00 per annum**

**A. Requirements: -**

- Diploma / Degree in Information technology or equivalent qualification.
- 2 years' experience with IT procurement and managing contracts.
- Must be in possession of a valid Code EB driver's licence
- Excellent verbal and written communication skills;
- Knowledge of legislation and policies governing ICT in South Africa.
- Knowledge of international standards pertaining to ICT, information management, knowledge management, interpersonal skills; Good negotiation skills.
- Ability to make good presentations

**B. Duties: -**

- **Contract Management:** Manage all contracts with service providers (SITA, etc.). Advise GM's SM's on contract items, period of contracts and regulations to utilise contracts. Renew or terminate contracts upon expiration. Ensure contractual obligations are adhered to by all parties involved.
- **Procurement of IT goods and services:** Prepare procurement quotations and requisitions in line with Supply Chain Management. Ensure goods delivered as stipulated on contract. Ensure service providers are paid after delivery. Return of dysfunctional goods.
- **Design a fully-fledged electronic commitment register.** Manage funds (Budget) and spending according to yearly procurement plans

**POST NO.09 (Ref. S4/2/12/2015/09)**

<b>IT Admin</b>	<b>:</b>	<b>ICT Infrastructure (1 Post)</b>
<b>Directorate</b>	<b>:</b>	<b>ICT</b>
<b>Centre</b>	<b>:</b>	<b>Head Office</b>
<b>Salary Level</b>	<b>:</b>	<b>08</b>
<b>Salary Notch</b>	<b>:</b>	<b>R 227 802.00 per annum</b>

**A. Requirements: -**

- **Matric + MSCE (Windows 2000)** with all subjects passed with proof of Microsoft Certification. A +, N + or any Professional ICT qualification would be an advantage.
- **2 years solid working experience in the IT Field,** with strong technical skills in a Microsoft environment. Experience in Microsoft Exchange and Microsoft Office suites. Knowledge of networks, switches (CISCO), network cabling and wireless devices.
- **A valid Code EB driver's licence.**
- **Excellent verbal and written communication skills.**
- **Knowledge of legislation and policies governing ICT in South Africa;**

- Knowledge of international standards pertaining to ICT, information management, knowledge management and interpersonal skills
- Good negotiation skills;
- Ability to make good presentations.

**B. Duties: -**

- Provide technical support to users, provide LAN and WAN support functions for the department: Installation and Configuration of computers, laptops and printers. Provide 1<sup>st</sup> line support to all users. Maintenance of computer equipment, servers and network apparatus. Take charge of any new projects that pertain to IT in respective districts
- Updating of anti-virus software, standardised desktop software and server updates: Ensure that the anti-virus software is updated daily on the servers, update software and patches on the file servers, update users software to the recommended and prescribed software. Re-install any software that is corrupt, install all new additional software and maintain software updates in general.
- Network management: Monitor the switches, routers, security devices and identify areas of new data cabling/access, and ensure that the data cabinets are maintained with adequate space on patch panels. Ensure that the UPS is fully operational and fully functional at all times.
- Identify and request equipment for users, manage assets: Identify and compile needs for new equipment. Compile report for equipment that has to be written off or replaced. Manage electronic asset register for all IT equipment. Disposal of obsolete assets in line with Board of Survey rules in conjunction with Asset Management Directorate.

**POST NO.10 (Ref. S4/2/12/2015/10)**

**Control Works Inspector : Inspectorate (1 post)**



<b>Division</b>	:	<b>Inspectorate</b>
<b>Centre</b>	:	<b>Mopani District</b>
<b>Salary Level</b>	:	<b>10</b>
<b>Salary Notch</b>	:	<b>R314 709.00 p. a</b>

**A. Requirements:-**

- A National Diploma (T/N/S streams) or
- A N3 and a passed trade test in the building environment, or
- Registration as an Engineering Technician, and
- A valid driver's license
- A minimum of six (06) years appropriate experience,
- **Knowledge of the following Competencies:** - Good interpersonal skills, and Computer literacy will be an added advantage.
- Knowledge of procurement system and Public Service Regulations

**B. Duties: -**

- Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and following up.
- Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance, through inter alia the following:- Allocate tasks and projects in relation to the maintenance of existing and new works; monitor the progress and expenditure on current maintenance and minor new works projects; attend monthly project progress meetings with relevant stakeholders; and also ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments; ensure accuracy of tender documents, specifications and bills of quantities and ensure effective contract administration through the resolution of disputes.
- Promote and assist SMMEs, BBBEE and PPPs; promote the initiatives of the Extended Public Works Programme (EPWP); ensure that the relevant project documentation for new and existing structures is compiled, through inter alia the following: - Develop and interpret plans and sketches; draw-up quotation documents and compile specifications, bills of quantities and bid documents; adjudicate and provide recommendations on quotations and bids; liaise with relevant stakeholders in respect of technical aspects.
- Manage the activities of contractors and consultants through inter alia the

Following; - provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures; put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures; verify invoices and certify progress of payments. Check and process variation orders and requests for the extension of deadlines; brief contractors and consultants on projects and certify claims for fees; ensure effective contract administration and facilitate and resolve problems emanating from projects and develop progress reports on projects.

