

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 07 February 2025
- NOTE** : Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check, and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and be in possession of such prior to taking the post (submit such before appointment). Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

- POST 03/143** : **CHIEF DIRECTOR: AGRICULTURE REGULATORY AND TECHNOLOGY DEVELOPMENT (REF NO: LDARD 01/01/2025) (01 POST)**
Re-advertisement) Those who have applied before are encouraged to re-apply.
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
Grade 12 plus an appropriate undergraduate/ Bachelor`s degree (NQF level 7) in Agriculture as recognized by SAQA. A Minimum of 5 years of experience at a senior managerial level in Agriculture. A valid driver`s license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills:

		Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural research. Understanding of Agricultural Education and Training environment. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change Management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Manage and coordinate the provision of agriculture research and technology development services in animals. Manage and coordinate the provision of agriculture research and technology development services in crops. Manage and coordinate the provision of veterinary services. Manage and coordinate the provision of agricultural training services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/144</u>	:	<u>DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (02 POSTS)</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	:	Mopani North, Ref No: LDARD 02/01/2025) (01 Post) Sekhukhune South Central Ref No: LDARD 03/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) - five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Agriculture Operations. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills, Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.
<u>DUTIES</u>	:	Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and animal production services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resources. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.
<u>ENQUIRIES</u>	:	Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/145</u>	:	<u>DEPUTY DIRECTOR: ACADEMIC AFFAIRS (REF NO: LDARD 04/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	:	Tompi Seleka College

<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 9 professional qualification in Education/Agriculture as recognised by SAQA. Registration as a facilitator, assessor and moderator or PGC qualification will be added advantage. A minimum of 3 years' experience at a junior management level/ Assistant Director. A valid driver's licence (with exception of persons with disabilities). Knowledge, Competencies and skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, PFMA, DORA and relevant DPSA Prescripts or legislative frameworks governing Education and training institutions. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership, management and team building skills. Problem solving and conflict resolutions.
<u>DUTIES</u>	:	Manage the Higher Education Training (HET) programme of the Agricultural Training Institute (ATI). Manage the development and implementation of strategies and policies in relations to Higher Education requirements. Coordinate and manage the implementation of Education and Training programs. Manage the creation of linkages and strategic partnerships with South African and international Agricultural education and training institutions to engage in joint training projects. Manage the provision of student affairs services. Manage and perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/146</u>	:	<u>STATE VETERINARIAN REF NO: LDARD 05/01/2025 (01 POST)</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation
<u>CENTRE</u>	:	Sekhukhune East
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 8 in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current proof of registration with the South African Veterinary Council. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Manage animal disease control in the Agro Ecological Zone. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.
<u>ENQUIRIES</u>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 03/147</u>	:	<u>PROFESSIONAL SCIENTIST PRODUCTION GRADE A: ANIMAL NUTRITION AND PRODUCT QUALITY (REF NO: LDARD 06/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R721 476 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
<u>CENTRE</u>	:	Mara Research Centre
<u>REQUIREMENTS</u>	:	Grade 12 plus a Science degree (Bsc) (Hon) or relevant qualification/equivalent qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. 3 years post qualification experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance. Professional Judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People

		management. Planning and Organizing. Conflict management. Change. Management. Problem solving and Analysis. Innovation.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/148</u>	:	<u>ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (REF NO: LDARD 07/01/2025) (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 298 per annum (Level 10)
	:	Vhembe District Office
	:	Grade 12 plus an appropriate qualification NQF level 7 in Agriculture or equivalent tertiary qualification as recognized by SAQA. A minimum of three (3) years relevant experience at supervisory level in the Agricultural Advisory environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963
<u>POST 03/149</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES (REF NO: LDARD 08/01/2025) (02 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10)
	:	Capricorn North Western Zone
	:	Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Compulsory registration with a professional body (e.g. SACNASP). A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.

- DUTIES** : Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service center. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
- POST 03/150** : **ASSISTANT DIRECTOR: HAST & HPM (REF NO: LDARD 09/01/2025) (01 POST)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus an appropriate qualification NQF Level 8 in social work/ clinical psychology. Registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist. A minimum of three 3 years relevant experience in Employee Health and Wellness. Experience in HAST and HPM will be an added advantage. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices and procedures on Incapacity Management, EAPA SA Standards. Thorough knowledge and understanding of National Strategic Plan (NSP) for HIV, TB and STIs. Understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy.
- DUTIES** : Coordinate the Mainstreaming HIV, TB and STIs programmes into the core mandate of the department. Coordinate the provision of HIV testing, TB, and health screening. Coordinate HIV, TB and STIs prevention programmes. Provide care and support programmes (Psychosocial assessment, counselling, referral services of employees on Incapacity Management). Coordinate the implementation of Health and Productivity programmes. Coordinate Mental Health programmes. Implement Peer Education programme. Coordinate Disease Management programmes (Communicable and Non-Communicable). Compile and submit HAST & HPM reports. Coordinate the development, review, implementation of HAST, HPM policies and Standard Operating Procedures (SOP). Liaise with relevant internal and external stakeholders on the implementation of HAST & HPM programmes.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/151** : **ASSISTANT DIRECTOR: WELLNESS MANAGEMENT (REF NO: LDARD 10/01/2025) (01 POSTS)**
(Re – advertisement Those who have applied before are encouraged to re-apply.)
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus an appropriate qualification NQF Level 8 in Social work/ Clinical Psychology. Current Registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist. A minimum of three 3 years relevant experience in Employee Health and Wellness. Experience in Wellness Management will be an added advantage. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices, Public Service Regulations and EAPA SA Standards. Thorough knowledge and understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and

		understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy.
<u>DUTIES</u>	:	Develop strategies to ensure the overall physical wellness of employees. Provide Psycho-Social Wellness services. Coordinate Organisational Wellness programmes. Promote and monitor work-life balance programmes. Monitor the utilisation of Wellness Centre. Compile analysis reports.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/152</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT AND PERFORMANCE MANAGEMENT (REF NO: LDARD 11/01/2025) (01 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444,036 per annum (Level 09) Head Office: Polokwane Grade 12 plus an appropriate NQF Level 6 qualification in commerce/ finance / public administration/ public management / supply chain or equivalent qualification as recognised by SAQA. A minimum of 3-5 years' experience in Performance and Contract management environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of Supply Chain Management Prescripts. Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Public Finance Management Act (PMFA). Leadership skills. Project Management skills. Financial Management skills. Change & Knowledge Management skills. Communication skills. Conflict Management skills. Policy analysing skills. Report writing skills. Negotiation skills. People Management. Financial Management. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances. Client focused strategist.
<u>DUTIES</u>	:	To provide contract and performance management services. Coordinate the drafting and signing of contracts and service level agreements. Monitor maintenance of database of registers. Monitor contract administration. Monitor performance of service providers. Liaise with Provincial and National Treasury. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/153</u>	:	<u>SENIOR AGRICULTURAL ADVISOR/SENIOR LECTURER - ANIMAL PRODUCTION (REF NO: LDARD 12/01/2025) (03 POSTS)</u> Twelve months (12) fixed term contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Tompoti Seleka College Grade 12 plus an appropriate minimum qualification NQF level 8 in Agriculture in Animal Production. Post graduate Diploma in Education or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of Three (03) years' experience in Animal Production. Master's Degree and Teaching/training experience will be an added advantage. A Valid driver's license (with exception of people disabilities). Knowledge, Competencies and Skills: Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.
<u>DUTIES</u>	:	Provision of lectures to Diploma students and farmer training in Animal Production. Help during selection, admission and orientation of first year students. Research information on the internet and library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and reexamination question papers. Mark tests, assignment scripts and prepare

