



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**PUBLIC WORKS, ROADS
AND INFRASTRUCTURE**

Ref: S4/R

TO: ALL HEADS OF DEPARTMENTS
LIMPOPO PROVINCIAL GOVERNMENT

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

DEPARTMENTAL CIRCULAR NO. 07 OF 2019: ADVERTISEMENT OF VACANT POSTS

1. Applications are invited for the filling of vacant posts, which exist in the department as outlined in the attached annexure.
2. Applications should be submitted on the Z83 forms obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, certified copies of qualifications and Identity Document. **Applicants with foreign qualifications should attach certified copies of certificates for evaluation by the South African Qualifications Authority (SAQA). Faxed or e-mailed applications will not be considered.**
3. The contents of this circular must be brought to the attention of all employees within the Limpopo Provincial Government.
4. The closing date for this advertisement is 17th April 2019 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.

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. Applications should be forwarded to:

Telephone enquiries for Posts at **Head Office** should be directed to: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Mathume Mabilu at 015 284 7607 or Mr. Billy Seleka at 015 284 7663. Applications should be posted to Department of Public Work Roads & Infrastructure, **Private Bag X9490, Polokwane, 0700** or hand deliver at 43 Church Street, Polokwane, 0699.

Telephone Enquiries for posts at **Capricorn District** should be directed to: Mr Solomon Netshia or Ms. Welhemina Mohale at 015 287 5600. Applications should be posted to Department of Public Work Roads & Infrastructure, **Private Bag X9378, Polokwane, 0700** or hand deliver at 15 Landros Mare Street – Next to Correctional Services

Telephone enquiries for posts at **Sekhukhune District** should be directed to: Ms Constance Makalela or Mr Malema Mathabatha at 015 632 8300. Applications can be hand delivered to: Lebowakgomo Zone A next to Traffic Department or posted to Sekhukhune District: **Private Bag X02, Chuenespoort, 0745.**

Telephone enquiries for posts at **Mopani District** should be directed to: Mr. Mzamani Mashimbyi or Mr. Rackson Makondo at 015 811 4000. Applications can be hand delivered to: former Parliamentary Buildings next to LIMDEV or posted to: Mopani District: **Private Bag X9576, Giyani, 0826.**

Telephone enquiries for posts at **Vhembe District** should be forwarded to: Mr Mavhungu Frank or Ms Elizabeth Murovhi at 015 963 3790. Applications can be hand delivered to: Cnr. Traffic and SAPS Street (opposite Raluswielo School) or posted to **Private Bag X2248, Sibasa, 0970**

Telephone enquiries for Posts at **Waterberg District** should be forwarded to: Mr. Makomene Phineas or Ms. Palesa Hlaole 014 7183000. Applications can be hand delivered to: Corner Thabo Mbeki & Elias Motsoaledi street, Modimolle or be posted to Department of Public Works Roads & Infrastructure, **Private Bag X1028, Modimolle, 0510.**

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

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ACTING HEAD OF DEPARTMENT

15/03/2019
DATE

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POST NO.01 (Ref. S4/1/07/2019/01)

Deputy Director : Human Resource Planning and Practices

Directorate : Corporate Services

Centre : Head Office x 01

Salary Level : 11

Salary Notch : R697 011.00 per annum

Minimum Requirements:

- Undergraduate NQF level 6, in Human Resource Management and or equivalent qualification as recognized by SAQA.
- 3 years relevant experience in supervisory management level (as Assistant Director)
- Knowledge of PERSAL system will be an advantage (Attach results)
- Valid Driver`s Licence (attach a copy).

Duties:

- Manage human resource planning
- Manage the human resource provisioning
- Facilitate and oversee the development of operational / business plan to give strategic guidelines.
- Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation

POST NO.02 (Ref. S4/1/07/2019/02)

Assistant Director : Rental Services (1 year contract)

Directorate : Finance

Centre : Capricorn x 01, Sekhukhune x 01, Waterberg x 01,
Mopani District x 01 and Vhembe x 01

Salary Level : 09

Salary Notch : R356 289.00 per annum

Minimum Requirements:

- Undergraduate NQF level 6 in Financial Management or Equivalent qualification majoring in accounting as recognized by SAQA

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- **3 years' supervisory experience (as State Accountant) in revenue and debt management**
- Valid Driver`s Licence (attach a copy).

Duties:

- Implement rental management policy, strategies, plan and processes
- Provide rental collection services
- Provide rental reconciliation
- Manage rental debt collection

POST NO.03 (Ref. S4/1/07/2019/03)

Assistant Director : Rental Services (1 year contract)

Directorate : Finance

Centre : Head Office x 01

Salary Level : 09

Salary Notch : R356 289.00 per annum

Minimum Requirements:

- Undergraduate NQF level 6 in Financial Management or Equivalent qualification majoring in accounting as recognized by SAQA
- **3 years' supervisory position (as State Accountant) in revenue and debt management**
- Valid Driver`s Licence (attach a copy).

Duties:

- Assist in the development and implementation of rental management policy, strategies, plan and processes
- Provide rental collection services
- Provide rental reconciliation
- Manage rental debt collection

POST NO.04 (Ref. S4/1/07/2019/04)

Assistant Director : **Revenue Management (1 year contract)**
Directorate : Finance
Centre : Head Office x 01
Salary Level : 09
Salary Notch : **R356 289.00 per annum**

Minimum Requirements:

- Undergraduate NQF level 6 in Financial Management or Equivalent qualification in Finance and Accounting as recognized by SAQA
- **3 years' supervisory position (as State Accountant)**
- Valid Driver`s Licence (attach a copy).

Duties:

- Monitor revenue services
- Monitor payment of revenue collected to Provincial Treasury fund
- Report on revenue collected
- Implement operational /business plan of the directorate

POST NO.05 (Ref. S4/1/07/2019/05)

State Accountant : **Debt Management x 3 (1 year contract)**
Directorate : Finance
Centre : Head Office x 03
Salary Level : 07
Salary Notch : **R242 475.00 per annum**

Minimum Requirements:

- Undergraduate NQF level 6 in Financial Management or Equivalent qualification in Finance and Accounting as recognized by SAQA
- **1 years' experience in revenue and Debt Management**
- Valid Driver`s Licence (attach a copy).

Duties:

- Provide debt
- Render debt recovery
- Reconcile debt
- Provide debt follow – up
- Receive state money.
- Receipt state money.
- Deposit state money.
- Report on revenue collected.

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