- Gather and submit information in terms of the Extended Public Works Programme.
- Supervise the performance and conduct of subordinates through inter alia the following: -Identify skills development needs and provide training and development opportunities for subordinates; provide advice and guidance on the interpretation and application of legislation, policies and procedures; ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated and monitor the proper utilisation of equipment, stores and expenditure and administer the departmental performance and development system.

**POST NO.11 (Ref. S4/2/12/2015/11)**

**Chief Artisan : Carpentry (Thohoyandou Cost Centre  
& Prestige Accommodation –Capricorn) (02  
posts)**

**Division : Maintenance**

**Centre : Vhembe & Capricorn Districts**

**Salary Level : Grade A - OSD**

**Salary Notch : R277 917.00 p. a**

**A. Requirements:-**

- Grade 10 and appropriate Trade Test Certificate
- Valid driver's license
- Ten years post qualification experience required as an Artisan/Artisan Foreman.
- Valid driver's license

- **Knowledge and Attributes:** - Knowledge of legal compliance
- Production, process knowledge and skills, Technical Analysis knowledge, Project Management, Technical design and analysis knowledge, Computer-aided technical applications, Technical consulting, Production, Team leadership, Conflict management skills, and Technical report writing skills, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication skills, Computer skills, Planning and organising skills.

**B. Duties: -**

- Manage technical services; manage technical services and support in conjunction with Technicians/Artisans and associates in field, work with technical office activities; ensure the promotion of safety in line with statutory and regulatory requirements and provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications.
- Manage administrative and related functions; provide inputs to budgeting process; compile and submit reports as required; and also provide and consolidate inputs to the technical operational plan; update database and manage artisans and related personnel and assets.
- Financial Management; control and monitor expenditure according to budget to ensure efficient cash flow management and 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 and liaise with relevant Bodies/Councils on technical/engineering-related matters.

**POST NO.12 (Ref. S4/2/12/2015/12)**

<b>Personnel Practitioner</b>	<b>:</b>	<b>HR Practices and Administration- Recruitment</b>
<b>Chief Directorate</b>	<b>:</b>	<b>Corporate Services</b>
<b>Centre</b>	<b>:</b>	<b>Head Office - Polokwane</b>
<b>Salary Level</b>	<b>:</b>	<b>08</b>
<b>Salary Notch</b>	<b>:</b>	<b>R227 802.00 pa</b>

**A. Requirements:-**

- B degree / Diploma in Human Resource Management/Social Sciences/Public Admin/Management/ Behavioural Sciences
- 2 – 3 years in an HR environment
- Knowledge of relevant Public Service Acts, regulations and frameworks.
- Knowledge and understanding of policy analysis, development and interpretation
- Problem solving and analysis skills, Creativity, Good Communication skills, Computer skills, People management skills and presentation skills.

**B. Duties: -**

- Provide recruitment process: Provide advertisement of posts. Compile a draft circular for advertisement. Issue Z83 application form. Receive application from registry after the closing date. Administer the applications for shortlisting. Provide assistant to the district office in terms of recruitment process.
- Provide selection process: Provide shortlisting and interviews logistics (arrange venue, make copies for shortlisted candidates etc.). Compile invitations for shortlisting / interviews. Provide schedules for shortlisting. Render a secretariat function for shortlisting/interviews committee. Compile a shortlisting/interview report. Provide assistant to the district office in terms of selection process.
- Provide appointment process: Compile a shortlisting/interview recommendation/memo to the HOD/MEC for approval. Compile an appointment letter. Liaise with successful candidate. Write regret letters to shortlisted but unsuccessful candidates. Prepare appointment contract and other documents for new appointed official. Prepare an appointment file to HR records for filing. Provide assistant to the district office in terms of appointment process

**POST NO.13 (Ref. S4/2/12/2015/13)**

**Provisioning Admin Officer : Thabazimbi Stores (01post)**  
**Division : Inventory and Assets**

**Management**

**Centre : Waterberg District**

**Salary Level : 08**

**Salary Notch : R227 802.00 p. a**

**A. Requirements:-.**

- National Diploma/NQF6 qualification in Administration/Finance
- 3 years' experience in procurement/Stores Management
- Expert knowledge in procurement, Store Management.
- Knowledge of building material and tools.
- Demonstrate knowledge of Strategic capability and leadership skills, People management skill, Financial Management skills, Communication skills, report writing skills.
- Ability to provide attention to detail and work well under stressful conditions.
- Good computer skills and knowledge of Excel.
- Valid driver's license (attached copy).

**B. 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: Implement stores policies, processes and procedures. 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: Develop stocktaking plan. 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.

- Supervise human resource/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- Provide assets management service: Receive new assets in the cost centre. Monitor the inventory list in the cost centre. Update the inventory list.