- semester and final mark. Invigilates during tests and examinations. Providing counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experimental learning reports. Conduct outreach service. Perform post-related administrative duties
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/154** : **VETERINARY TECHNOLOGIST REF NO: LDARD 13/01/2025 (01 POST)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Mokopane Laboratory
REQUIREMENTS : Grade 12 plus an undergraduate qualification NQF level 6 in Veterinary Technology. Registration with the South African Veterinary Council as Veterinary Technologist. A minimum of one (1) year experience in Veterinary Laboratory. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.
- DUTIES** : Render technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP's and implementation of approved SOP's in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/155** : **AGRICULTURAL ADVISOR: EXTENSION AND ADVISORY SERVICES (07 POSTS)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Sekhukhune South Central (Ref No: LDARD 14/01/2025) (01 Post)
 Vhembe Central (1) (Ref No: LDARD 15/01/2025) (01 Post)
 Vhembe Far North (2) Ref No: LDARD 16/01/2025) (02 Posts)
 Vhembe West (2) (Ref No: LDARD 17/01/2025) (02 Posts)
 Mopani North (Ref No: LDARD 18/01/2024) (01 Posts)
- REQUIREMENTS** : Grade 12 plus an appropriate minimum qualification NQF Level 8 in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) or other applicable and recognized statutory body. A valid driver's license (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Computer skills. Knowledge of extension methodology. Communication/presentation skills.
- DUTIES** : To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, LRAD etc.) and also assist with planning, advice and after care. Promote sustainable production of Agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.
- ENQUIRIES** : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

<u>POST 03/156</u>	:	<u>ANIMAL HEALTH TECHNICIAN (02 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Waterberg North (Ref No: LDARD 19/01/2025) (01 Post) Capricorn West (Ref No: LDARD 20/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
<u>DUTIES</u>	:	To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST 03/157</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER: (REF NO: LDARD 21/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus a relevant National Diploma (NQF Level 6) or equivalent appropriate tertiary qualification as recognised by SAQA. Six years appropriate experience (post qualification experience). A paid-up registration with the South African Veterinary Council; A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
<u>DUTIES</u>	:	To render and manage a veterinary public health in terms of the Meat Safety Act (Act 40 of 2000). Ensure meat hygiene and food safety through inter alia:- Abattoir & sterilization plants. Promote awareness regarding meat hygiene and food safety. Investigation and control illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals. Determine slaughter needs of communities and make recommendations in this regard. Provide training, technical assistance and health education to communities, schools and public on meat hygiene and food safety. Liaison with internal and external stake holders. Assist with risk assessment. Collect samples for surveillance projects (BSE, residue, bacteriological, etc) on identified diseases in animal products and report; accordingly. Assist in planning and execution of contingency plans for disaster management in case of disease outbreaks; Assist in managing and monitoring risk assessment audits at rendering plants, source establishments of hides and skins and inter-hides and stores; Assess the food safety risk of local products and report accordingly. Perform administrative and related functions. Compile and submit monthly and quarterly reports, letters and notices as required. Populate databases and Provide inputs to the drafting Operational Plan for Veterinary Public Health.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 03/158 : **SENIOR STATE ACCOUNTANT: SUPPLY CHAIN AND ASSET MANAGEMENT-ACQUISITION (REF NO: LDARD 22/01/2025) (01 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an undergraduate qualification (NQF Level 6) in Supply Chain Management/Financial Management, Public Management or Accounting field of study or any other relevant qualification. A minimum of 3 years' experience in Supply Chain Management field. Any related prescripts, contact management. A qualification related to Treasury and competence for Finance officials will be an added advantage. Preparedness to security clearance and disclosure of financial interest. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in Microsoft Word and Excel.

DUTIES : Advertising of the bids. Opening and closing of the tender box. Bid Management. Responsible for the full Supply Chain Management procedures and processes. Opening and closing of the tender box. Compile bid register and check lists after closing and stamping the documents. Evaluation of the bids. Compilation of the evaluation reports. Arrange meetings of both committees. Compile monthly procurement reports. Compilation of agenda for the bid and sub-bid committees. Communicate with the end user on decisions made by sub-bid committee. Conduct physical inspections. Ensure an uninterrupted flow of goods and services for all users.

ENQUIRIES : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 03/159 : **SENIOR PERSONEL PRACTITIONER: HUMAN RESOURCE PLANNING AND INFORMATION (REF NO: LDARD 23/01/2025) (01 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 tertiary qualification in Public Management/ HRM/ HRD or equivalent qualification as recognised by SAQA. Minimum of 3-5 years working experience in human resource planning and information. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Human Resource Management / Planning. Communication skills. Communication skills. Presentation skills. Report writing skills.

DUTIES : To provide human resource planning and information services. Provide the development and review of Human Resource Plan. Facilitate the development and review of Employment Equity Plan. Facilitate the achievement of employment equity status for women SMS and for people with disabilities. Facilitate Employee satisfaction survey and Exit interviews. Supervise subordinates

ENQUIRIES : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 03/160 : **SCIENTIFIC TECHNICIAN GRADE A: ANIMAL NUTRITION AND PRODUCT QUALITY (REF NO: LDARD 24/01/2025) (01 POST)**

SALARY : R371 253 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Mara Research Centre
REQUIREMENTS : Grade 12 plus a National Diploma (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of

people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 03/161 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT- (REF NO: LDARD 25/01/2025) (01 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Capricorn District
: Grade 12 plus an undergraduate qualification NQF Level 6 in Transport Management, Supply Chain Management/Financial Management, Public Management or Accounting field of study or any other relevant qualification. A minimum of 3 years' experience in Supply Chain Management field. Knowledge, Competencies, and skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in Microsoft Word and Excel.

DUTIE : Conduct need analysis for the acquisition of GG and Subsidized Vehicles. Develop and update the subsidized and GG vehicle register. Facilitate maintenance of vehicles. Conduct inspection of GG and subsidized Vehicles. Supervise subordinates.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST 03/162 : **ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION (REF NO: LDARD 26/01/2025) (01 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Sekhukhune District
: Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/ Human Resource Development/ Social Science / Psychology Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 2 to 3 years' experience. PERSAL Certificate/ Results. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Public Service Regulations. Public Service Act, EEA. Able to handle confidential information. Knowledge of PERSAL System. Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles

DUTIES : Provide Safety, Health, Environment and Special Program Services. Provide HIV / AIDS, HAST, Cancelling and Health Productivity Management Services. Provide Employee Health and Wellness Service. Provide Performance Management and Development System Service. Provide Human Resource Training and Development Services. Provide Service Delivery Improvement Services. Render Administrative Support Services.

ENQUIRIES : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

- POST 03/163** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE TRAINING AND DEVELOPMENT (REF NO: LDARD 27/01/2025) (01 POST)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Head Office: Polokwane
: Grade 12 plus an appropriate NQF Level 6 tertiary qualification in Human Resource Development / Human Resource Management. A minimum of 2-3 years experience in Human Resource Development/ Management. A Valid driver's license. (with the exception of people with disabilities). Knowledge, Competencies and Skills: Financial solving Planning & Organizing, Time Management, Policy analysis, good communication skills, Facilitation skills and Co-ordination skills. Deep knowledge of Human Resource Training and Development, Knowledge of Public Service Act, policies and procedures, Knowledge of Public Finance Management and Knowledge of Skill development Act.
- DUTIES** : Provide Skills Development Programmes. Implement learnership /RPL, internships. Experiential and AET programs. Administer bursaries. Provide induction and orientation program. Provide administrative support to HR training and development services.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/164** : **ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT SERVICES (REF NO: LDARD 28/01/2025) (01 POST)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Sekhukhune East
: Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Financial Management Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 2-3 years' experience in Administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and skills: Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.
- DUTIES** : Supervise and render administrative support services at Agro-ecological zone. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services. Supervise and provide personnel administration clerical support services. Supervise and provide financial administration support services. Supervise and provide transport support services. Supervise human resources/staff.
- ENQUIRIES** : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
- POST 03/165** : **ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (02 POSTS)**
(Re-advertisement)
Those who have applied before are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Head Office: Polokwane (Ref No: LDARD 29/01/2025) (01 post)
: Mopani District (Ref No: LDARD 30/01/2025) (01 post)
: Grade 12 plus NQF level 6 in Public Management/ Administration / Facilities Management/Human Resource Management/Property Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of working procedure in terms of the working government. Knowledge of the PFMA. & Treasury Regulations. Knowledge of Batho Pele Principles. Strong organizational skills. Communication skills. Interpersonal skills. Managerial functions. Problem-solving skills. Customer service skills. Computer proficiency. Report writing skills.
- DUTIES** : Provide administrative support for infrastructure maintenance. Coordinate infrastructure major and minor projects. keeping custody of office building. Coordinate the day-to-day maintenance of facilities. Coordinate the building

inspections. Provide the OHS support and implementation of recommendations. Ensure that specifications are scrutinized in consultation with PDPWRI. Monitor onsite contractors. Liaise with stakeholders. Ensure the availability of facility maintenance equipment's and materials. Provide administrative support for property leases and acquisition. Process payment of rentals and municipality. Provide supervisory support for Facilities Management (Cleaning and hygiene, reception). Adhere to all relevant legislation and procedures within facilities management. Supervise subordinates.

ENQUIRIES : Head Office: Polokwane: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18

POST 03/166 : **ADMINISTRATIVE OFFICER: FACILITIES AND RECORDS MANAGEMENT (01 POST) (Ref No: LDARD 31/01/2025)**
(Re-advertisement Those who have applied before are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Mopani District
: Grade 12 plus NQF level 6 in Public Management/ Administration / Facilities Management/Human Resource Management/Property Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of working procedure in terms of the working government. Knowledge of the PFMA. & Treasury Regulations. Knowledge of Batho Pele Principles. Strong organizational skills. Communication skills. Interpersonal skills. Managerial functions. Problem-solving skills. Customer service skills. Computer proficiency. Report writing skills.

DUTIES : Provide administrative support for infrastructure maintenance. Coordinate infrastructure major and minor projects. keeping custody of office building. Coordinate the day-to-day maintenance of facilities. Coordinate the building inspections. Provide the OHS support and implementation of recommendations. Ensure that specifications are scrutinized in consultation with PDPWRI. Monitor onsite contractors. Liaise with stakeholders. Ensure the availability of facility maintenance equipment's and materials. Provide administrative support for property leases and acquisition. Process payment of rentals and municipality. Provide supervisory support for Facilities Management (Cleaning and hygiene, reception). Adhere to all relevant legislation and procedures within facilities management. Supervise subordinates.

ENQUIRIES : Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18

POST 03/167 : **REGISTRY CLERK (SUPERVISOR): RECORD MANAGEMENT (REF NO: LDARD 32/01/2025) (01 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Head Office
: Grade 12 Certificate or equivalent appropriate qualification as recognised by SAQA. A minimum of three years' experience in registry with a valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good verbal and written communication skills, Interpersonal relations skills, Flexibility, Teamwork, Computer proficiency, Planning and organizational skills. Communication skills. Interpersonal skills. Report writing skills. Knowledge of Batho Pele Principles.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing

		and process documents for archiving and/disposal. Supervise human resource/staff.
<u>ENQUIRIES</u>	:	Head Office: Polokwane: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/168</u>	:	<u>ARTISAN PRODUCTION GRADE A (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R230 898 per annum (OSD)
	:	Head Office: Polokwane (Ref NO: LDARD 33/01/2025) (01 Post)
	:	Mopani District Office (Ref NO: LDARD 34/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Trade Test Certificate (Electrical) or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). Knowledge, Competencies and Skills: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process. knowledge and skills. Technical analysis knowledge. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing
<u>DUTIES</u>	:	To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative related functions. Maintain expertise. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Head Office: Polokwane: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 358 Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/169</u>	:	<u>ADMINISTRATION CLERK: STORES (SUPPLY CHAIN AND ASSET MANAGEMENT) (REF NO: LDARD 35/01/2025) (01 POST)</u>
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 05)
	:	Mopani District
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. No experience required. Knowledge, Competencies and skills: Basic knowledge of Supply Chain Duties, Practices as well as the ability to capture data. Operate Computer and collect statistics. Basic Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer skills. Communication skills. Planning and Organization. Interpersonal Relations skills. Flexibility Good verbal and written. Teamwork. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Knowledge of Batho Pele Principles
<u>DUTIES</u>	:	Administer inventory database. Administer capturing of order on Logis System. Receive and issue inventory. Maintain inventory register. Render inventory management clerical services. Control stores and warehouse. Render stocktaking
<u>ENQUIRIES</u>	:	Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/170</u>	:	<u>ADMINISTRATION CLERK (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05)
	:	Sekhukhune East (Ref No: LDARD 36/01/2025) (01 Post)
	:	Lephalale Laboratory (Ref No: LDARD 37/01/2025) (01 Post)
	:	Waterberg North (Ref No: LDARD 38/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the

		ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Lephalale Laboratory: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587 Waterberg North: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST 03/171</u>	:	<u>FINANCE CLERK: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 39/01/2025) (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Mopani District Grade 12 certificate or equivalent qualification as recognized by SAQA. No experience required. Knowledge, Competencies and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Computer operating skills. Planning and organization. Language proficiency. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<u>DUTIES</u>	:	Render Financial Accounting Transactions. Perform Salary Administration Support Services. Perform Bookkeeping Support Services. Render Budget Support Services. Receiving of Payment Vouchers. Capturing of Payment Vouchers. Control of Payment Vouchers. Dispatch proof of Payment Vouchers. Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Liaise with internal and external clients with matters concerning revenue and debt. Render Administrative Support Services.
<u>ENQUIRIES</u>	:	Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/172</u>	:	<u>REGISTRY CLERK: GENERAL RECORDS (REF NO: LDARD 40/01/2025) (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Head Office: Polokwane Grade 12 certificate or equivalent qualification as recognized by SAQA. No experience required. Knowledge, Competencies and skills: Knowledge of registry responsibilities, practices as well as the ability to capture data, and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills. Report writing. Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<u>DUTIES</u>	:	Provide registry services. Provide human resource services. Handle incoming and outgoing correspondence. Render effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

- POST 03/173** : **TRANSPORT CLERK: FLEET MANAGEMENT (REF NO: LDARD 41/01/2025) (01 POST)**
(re-advertisement Those who have applied before are encouraged to re-apply.
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification in Public Management, Logistics or Transport Management as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Fleet Maintenance. Thorough knowledge and understanding of Fleet Management and Policies Reading and writing. Good communication skills. Ability to work abnormal hours and independently. Ability to plan and organize. Good customer care.
- DUTIES** : To ensure record management for transport service. Interaction with district offices for vehicles profiles and allocation of vehicles. Interact with service providers, officials for licensing and inspection on new vehicles. Loading of turndowns with service providers and allocation of gg vehicles. Conducts GG motor vehicle inspection. Keeping and updating of gg vehicles register.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mthapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/174** : **ADMINISTRATION CLERK: TRANSPORT (SUPPLY CHAIN AND ASSET MANAGEMENT) (REF NO: LDARD 42/01/2025) (01 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Waterberg District
REQUIREMENTS : Grade 12 or equivalent qualification in Public management, Logistics or Transport management as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Fleet Maintenance. Thorough knowledge and understanding of Fleet Management and Policies Reading and writing. Good communication skills. Ability to work abnormal hours and independently. Ability to plan and organize. Good customer care.
- DUTIES** : To ensure record management for transport service. Interaction with district offices for vehicles profiles and allocation of vehicles. Interact with service providers, officials for licensing and inspection on new vehicles. Loading of turndowns with service providers and allocation of gg vehicles. Conducts GG motor vehicle inspection. Keeping and updating of gg vehicles register.
- ENQUIRIES** : Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
- POST 03/175** : **ADMINISTRATION CLERK: CORPORATE MANAGEMENT (REF NO: LDARD 43/01/2025) (01 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Head Office: Polokwane
REQUIREMENTS : A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mthapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/176** : **ANIMAL HEALTH ASSISTANT (REF NO: LDARD 44/01/2025) (02 POSTS)**
- SALARY** : R183 279 per annum (Level 04)

<u>CENTRE</u>	:	Mopani North
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.
<u>DUTIES</u>	:	Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimens, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.
<u>ENQUIRIES</u>	:	Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/177</u>	:	<u>LABORATORY ASSISTANT (02 POSTS)</u>
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	Mokopane Laboratory (Ref No: LDARD 45/01/2025) (01 Post) Lephalale Laboratory (Ref No: LDARD 46/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification (with Science and Maths as recommendation). Knowledge, Competencies and skills: Ability to read and write. Interpersonal skills, communication skills, Time management, conflict management. Ability to analyse data.
<u>DUTIES</u>	:	To render a support service to Technicians in the preparation of laboratory tests for analyses. Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/178</u>	:	<u>HANDYMAN (03 POSTS)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	Mara Research Station (Ref No: LDARD 47/01/2025) (01 Post) Sekhukhune District (Ref No: LDARD 48/01/2025) (01 Post) Tompoti Seleka College (Ref No: LDARD 49/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	ABET L4 or an appropriate N3 certificate in either Carpentry, Plumbing, Electrical, Masonry or equivalent appropriate qualification as recognised by SAQA. Minimum 0–6-month experience in Construction and maintenance of buildings and related infrastructure. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage
<u>DUTIES</u>	:	Maintenance of building, fitting and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/179</u>	:	<u>TRACTOR DRIVER (REF NO: LDARD 50/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	Mara Research Station
<u>REQUIREMENTS</u>	:	Basic education (literacy and numeracy - ABET level 2) certificate or equivalent qualification as recognised by SAQA. A minimum of 1 years' experience in operation of farm machinery and maintenance of water infrastructure. A valid

		driver's License Code EC1 with PDP (with exception of people with disabilities). N3 certificate or equivalent qualification in diesel mechanics as recognised by SAQA will be an added advantage Knowledge, Competencies, and Skills: Knowledge of Agricultural Equipment, Ability to Operate the Tractor. Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting, and harvesting of crop fields. Driving skills.
<u>DUTIES</u>	:	Operate specialised farming machinery and equipment (including implements). Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities. Perform vehicle maintenance and administrative support activities. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.).
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/180</u>	:	<u>PHOTOCOPIER OPERATOR: (REF NO: LDARD 51/01/2025) (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Tompri Seleka College Grade 8 certificate or equivalent qualification. No experience required Knowledge, Competencies and skills: Knowledge of operating office machine or equipment's. Report writing skills, computer skills, problem solving skills. Ability to communicate with stakeholders at all levels. Computer literacy will be tested.
<u>DUTIES</u>	:	To provide photocopier services. Operate the photocopier and fax machines. Binding and laminating documents. Provide counter service. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/181</u>	:	<u>CLEANER (06 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Sekhukhune East (Ref No: LDARD 52/01/2025) (1 Post) Sekhukhune District (Ref No: LDARD 53/01/2025) (01 Post) Vhembe Central (Ref No: LDARD 54/01/2025) (02 Posts) Vhembe District (Ref No: LDARD 55/01/2025) (01 Post) Vhembe Far North (Ref No: LDARD 56/01/2025) (01 Post) Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua cooler/s washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Vhembe District: Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST 03/182</u>	:	<u>FARM AID (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Madzivhandila College (Ref No: LDARD 57/01/2025) (02 Posts) Mara Research Centre (Ref No: LDARD 58/01/2025) (01 Posts)