**POST NO.14 (Ref. S4/2/12/2015/14)**

**Provisioning Administration Clerk: Tubatse Stores (02 posts)**

**Division** : **Inventory and Assets Management**

**Centre** : **Sekhukhune District**

**Salary Level** : **05**

**Salary Notch** : **R123 738.00 p. a**

**A. Requirements:-**

- Grade12/National Senior Certificate (Vocational)
- No experience is required

**B. Knowledge and Attributes: -**

- Basic knowledge of SCM duties, practicals as well as the ability to capture and collecting statistics.
- Basic knowledge and understanding of the legislative framework governing the Public Service.
- Basic knowledge of work procedures in terms of working environment
- Good Interpersonal Relations, and a team Player, Communication skills, Computer Skills, Planning and Organizing, Good verbal and written communication skills.

**C. Duties: -**

- Request stores; receive VA1 Form from different directorate; record specifications on the LPW16 purchase requisition form; record the request in the request register and submit the requisition to Bid administration. Receive and record order in the Tally cards (VA10) form; complete VA7 form and record the transaction on the VA4 and VA6 files.
- Receive stores; receive and verify quantities from suppliers against the request register; capture invoice received in terms of the invoice number and quantity on the finest system; Safekeeping of invoice received.

- Issue stores; receive request from the end – users according to stores regulations; record the information from the issue vouchers to the tally cards (VA10) and record the transaction on the VA4 and VA5 files.
- Provide stock taking; check stock against the tally cards and bin cards; conduct monthly stock taking to detect shortages and surpluses and compile monthly stock taking report; also balance the ledger at the end of the year

**POST NO.15 (Ref. S4/2/12/2015/15)**

**Driver : 2 Nebo Construction Maintenance, Giyani &**

**Malamulele Cost Centres (04 posts)**

**Sub Division : Maintenance**

**Centre : Sekhukhune, Mopani & Vhembe Districts**

**Salary Level : 04**

**Salary Notch : R103 494.00 p. a**

**A. Requirements: -**

- Grade 10
- A valid driver's license
- 7 – 12 months driving experience,
- Knowledge and Attributes: - Team Player, Good Communication Skills, Driving skills.

**B. Duties: -**

- Render messaging services; collect mail and documents from and to the department; provide postal services and collect and deliver correspondence from and to the department.
- Provide transport service; complete the trip authorisation form; ensure that officers are covered in the authorization form and transport officer without driver's licence to various work station.
- Maintenance of vehicle; report any faults to transport section; advice on licensing of the vehicle and also arrange the vehicle for services and cleaning of vehicle.

**POST NO.16 (Ref. S4/2/12/2015/16)**

<b>Chief Works Inspector</b>	<b>:</b>	<b>Inspectorate</b>
<b>Division</b>	<b>:</b>	<b>Inspectorate</b>
<b>Centre</b>	<b>:</b>	<b>Capricorn District</b>
<b>Salary Level</b>	<b>:</b>	<b>08</b>
<b>Salary Notch</b>	<b>:</b>	<b>R216 744.00 p. a</b>

**A. Requirements:-**

- A National Diploma (T/N/S streams) or
- A N3 and a passed trade test in the building environment, or
- Registration as an Engineering Technician, and
- A valid driver's license (attach a copy)
- Three to five (3 – 5) years appropriate experience,
- Knowledge of the following competencies: Computer literacy, Project Management, Technical Analysis, Technical Report writing, Production, process knowledge and skills, Problem Solving and analysis, Decision making

**Duties: -**

- Identify needs and requirements of new work and repairs through the Investigation of customer complaints and new services required through inter alia the following: -prepare specifications for unplanned maintenance and minor new work; develop a bill of quantities and develop proposals on the associated costs.
- Render an inspection service of work done on new projects and existing structures, through inter alia the following: -inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained; compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken and develop, implement and maintain an electronic record system for work being done and work that was finalise and develop progress reports on outstanding and finalised work.
- Analyse and compile relevant project documentation for new and existing structures, through inter alia the following; - develop and interpret plans and sketches; draw-up quotation documents and compile specifications, bills of quantities and bid documents; adjudicate and provide recommendations on quotations and bids and liaise with relevant stakeholders in respect of technical aspects.



- Manage the activities of contractors on project sites through inter alia the Following; - advice and guide contractors in respect of the compliance to legislation and procedures; verify invoices and certify progress of payments Check and process variation orders and make recommendations on requests for the extension of deadlines and also brief contractors and consultants on projects and certify claims for fees; ensure effective contract administration and facilitate and resolve problems emanating from projects and develop progress reports on projects.
- Gather and submit information in terms of the Expanded Public Works Programme; supervise the performance and conduct of Works Inspectors through inter alia the following: identify skills development needs and provide training and development opportunities for Works Inspectors; provide advice and guidance on the interpretation and application of legislation, policies and procedures ; ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated and monitor the proper utilisation of equipment, stores and expenditure; and also administer the departmental performance management and development systems.