- REQUIREMENTS** : Basic literacy and numeracy (ABET level 2) or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
- DUTIES** : To perform routine manual farming activities. Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/183** : **GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (05 POSTS)**
- SALARY CENTRE** : R131 265 per annum (Level 02)
: Vhembe Far North (Ref No: LDARD 59/01/2025) (03 Posts)
: Mopani North (Ref No: LDARD 60/01/2025) (02 Posts)
- REQUIREMENTS** : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge and experience in Security Services will be an added advantage. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Good interpersonal relations. Report writing.
- DUTIES** : To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate and dispose of products. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Keep register for quarantined animals. Keep register for vehicle movement.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
: Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
- POST 03/184** : **GENERAL WORKER: FACILITIES AND RECORDS MANAGEMENT (REF NO: LDARD 61/01/2025) (01 POST)**
- SALARY CENTRE** : R131 265 per annum (Level 02)
: Sekhukhune District
- REQUIREMENTS** : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills. Basic numeracy. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.
- DUTIES** : Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving equipment and furniture as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting losses/damages to equipment
- ENQUIRIES** : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. The application on eRecruitment

system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license ONLY. Failure to attach copies and required documents will result in the application not being considered/disqualification.

Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.

For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.

For Mopani District: Private Bag X576, Giyani 0826 or hand deliver at 570 Parliamentary Building, Giyani.

For Sekhukhune District: Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.

For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.

For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.

CLOSING DATE
NOTE

: 07 February 2025 at 16:00
: Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the recruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS posts. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. 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 Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.

MANAGEMENT ECHELON

POST 03/185

: **DIRECTOR: DISTRICT CO-ORDINATION, REF NO. S. 4/3/11/3**
Component: District Co-ordination

SALARY

: R1 216 824.per annum (to be structured according to Individual needs), (Level 13)

CENTRE

: Sekhukhune District

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA. Five (05) years of experience at a middle/senior managerial level. Valid driver's license with the exception of applicants with disabilities. Core And Process Competencies: Strategic Capability and leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and analysis. People Management and Empowerment. Client orientation and customer focus. Communication. Honesty and Integrity. Knowledge Of: Public Service Act. Public Finance Management Act. Treasury Notes. Labour Relations Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA).

DUTIES : Provide project and programme support: Provide and implement project and programme management systems for infrastructure management. Provide portfolio, programme and project governance standards for infrastructure delivery and property management. Provide quality and safety standards aligned to legislative requirements for infrastructure delivery and property management. Provide document management system for infrastructure delivery and property management in close collaboration with Departmental Supply Chain Management. Manage the mapping of all business processes for infrastructure delivery and property management. Manage the development of standardised operating procedure manuals for infrastructure delivery and property management. Provide strategies to improve the rendering of infrastructure and property management. Provide quality and safety standards for all government buildings including leases-in. Manage the provision of project mentoring programme, professional registration mentoring, coaching programmes and support with planning, budgeting and accounting services. Provide reports and presentations to provide consolidated progress on the implementation of infrastructure and property management projects and programmes being implemented in the province. Manage district coordination services: Map property and infrastructure processes and make continuous recommendation for improvement. Determine the definition, methodology and design of portfolio, programme and project governance standards. Develop and maintain project documentation system and build records. Determine quality and safety standards. Undertake research and enforce green technologies. Consolidate district budget inputs. Monitor the district expenditure against the allocated budgets. Manage and oversee the development of district procurement plans. Manage district assets in terms of availability and movements. Manage the district property and facilities services: Provide the district acquisition, transfer and donation of state land. Provide and maintain the immovable asset register. Provide support to other departments in the district on matters pertaining to office and residential accommodation. Manage rentals and leases. Manage the payment of rates and taxes to the municipalities. Provide district landscaping designs and services. Manage and provide cleaning services. Provide district support services: Manage and monitor the district accounts and payments. Manage the acquisition of goods and services. Manage the stores and district movable assets. Manage the provision of human resources. Manage the capacitation and performance of human resources. Manage and monitor the safekeeping of district records. Manage the provision of fleet and office services. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to the district team in realizing the district strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Ensure that the division is adequately staffed. Manage and monitor performance of district employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

OTHER POSTS

POST 03/186 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A, REF NO. S.4/3/2/7**
Component: Health Infrastructure Delivery

SALARY : R1 200 426 per annum (to be structured according to Individual needs), OSD Grade A

CENTRE : Head Office, Polokwane

- REQUIREMENTS** : A qualification at NQF level 7 as recognised by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license with the exception of applicants with disabilities. Core And Process 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
- 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 organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational 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 organizational 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 organizational principles. 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
- ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No:(015) 284 7570/7586/7627,7262.
- POST 03/187** : **SENIOR PROJECT MANAGER: ROADS INFRASTRUCTURE MAINTENANCE (2 POSTS)**
Component: Roads Infrastructure Maintenance
- SALARY** : R1 003 890 per annum (to be structured according to individual needs),(Level 12)
- CENTRE** : Sekhukhune and Vhembe District
Sekhukhune Ref No: S.4/3/10/116 (Re- Advert)
Vhembe Ref No: S.4/3/10/147
- REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Five (05) years relevant experience in roads environment, three (03) years in Junior management position. Valid driver's licence with the exception of applicants with disabilities. core and process competencies: Programme and project management 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. knowledge of: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation, PFMA and Treasury Regulations, Strategic capability and leadership.

- DUTIES** : Manage the regravelling of roads and construction of drainage structures: Plan and program roads regravelling and construction of drainage structures. Manage and coordinate the Identification, approval and the usage of the borrow pits. Manage and ensure the availability of resources (e.g. road regravelling material). Coordinate the execution of road regravelling activities. Monitor correct application and adherence to road regravelling and construction of drainage structure standards. Manage the district road maintenance operations: Manage the implementation of the road maintenance manual. Manage and control the utilization of heavy roads construction and maintenance plant and equipments. Manage adherence to Occupational Health and Safety by providing specifications for camp resources (sanitation resources etc.), protective clothing and equipments. Manage roads maintenance production and provide budget. Manage the provision of roads construction and maintenance inspection operations: Manage the process of conducting visual assessment on roads network and road works activities. Monitor the execution of roads construction and maintenance activities. Coordinate the implantation of roads projects. Manage the provision of mechanical services: Manage the acquisition and disposal of district plant and equipment. Manage the district repairs and scheduled maintenance of plant and equipment. Manage the mechanical maintenance systems. Manage roads maintenance plant and equipment. Manage the registration and renewal of licensing for plant and equipment. Manage the implementation of roads maintenance Expanded Public Works Programme: Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation: Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
- ENQUIRIES** : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 03/188** : **CONSTRUCTION PROJECT MANAGER: GRADE A REF NO. S.4/3/10/82**
Component: Roads and Bridges Maintenance and Building Maintenance (Re-Advert)
- SALARY** : R833 499 per annum (to be structured according to Individual needs), OSD - Grade A
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : A qualification at NQF level 6 in built environment field with a minimum of 4 years and six months certified experience, A qualification at NQF level 7 in built environment field with a minimum of 4 years certified managerial experience, A qualification at NQF level 8 in any built environment field with a minimum of 3 years experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. 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 and technical consulting. Functional 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 organizing, conflict management, negotiation skills, change management.
- DUTIES** : Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational

aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to the Chief Construction Project Manager/Director, Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library. Utilise allocated resources effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/189 : **PROJECT MANAGER: MECHANICAL SERVICES, REF NO: S4/3/1/23**
Component: Roads Infrastructure Maintenance

SALARY : R849 702 per annum (to be structured according to Individual needs), (Level 11)

CENTRE : Vhembe District
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Mechanical Engineering. Five (05) years relevant experience in roads environment. Three (03) years in Junior management position. Valid driver's licence with the exception of applicants with disabilities. core and process competencies: Programme and project management 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. Knowledge Of: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation, PFMA and Treasury Regulations, Strategic capability and leadership.

DUTIES : Facilitate the acquisition, provision and disposal of roads maintenance of earthmoving machinery, plant and equipment. Identify and analyze the needs. Compilation of specification to SCM. Pre-delivery inspection of machinery. Identify unserviceable, oblate and redundant machinery. Evaluate the condition of the machinery and draw technical reports. Invite Board of survey. Transportation of the machinery and plant to scrapyard. Manage the maintenance heavy earth moving machinery, trucks, light delivery vehicle and roads related plant and equipment. Develop service schedules. Ensure that service schedules are to and conducted to the manufacturer specifications. Monitor major breakdown repairs performed by original engineering manufacturers and departmental technicians. Develop repair trend statistics, apply corrective measures and re-engineering demand. Liaise with service providers on repairs of machinery. Ensure proper utilization of machinery. Control the road maintenance assets in the district. Compile and monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. Manage cost benefits analysis for earth moving machinery and equipment. Ensure that data is collected and captured. Monitor downtime data until the completion of repairs. Ensure that cost implications for machinery maintenance are acceptable. Ensure maintenance provide maximum viable level of availability versus hours worked and production. Identify unserviceable, obsolete and redundant machinery from cost benefit analysis end results. Ensure adherence to workshop administration processes e.g. job cards history file. Manage registration and renewal of licenses for machinery, trucks and equipment. Receive registration document of newly acquired machinery and equipment. Develop roadworthy and license renewal program and monitor adherence. Facilitate the arrangement of weighbridge, police clearance and roadworthy test for new and registered machinery and equipment. Facilitate the re-introduction of asset that was deregistered by request and default. Ensure deregistration of the plant and machinery. Conduct physical inspection. Monitor major repairs before and after completion. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/190 : **DEPUTY DIRECTOR: ICT GOVERNANCE SERVICES, REF NO: S.4/3/7/19**
Component: Corporate Services

SALARY : R849 702 per annum (to be structured according to individual needs) (Level 11)

CENTRE : Head Office - Polokwane

REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Information Technology/ Computer Science/Studies/ Engineering/ Informatics. Five (05) years of experience within ICT Governance Services or relevant ICT Governance environment of which three (3) years must be at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising and Conflict management. knowledge of: Knowledge of COBIT 2019, ITIL, Microsoft Exchange and Office Suites, networks, switches (CISCO), cabling and wireless devices, knowledge on legislation and policies governing ICT in South Africa. Knowledge of international standards pertaining to ICT, Information Management and SITA Act, Knowledge and understanding/ Implementation of DPSA ICT Directives

DUTIES : Manage the development, implementation, review and monitoring of ICT governance framework, policies and procedures. Conduct research, define and develop ICT governance framework and ensure implementation of CGICTF deliverables within department. Develop all relevant ICT policies, standards, procedures and guidelines. Define and monitor IT processes and controls. Provide secretarial support and advice to the ICT Steering Committee. Ensure compliance to the ICT framework and ICT Policies. Review the Framework, Policies, Standards and Guidelines. Research on standards and best practices. Manage the identification and mitigation of ICT risks. Identify ICT related corporate and operational risks. Develop and maintain ICT risk plans and register. Ensure monitoring of risk mitigations for all ICT risks. Develop and ensure monitoring of ICT risk activities, including incident and problem management. Ensure monitoring of ICT Security activities. Manage the execution of ICT audits and monitoring audit action plans. Develop and maintain ICT Audit Action Plans in line with Departmental strategy and plan. Monitor ICT Audit Action Plans. Coordinate ICT audits, audits responses and portfolio of evidence. Initiate network and systems audits for continued efficiency and security. Manage ICT projects within the department. Define and Develop ICT project management methodology. Manage and Monitor ICT Project implementation through development of project charters and plans. Provide project administration services. Participate in ICT projects steering committees. Ensure compliance to Project Management Methodology. Conduct Project Review meetings. Develop a portfolio view of IT Projects. Manage SLAs and contracts for effective rendering of IT services. Facilitate new or review of the Information Technology Service Level Agreements. Compile monthly performance reports for each Service Level Agreement. Monitor services to be rendered. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/191 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT: INFRASTRUCTURE, REF. NO: S.4/3/9/27**
Component: Procurement Management

SALARY : R849 702 per annum (to be structured according to individual needs) Salary (Level 11)