**POST NO.17 (Ref. S4/2/12/2015/17)**

**Artisan Foreman: Carpentry Services (Giyani, Makhado CC)**

**(02 posts)**

**Division : Maintenance**

**Centre : Mopani & Vhembe Districts**

**Salary Level : Grade A (OSD)**

**Salary Notch : R216 744. 00 p. a**

**A. Requirements: -**

- Grade 10
- Appropriate Trade Test Certificate
- Valid driver's license (attach a copy)
- Five (05) years post qualification experience as an Artisan
- Knowledge of the following technical competencies: Technical analysis, Technical report writing, Knowledge of legal compliance, Production, process knowledge and skills, Computer-aided technical applications, Technical consulting, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Decision making, Planning and

organizing, Problem solving and analysis, Computer skills, Conflict management skills.

**B. 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 and 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 also service equipment and/or facilities according to schedule and do quality assurance 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; also compile and submit reports as required and provide inputs to the operational plan and ensure adherence to safety standards, requirements and regulations
- Human and capital resource management; supervise and mentor staff; planning of resources and do scheduling of work.
- Maintain expertise; continuous individual development to keep up with new technologies and procedures and research/literature studies on technical/engineering technology to improve expertise.

**POST NO.18 (Ref. S4/2/12/2015/18)**

<b>Artisan Foreman:</b>	<b>Painting Services (Giyani CC)</b>
<b>Division</b>	<b>: Maintenance</b>
<b>Centre</b>	<b>: Mopani District</b>
<b>Salary Level</b>	<b>: Grade A (OSD)</b>
<b>Salary Notch</b>	<b>: R216 744.00 p. a</b>

**A. Requirements: -**

- Grade 10
- Appropriate Trade Test Certificate
- Valid driver's license (attach a copy)

- Five (05) years post qualification experience as an Artisan
- **Knowledge of the following technical competencies:** Technical analysis, Technical report writing, Knowledge of legal compliance, Production, process knowledge and skills, Computer-aided technical applications, Technical consulting, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Decision making, Planning and organizing, Problem solving and analysis, Computer skills, Conflict management skills.

**B. 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 and 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 also service equipment and/or facilities according to schedule and do quality assurance 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; also compile and submit reports as required and provide inputs to the operational plan and ensure adherence to safety standards, requirements and regulations
- Human and capital resource management; supervise and mentor staff; planning of resources and do scheduling of work.
- Maintain expertise; continuous individual development to keep up with new technologies and procedures and research/literature studies on technical/engineering technology to improve expertise

**POST NO.19 (Ref. S4/2/12/2015/19)**

**Artisan Foreman : Plastering Services (04 posts)**

**1 Malamulele, 2 Giyani and 1 Thohoyandou Cost Centres)**

**Division : Maintenance**

**Centre** : **Mopani and Vhembe Districts**  
**Salary Level** : **Grade A (OSD)**  
**Salary Notch** : **R216 744.00 p. a**

**A. Requirements: -**

- Grade 10
- Appropriate Trade Test Certificate
- Valid driver's license (attach a copy)
- Five (05) years post qualification experience as an Artisan
- **Knowledge of the following technical competencies:** Technical analysis, Technical report writing, Knowledge of legal compliance, Production, process knowledge and skills, Computer-aided technical applications, Technical consulting, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Decision making, Planning and organizing, Problem solving and analysis, Computer skills, Conflict management skills.

**B. 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 and 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 also service equipment and/or facilities according to schedule and do quality assurance 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; also compile and submit reports as required and provide inputs to the operational plan and ensure adherence to safety standards, requirements and regulations
- Human and capital resource management; supervise and mentor staff; planning of resources and do scheduling of work.
- Maintain expertise; continuous individual development to keep up with new technologies and procedures and research/literature studies on technical/engineering technology to improve expertise

**POST NO.20 (Ref. S4/2/12/2015/20)**

**Artisan Foreman: Electrical Services (Lulekani Cost Centre)**

**(02 posts)**

**Division : Maintenance**  
**Centre : Mopani District**  
**Salary Level : Grade A (OSD)**  
**Salary Notch : R216 744. 00 p. a**

**C. Requirements: -**

- Grade 10
- Appropriate Trade Test Certificate
- Valid driver's license (attach a copy)
- Five (05) years post qualification experience as an Artisan
- **Knowledge of the following technical competencies:** Technical analysis, Technical report writing, Knowledge of legal compliance, Production, process knowledge and skills, Computer-aided technical applications, Technical consulting, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, Communication, Decision making, Planning and organizing, Problem solving and analysis, Computer skills, Conflict management skills.

**D. 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 and 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 also service equipment and/or facilities according to schedule and do quality assurance 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; also compile and submit reports as required and provide inputs to the operational plan and ensure adherence to safety standards, requirements and regulations

- Human and capital resource management; supervise and mentor staff; planning of resources and do scheduling of work.
- Maintain expertise; continuous individual development to keep up with new technologies and procedures and research/literature studies on technical/engineering technology to improve expertise.

**POST NO.21 (Ref. S4/2/12/2015/21)**

**Deputy Manager : Organizational Development  
(01 Post)**

**Chief Directorate : Corporate Services**

**Centre : Polokwane - Head Office**

**Salary Level : 09**

**Salary Notch : R 270, 804.00 per annum**

**A. Requirements: -**

- B degree / National Diploma in Management Services or Production Management or Operations Management or Human Resources Management/Social Sciences/Public Admin/Management plus Job Evaluation Certificate
- Knowledge of relevant Public Service Acts, regulations and frameworks.  
Three to five (3 – 5) years' supervisory position in the Organisational Development environment
- Knowledge of relevant Public Service Acts, regulations and frameworks.
- Knowledge and understanding of policy analysis, development and interpretation
- Knowledge and understanding of Job Evaluation
- Knowledge and understanding of Monitoring and Evaluation, Verbal and Written communication, Change Management, Presentation skills, Organisational Design, Job Profiling, Core and Job descriptions, Business Process Management, Problem solving and analysis, Decision making, Creativity, Financial management, Computer skills, Planning and organising.

**B. Duties: -**

- Provide organizational development services: Assess the effectiveness of the organizational structure and identifying opportunities to strengthen the structure. Facilitate and coordinate the design of macro and micro organizational structures to enable the department to deliver on its mandate. Facilitate and coordinate the development and design of job descriptions/profiles. Coordinate the consultative processes necessary for the implementation of the organizational structure. Provide guidance for the defining and acceptance of departmental roles and responsibilities. Facilitate executive decisions on the determination and allocation of posts and the total post establishment of the department in line with the strategic needs of the department.
- Provide job evaluation services: Implement job evaluation policy. Advice on requests for job evaluation. Disseminate information on new or revised directives and mandates from the DPSA. Conduct job analysis services. Conduct workshops on job evaluation and other related matters. Provide secretariat services to departmental Job Evaluation panel.
- Facilitate business process design: Facilitate business process mapping. Research/ benchmark on business processes. Document current processes. Facilitate the business process improvements efforts. Coordinate change in relation to business processes and procedures.

**POST NO.22 (Ref. S4/2/12/2015/22)**

**Deputy Manager : Establishment and HR Systems  
(01 Post)**

**Chief Directorate : Corporate Services**

**Centre : Polokwane - Head Office**

**Salary Level : 09**

**Salary Notch : R 270, 804.00 per annum**

**A. Requirements: -**

- B degree / Diploma in Human Resource Management or Public Administration/ Management or Social Sciences or Behavioural Sciences.
- Three to five (3-5) years' relevant experience.

- Knowledge of relevant Public Service Acts, regulations and frameworks.
- Knowledge and understanding of policy analysis, development and interpretation
- Knowledge and understanding of 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.

**B. Duties: -**

- Manage establishment and PERSAL system: Manage alignment of PERSAL establishment with approved organogram. Manage linking of objectives and responsibility to components. Verify created components and posts on PERSAL. Manage pay – points. Compile monthly reports. Approve placement. Manage exception reports. Produce PERSAL reports and audits trials. Approve appointments, transfer and translation transaction.
- Manage salary adjustments: Verify captured advice. Provide salary adjustments for SMS and MMS in line with directive from DPSA. Approve payments of adjustments. Provide advice on salary re – structuring.
- Manage acting and non-pensionable allowances: Develop acting allowance policy. Verify creation of acting posts on PERSAL. Provide report in terms of acting.(number of personnel in acting post, acting duration etc.).
- Monitor resources (human, financial, & physical) in accordance with relevant directives and legislation: 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. Coordinate division leave matters.

**POST NO.23 (Ref. S4/2/12/2015/23)**

**Deputy Manager : Rental Services  
(01 Post)**

**Directorate : Property and Facilities**

**Centre : Polokwane - Head Office**



**Salary Level** : 10  
**Salary Notch** : R 337 998.00 per annum

**A. Requirements: -**

- Diploma or Degree in Property Management/ Real Estate.
- 3 - 5 years' experience supervisory level in property management environment (experience in Government Rental management will be an Added advantage). Knowledge of relevant Public Service Acts, regulations and frameworks.
- Knowledge and understanding of policy analysis, development and interpretation.
- Knowledge and understanding of Government Immovable Asset Management Act of 2007.
- Knowledge and understanding of Provincial Infrastructure Delivery Management System and Provincial Land Administration Act, 1998
- Knowledge and understanding of Spatial Planning and Land Use Management Act, 2013
- Knowledge and understanding of Strategic capability and leadership, Problem solving and analysis skills, Decision making skills, Team leadership skills, Creativity, Financial management skills, Customer focus and responsiveness, Communication, Computer skills, People management skills, Planning and organising skills, Conflict management skills.

**B. Duties: -**

- Provide rental accommodation: Facilitate the development and implement rental management policy and processes. Implement rental management plan and strategies. Facilitate renewal of rental accommodations. Monitor adherence and sound interpretation of prescripts, directives and regulations. Monitor the provision of rental accommodation in the province. Develop and reconcile the provincial accommodation register. Conduct audits on rental management.
- Facilitate rental contracts: Facilitate the implementation of rental stop orders by user departments. Reconcile stop orders against the request and approvals of accommodation. Monitor and liaise with user departments in matters relating to accommodation contracts.
- Manage and reconcile rental collection: Implement rental collection policy and processes. Implement 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. Monitor rental collection and reconcile the rental collection. Reconcile the rental collection of the province. Identify, analyse and advice the

districts on rental collection pattern. Reconcile and 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.