<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane
	:	A qualification at NQF level 7 as recognised by SAQA in Supply Chain Management. Five (05) years of experience at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising and Conflict management. knowledge of: Knowledge of Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA and DORA.
<u>DUTIES</u>	:	Manage and develop the infrastructure procurement plan. Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives. Manage and facilitate the approval of infrastructure procurement plan. Manage and communicate the procurement plan. Manage and monitor that is goods and services rendered according to the procurement plan. Manage and compile budget projection as per the departmental needs analysis. Manage and conduct market assessment. Develop and manage market analysis policy, strategies and processes. Develop a purchasing strategy for the department. Develop and conduct market assessment. Establish the estimated price for goods and services (insignificant items) at best advantage. Identify the targeted goods and ensure that they meet the supplier's requirements. Manage supplier database. Facilitate registration of supplier database. Manage and liaise with CIDB about professionals/ contractor's information. Manage the process of verifying supplier and professionals. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/192</u>	:	<u>DEPUTY DIRECTOR: FLEET MANAGEMENT, REF. NO: S.4/3/8/88</u> Component: Auxiliary Services
<u>SALARY</u>	:	R849 702 per annum (to be structured according to individual needs) (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane
	:	A qualification at NQF level 6 as recognised by SAQA in Transport Management/ Public Administration/Management. Five (05) years of experience in fleet management and at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising and Conflict management. knowledge of: Knowledge of Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA and DORA
<u>DUTIES</u>	:	Manage the administration of government owned vehicle. Develop and implement fleet management policy in line with the acts, regulations and directives. Conduct fleet needs analysis. Facilitate procurement of government fleet. Facilitate the establishment of the Departmental Transport committee. Validate the government-owned vehicles asset register. Facilitate the requisition of vehicle exemption. Monitor the renewal of licences. Facilitate licencing and verify certificates of vehicles. Monitor safekeeping of vehicles documentations. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Manage the administration of subsidized vehicles. Manage provisioning of subsidized vehicle. Monitor payment of MMS and SMS running allowance. Conduct physical inspections. Advice the committee on matter pertaining motor transport. Facilitate the withdrawal of subsidised vehicle. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other

related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Manage the administration of government owned vehicle's accident, Damaged, stolen and loss of vehicle. Provide guidance with reporting of accident/damaged/stolen vehicles. Monitor that misuse and abuse of government owned vehicle are investigated. Monitor that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Monitor that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/193 : **ASSISTANT DIRECTOR: LEASE MANAGEMENT, REF. NO.: S.4/3/3/106**
Component: Property Acquisition and Disposal Management

SALARY : R552 081 per annum, (Level 10)
CENTRE : Head Office - Polokwane
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies. Three (3) years of experience at supervisory level in property management environment. Valid driver's license, with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, facilitation, people management, planning and organising and conflict management. KNOWLEDGE OF: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.

DUTIES : Provide leases: Manage the implementation of lease policy and processes. Develop and validate the need of office space by users departments. Analyse needs using space norms and standards. Facilitate and conduct research and identify available office space/areas according to the needs of user departments. Facilitate meeting with the Departmental Bid Adjudication Committee for authority to negotiate with landlords around the needs. Negotiate with prospective landlords around the requested area. Facilitate meeting with the Departmental Bid Adjudication Committee for authority to rent the identified office accommodation on behalf of the user department. Administer leases: Facilitate the appointment of the landlord. Facilitate the signing of service level agreement by the landlord and user department. Administer lease contracts. Communicate with landlords on non-compliance in terms of maintenance. Communicate with user departments on non-adherence to conditions in lease contracts by the residents. Identify leases with six months to expire. Monitor the updating of the Asset Register on Leases. Renewals of leases: Manage the implementation of lease renewals policy and processes. Negotiate new offer for extension of leases. Interrogate the offer according to market prices. Negotiate with the landlord and where necessary. Facilitate and present the offer to the departmental bid adjudication committee for approval. Facilitate signing of revised service level agreement. Provide lease agreements in respect of unutilized state-owned properties rented out to private entities/institutions. Facilitate the appointment of Valuers to determine market rentals. Facilitate the signing of the lease agreements with the applicant. Monitor lease agreements. Provide resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and

		maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/194</u>	:	<u>DEPUTY PROJECT MANAGER, REF. NO: S.4/3/2/74</u> Component: Regraveling and Drainage Structure
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum, (Level 10) Vhembe District A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Three (3) years of experience at supervisory level in Roads Maintenance environment. Valid driver's license, with the exception of applicants with disabilities. core competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Knowledge Of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations.
<u>DUTIES</u>	:	Manage the roads regraveling of roads. Identify the areas of the that needs regraveling. Planning of work to be done. Coordinate and facilitate work. Facilitate the preparation of quarry site and stockpiling of gravel. Conduct assessment of the work. Manage construction of drainage structures. Identify the spot that needs drainage. Quantify the material needed. Identify all working area environment before the work is started. Conduct inspection (Installation of pipes, maintenance of existing pipes). Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. Consolidate the availability of equipment and ensure proper maintenance. Liaise with the mechanical workshop on: Equipment/plant that are available. Breakdowns are reported. Plant/equipment are well maintained. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/195</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT, REF. NO.: S.4/3/9/52</u> Component: Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum, (Level 09) Sekhukhune District A qualification at NQF level 7 as recognised by SAQA in Financial Management/ Management Accounting. Three (03) years' supervisory position in financial Management environment. Valid driver's license, with the exception of applicants with disabilities. core competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. knowledge of: relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA.
<u>DUTIES</u>	:	Manage payments and accounts: Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorise payment of vouchers. Attend to audit queries in relation to accounts and expenditure. Manage Salaries: Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. Manage Revenue: Implement

revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BAS system. Collecting all money due to state. Revenue collected and deposited in time. Monitor budget: Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. Manage debt recovery: Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt file for relevant employer. Liaise with Head Office in updating of BAS records. Monitor the closing of Debt files. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : Ms Makalela RC, Mr Mathabatha MJ Tel No : (015) 636 8300/8330

POST 03/196 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES, REF. NO: S.4/3/8/47**
Component: Corporate Services

SALARY CENTRE REQUIREMENTS : R444 036 per annum, (Level 09)
: Waterberg District Office
: A qualification at NQF level 6 as recognised by SAQA in Logistics, Transport Management/Public Management/Public Administration. Three (03) years of experience at supervisory level. Valid Driver's license, with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Computer skills. People management. Planning and organizing. Conflict management. knowledge of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.

DUTIES : Supervise the provision of District's Government owned and subsidized motor transport. Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licenses. Facilitate the maintenance and repair of government vehicles. Manage accidents. Facilitate the Disposal of Government vehicles. Facilitate the administration of subsidized vehicles. Supervise the Provision of Telecommunication systems of the District. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phones. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Supervise the provision and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate ratification and processing of the invoices. Monitor compliance to service level agreements and advice Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service providers with regard to collection of packaged wastepaper. Compile report to Head Office with regard to units of papers collected and amount paid. Supervise the provisioning and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norms. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of uniform and protective clothing. Facilitate accommodation need. Manage and monitor security services. Manage and utilize resources (human, financial, & physical). Report on the utilization of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job descriptions to subordinates.