- Implement operational/ business plan of the directorate: Implement operational plan and monitor that identified activities are performed. Facilitate alignment of individual performance to the strategic objective of the directorate. Facilitate and monitor the implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures.
- Provide resources (human, financial, & physical): Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.). Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job description to subordinates. Manage sectional leave matters.

**POST NO.24 (Ref. S4/2/12/2015/24)**

**Deputy Manager : Records Management  
(01 Post)**

**Sub Directorate : Corporate Services**

**Centre : Mopani District**

**Salary Level : 09**

**Salary Notch : R 270, 804.00 per annum**

**A. Requirements: -**

- B degree / Diploma in Records Management, Information Management/ Science /Studies, Archival Studies.

- Three to five (3 – 5) years' supervisory position in the relevant environment.
- Knowledge of relevant Public Service Acts, regulations and frameworks.
- Knowledge and understanding of policy analysis, development and interpretation.
- Knowledge and understanding of 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.

**B. Duties: -**

- **Manage Human Resource records:** Facilitate and implement human resources records policies, strategy, processes and procedures. Provide inputs in the development of file plan, policies processes and procedure. Manage security of records. Manage and develop plans and strategies for classification and reference of records. Manage filling of documents. Manage and identify vital records and retention periods.
- **Manage General records:** Facilitate and implement general records policies, strategy, processes and procedures. Provide inputs in the development of file plan, policies processes and procedure. Manage security of records. Manage and develop plans and strategies for classification and reference of records. Manage filling of documents. Manage and identify vital records and retention periods.
- **Manage, postal and messaging services:** Develop and implement postal and messaging strategy and plans. Facilitate and implement postal policies, processes and procedures. Manage and monitor registering of documents/ correspondence. Manage courier services. Manage renewals of franking machine and mailbags. Manage delivery of correspondence.
- **Implement operational/ business plan of the directorate:** Implement operational plan and monitor that identified activities are performed. Facilitate alignment of individual performance to the strategic objective of the directorate. Facilitate and monitor the implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures.
- **Provide resources (human, financial, & physical):** Provide inputs on planning of resources for future requirements (human, finance,

equipment's etc. Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Monitor achievement of set targets. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Facilitate discipline. Provide job description to subordinates. Manage sectional leave matters.

**POST NO.25 (Ref. S4/2/12/2015/25)**

**Switchboard Operator : Auxiliary Services (1 post)**

**Directorate : Auxiliary and Records**

**Management**

**Centre : Head Office- Polokwane**

**Salary Level : 04**

**Salary Notch : R103 494.00 p. a**

**A. Requirements: -**

- Grade 12
- Machine Operations
- Working procedures in respect of working environment
- Basic Interpersonal relationship
- Basic literacy
- Organising

**B. Duties: -**

- Render switchboard service: 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.26 (Ref. S4/2/12/2015/26)**

**Cleaner : Cleaning Services (07 posts)**

**Sub Directorate: Property Management**

**Centre : Sekhukhune : 2x Nebo, 1x District Office**

**Capricorn District: 3x Head Office**

**Mopani District: 1x Naphuno Cost Centre**

**Salary Level : 02**

**Salary Notch : R73 044.00 p. a**

**A. Requirements: -**

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

**Duties: -**

- **Provision of cleaning services.** Clean office corridors, elevators and boardrooms by:
    - Dusting and waxing office furniture
    - Sweeping, scrubbing and waxing of floor
    - Vacuuming and shampooing floors
    - Cleaning walls, windows and doors
    - Emptying and cleaning of dirty bins
    - Collect and removing of waste papers
    - Freshen the office areas
  - Clean kitchen and rest rooms by:
    - Clean basins
    - Wash and keep stock of kitchen utensils.
  - Cleaning the restrooms by:-
    - Refill hand wash liquid soap
    - Re – place toilet papers, hand towels and refreshers
- Empty and wash waste bins
- **Keep and maintain cleaning materials and equipment.** Report broken cleaning machines and equipment's

- Cleaning of machines (microwares, vacuum cleaners etc.) and equipment's after use
- Request cleaning materials

**POST NO.27 (Ref. S4/2/12/2015/27)**

**Groundsman II : (13 posts)**

**Sub Directorate: Property Management**

**Centres : Mopani District: 3x Giyani, 1x Phalaborwa**

**Capricorn District: 1 Polokwane**

**Sekhukhune District: 1x Tubatse, 2**

**Thabamoopo,**

**Vhembe District: 2 Thohoyandou, 1**

**Malamulele, 2 Mutale Cost Centres**

**Salary Level : 02**

**Salary Notch : R73 044.00 p. a**

**A. Requirements: -**

1. **ABET**
2. **No experience required**

**B. Duties: -**

- Maintain premises and surroundings. Clean premises and surroundings.  
Empty dirty bins.
- Maintain the garden. Watering the garden, Prune and trim flowers and trees, Mow the grass, Remove weeds and garden refuse, Apply insecticides, and Cultivate the soil for trees and flowers.
- Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment's and tools. Repair minor defects of gardening equipment and tools.

**POST NO.28 (Ref. S4/2/12/2015/28)**

**General Worker** : **Stores Assistants (01 post)**  
**(1 Polokwane Stores)**

**Division** : **Inventory and Assets Management**

**Centre** : **Capricorn District**

**Salary Level** : **02**

**Salary Notch** : **R73 044.00 p. a**

**A. Requirements: -**

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

**B. Duties: -**

- Perform general assistant work. Load and off – load equipment's and any other goods to relevant destination. Clean government vehicles, and Clean relevant workstation.

**POST NO.29 (Ref. S4/2/12/2015/29)**

**Project Manager** : **Mechanical Services (01 post)**

**Chief Directorate** : **Roads Infrastructure Maintenance**

**Centre** : **Head Office- Polokwane**

**Salary Level** : **11**

**Salary Notch** : **R532 278.00 p. a**

**A. Requirements: -**

- National Diploma/B-Tech Mechanical Qualification (road construction fleet),
- Management training,
- Knowledge in Mechanical engineering knowledge,
- Knowledge and understanding in Research on mechanical technology,

- Knowledge Policy formulation on areas of competency,
- Deep knowledge of: - Mechanical, HR Matters, Finance, Technical standards/procedures, Needs and priorities of stakeholders, Planning and organizing, Managerial skills,
- Knowledge and understanding functions in road construction fleet.

**B. Duties: -**

- Manage the provisioning of machinery, plant and equipment.
- Compilation of specifications pertaining to machinery, plant and equipment.
- Manage the mechanical management systems at the Districts
- Audit and analyze the condition report of the existing plant and equipment.
- Monitor the compliance and analyze the transactional costs reports
- Compilation and management of budget including consolidation of reports.
- Manage the process of licensing and registration of plant.
- Manage the road maintenance related assets in the districts.

**POST NO.30 (Ref. S4/2/12/2015/30)**

<b>Senior Manager</b>	<b>:</b>	<b>Planning and Support (Re-advertisement)</b>
<b>Directorate</b>	<b>:</b>	<b>EPWP</b>
<b>Centre</b>	<b>:</b>	<b>Polokwane - Head Office</b>
<b>Salary Level</b>	<b>:</b>	<b>13</b>
<b>Salary Package</b>	<b>:</b>	<b>R 819 126.00 per annum (All Inclusive)</b>

**REQUIREMENTS:**

- Bachelor's Degree in Community Development or Development Studies or Public Administration/Management or Social Sciences or Behavioural Sciences or an appropriate NQF level 7 qualification with at least five (5) years middle management level experience dealing with the Expanded Public Works Programme or Labour Intensive Methods.
- In depth knowledge of integrated development planning and community based project management;



- Knowledge of the Public Service Acts, regulations, frameworks including PFMA, Treasury Regulations;
- Demonstrate knowledge and understanding of policy analysis, development and interpretation. Demonstrate knowledge of the following SMS competencies: Strategic capability and leadership; Programme and project management; Financial management; Change Management; Knowledge Management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus;
- Valid driver's license (attach copy) and Computer literacy in MS Office Package.

#### DUTIES:

- **Provide leadership strategic direction in the directorate:** Establish strategic direction of the directorate to ensure alignment with departmental business plan or strategic plans. Monitor and ensure the implementation of the departmental strategic plans. Align operational plan of the directorate to the business plan and strategic plan of the department. Implement and report on strategic frameworks in the area of functional responsibility.
- **Align individual performance to strategic business objectives as outlined in the component's strategic and annual performance plan:** Oversee the development of Operational plan to give strategic direction to the division by managing and coordinating the activities of the division.
- **Manage sector coordination:** Convene and chair sector meetings. Develop and monitor sector plan. Coordinate, develop and review of business plans. Manage registration of beneficiaries (social sector), Authenticate reports in line with reviewed business plans. Provide reports to Provincial Steering Committee on a quarterly basis.
- **Coordinate EPWP learnerships and National Youth Service (NYS):** Manage adverts for intake of NYS learners. Management of contracts and placement of learners; arrange practical training; manage compliance with OHS Act; **Facilitate formation of cooperatives:** Identify learners for further training and development; act as the link between learners and potential funders/institutions.
- **Manage internal EPWP projects:** communicate with municipalities with regard to identification of local learners for infrastructure/maintenance projects. Manage appointment of beneficiaries; provide technical support and capacitate project managers on site; compile and submit monthly reports.
- **Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation:** Ensure that the

preparations of the budget are in line with strategic plans & department objectives. Formulate and manage the component's budget against its strategic objectives; ensure proper implementation of the budget by monitoring, projecting & reporting expenditure.

- Ensure that spending is maximized in line with strategic objectives; monitor and report on the utilization of equipment's; co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the directorate is adequately staffed; 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 and manage directorate leave matters.

**POST NO.31 (Ref. S4/2/27/2015/31)**

**Personal Assistant: (04 posts)**

**Roads Infrastructure Maintenance (03 Posts, Re- advertisement), and Organizational Development and Employment Relations (01 post)**

**Directorate: Roads Infrastructure Maintenance and Corporate Services**

**Centre : Head Office - Polokwane**

**Salary Level : 07**

**Salary Notch : R 183 438.00 per annum**

**Requirements:-**

Secretarial Diploma or equivalent with 3- 5 years' experience in secretarial environment OR Grade 12 /National Senior Certificate (Vocational) coupled with Office Administration /Secretarial Certificate and a minimum of 5years experience in a secretarial environment, a - Basic knowledge on Financial administration. Knowledge on relevant legislation/ policies/ prescripts and procedures. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good telephone etiquette, Computer literacy. Good grooming and presentation, good people skills, high level of reliability written communication skills.

**Duties:-**

- Provide a secretarial/ receptionist support service to the manager. Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order.

- Records the engagements of the senior manager. Utilises discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/ advice the manager regarding engagements.
- Render administrative support services Compiles realistic schedules of appointments; effective flow of information and documents to and from the office of the manager; safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g. Progress reports, Monthly reports and Management reports. Scrutinises routine submissions/ reports and make notes and/ or recommendations for the managers. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Filling of documents for the manager and the unit where required. Collects analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manage the leave register and telephone accounts of the unit. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports.
- Provides support to manager regarding meetings. Scrutinises documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role – players, follow – up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required.
- Supports the manager with the administration of the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records of expenditure commitments, monitors expenditure and alerts manager of possible over – under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes.
- Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

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**POST NO.32 (Ref. S4/2/12/2015/32)**

**Manager : Conditions Service (01 Post)**

**Chief Directorate : Corporate Services**  
**Centre : Head Office**  
**Salary Level : 11**  
**Salary Notch : R 532 278.00 per annum**

**A. Requirements: -**

- Diploma/ Bachelor Degree in Human Resource Management/ Public Administration/Management or Social Sciences or Behavioural Sciences.
- 3-5 years' experience in an HR environment (Conditions of Service) with a minimum of three (3) years at junior management level. Ability to use PERSAL
- Valid Driver's licence
- Knowledge of relevant Public Service Acts, regulations and frameworks.
- Knowledge and understanding of policy analysis, development and interpretation.
- Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management Customer focus and responsiveness, Communication, Computer skills People management, Planning and organising Conflict management, Negotiation skills.

**B. Duties: -**

- Manage leave: Develop leave management policy, strategies and processes. Develop leave management plans. Oversee approvals of all leave transactions. Develop and manage leave auditing strategy, processes and plans. Manage and certify audited files. Approve advices issued to salary for payment processes. Manage leave processing. Analyse the submission of leave forms. (on or after leave has taken). Analyse submission of leave plans for 10 days leave (compulsory leave). Manage payment of declined leave applications (unused leave days) for those whose supervisor's confirmed without doubt that they could not go on leave due to service requirements. Oversee auditing of attendance register and leave register. Manage and monitor implementation of PILIR. Facilitate approval to implement the outcome of the assessment report. Manage PILIR monthly reports on status/ progress concerning implementation of PILIR.
- Provide and manage staff establishment. Oversee alignment of PERSAL establishment with approved organogram Oversee linking of objectives and responsibility to components. Manage and verify created components and posts on persal. Manage pay – points. Manage the provision of personnel reports. Oversee placement of personnel. Manage exception reports. Oversee requests of PERSAL reports and audits trials. Approve appointments, transfer and translation transaction. Manage Establishment matter and HR systems on PERSAL. Provide and manage staff establishment. Oversee alignment of

PERSAL establishment with approved organogram. Oversee linking of objectives and responsibility to components. Manage and verify created components and posts on PERSAL. Manage pay – points. Manage the provision of personnel reports. Oversee placement of personnel. Manage exception reports. Oversee requests of PERSAL reports and audits trials. Approve appointments, transfer and translation transaction.

- Manage Termination of service and payments of benefits. Develop service termination policy, strategies and processes. Develop service and benefits procedure guideline. Manage the progress of route form a three months before retirement date. Approve transaction on PERSAL system. Manage the exit interview form. Monitor the implementation of termination and general administration policy. Monitor and provide report on employee liable to retire. Compile monthly reports on termination of service. Analyse the exit interview forms. Manage the awarding of long service. Monitor and approve general human resource matters.
- Render personnel PERSAL controller services: Appoint PERSAL users. Reset ID's. Facilitate the training of PERSAL. Log calls. Monitor users on PERSAL. Advice management on PERSAL matters.
- Facilitate and oversee the development of operational/ business plan 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 objective 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 that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such development. Attend to audit queries and monitor compliance to audit corrective measures.