ENQUIRIES : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/197 : **ASSISTANT DIRECTOR: REVENUE AND SYSTEMS CONTROL, REF. NO.: S.4/3/9/53**
Component: Finance

SALARY : R444 036 per annum, (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Financial Accounting/ Management / Business Management. Three (03) years' supervisory position in financial administration and accounting service environment. Valid driver's license, with the exception of applicants with disabilities. Core Competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Knowledge of: relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA.

DUTIES : Collection and recording of revenue. Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Monitoring and reporting on revenue. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Provide financial systems. Capture objectives and responsibility in the BAS system. Extract reports to confirm completeness and accuracy of the code structure. Provide the BAS Structure to budget management, PERSAL and LOGIS. Update linked codes in the PERSAL system. Provide user financial system user accounts. Provide system training and registration. Facilitate training needs. Liaise with provincial treasury for system training. Facilitate with programmes upon receipt of training schedule from Provincial Treasury. Manage user accounts. Compile, maintain and implement departmental charts for accounts. Monitor and facilitate the clearing of interface exceptions, control and suspense accounts. Monitor system, technical, functional and other support to users, investigating issues experienced and consult with relevant treasury where required. Manage the system controller's activities. Manage the departmental financial system. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/198 : **ASSISTANT DIRECTOR: CONTRACT PERFORMANCE MANAGEMENT AND ADVISORY SERVICES, REF. NO.: S.4/3/9/79**
Component: Procurement Management

SALARY : R444 036 per annum, (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. Three (03) years 'supervisory position in Contract Management environment. Valid driver's license, with the exception of applicants with disabilities. Core Competencies: Problem solving and analysis.

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

DUTIES : Monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Monitor contract compliance. Determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Monitor supplier performance according to the contract and service level agreement. Monitor RDP goals claimed. Monitor Participation of targeted groups in terms of the Departmental goals and PGDS. Verify the existence of project. Provide Supply Chain Management helpdesk. Provide advice and assistance to prospective contractors/ service providers on bidding matters. Attend to complaints from dissatisfied contractors/ service providers by accessing the evaluation reports. Attend to SCM queries. Attend to CIDB related enquiries and queries

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/199 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT INFRASTRUCTURE REF. NO: S4/3/10/74 (2 POSTS)**
Component: Procurement Management
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R444 036 per annum, Salary Level: 09
: Head Office - Polokwane
: A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

DUTIES : Coordinate (synergize), review, research, analyze and plan the procurement needs of the department: Research the relevant identified needs. (in line with the SC strategy), Analyze requirements, undertake research, determine and develop proposals for implementation, Asses the results of the research on the market, interprets and develops proposals for procurement methodology, Ensure compliance with quality requirements, Determine whether specifications should contain any special conditions. Proposals as required. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template, Check (engage) and analyse the information, Confirm availability of budget, Check alignment against strategic and other objectives, Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference, Compile and publish request for proposals as required. Develop, implement and maintain the supplier database: Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/200 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT INFRASTRUCTURE REF. NO: S4/3/10/75**
Component: Corporate Services
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R444 036 per annum, (Level 09)
: Vhembe District
: A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities. SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

DUTIES : Coordinate (synergize), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Compile bid documents, Publish tender invitations, Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate the expressions of interest, Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/201 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT, REF. NO: S.4/3/8/87**
Component: Corporate Services

SALARY CENTRE REQUIREMENTS : R444 036 per annum, (Level 09)
: Vhembe District
: A qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/ Science /Studies,/Archival Studies. Three (03) years' supervisory position in Records Management environment. Valid driver's license, with the exception of applicants with disabilities. core competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. knowledge of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.

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

		culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/202</u>	:	<u>LEGAL ADMINISTRATION OFFICER GRADE 5 REF. NO: S. 4/3/8/66</u> (Re-Advert) Component: Legal Services
<u>SALARY</u>	:	R440 412 per annum
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	A qualification at NQF level 08 (LLB) as recognised by SAQA. Eight (08) years' experience appropriate post qualification legal experience. Valid driver's license, with the exception of applicants with disabilities.
<u>DUTIES</u>	:	(Functional) Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. (Generic): Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/203</u>	:	<u>CHIEF WORKS INSPECTOR, REF. NO: S.4/3/2/70</u> Component: Building Maintenance
<u>SALARY</u>	:	R376 413 per annum, (Level 08)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Three (3) years of experience in inspectorate (Building) environment. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for

minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Provide extended Public Works Programme. Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

- ENQUIRIES** : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
- POST 03/204** : **STATE ACCOUNTANT REVENUE AND SYSTEMS CONTROL (RE-ADVERT), REF. NO: S. 4/3/9/88**
Component: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (Level 07)
: Head Office- Polokwane
: A qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment, knowledge of BAS, LOGIS, PERSAL and PASTEL. Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing.
- DUTIES** : Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. Provide cash book: Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. Provide system maintenance: Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Provide user support: Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.
- ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
- POST 03/205** : **PERSONAL ASSISTANT (X2 POSTS)**
Component: Corporate Services and CFO
- SALARY CENTRE** : R308 154 per annum, (Level 07)
: Head Office- Polokwane
: CFO Ref No: S. 4/3/9/1 (Re - Advert)
: Corporate Services Ref No: S. 4/3/8/3
- REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Secretarial/ Management Assistant/ Office Administration. Two (2) years' experience rendering support to Senior Management Services. skills and knowledge: Basic knowledge on financial administration. Knowledge on the relevant

legislation/ policies/ prescripts and procedures. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provide a secretarial/ receptionist support service to the Chief Director: Receive telephone calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. In the process finalise enquiries. 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 chief director, Utilise discretion to decide whether to accept/decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter, Coordinates with and sensitises/ advises the Chief Director regarding engagements, Compiles realistic schedules of appointments. Render administrative support services: Effective flow of information and documents to and from the office of the chief director, Safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies, Obtain inputs, collates and compiles reports e.g. progress, monthly 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, Filing of documents for the chief director and the unit where required, Collects analyses and collates information requested by the chief director, Clarifies instructions and notes on behalf of the chief director, Ensure that travel arrangements are well coordinated, Prioritises issues in the office of the chief director, Manage the leave register and telephone accounts of the unit, Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit, Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinises documents to determine actions/ information/ other documents required for meetings, Collects and compiles all necessary documents for the chief director 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 chief director 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 chief director's budget, Assists manager in determining funding requirements for purposes of MTEF submissions, Keeps records of expenditure commitments, monitors expenditure and alerts chief director 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 chief director 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 chief director, remains abreast with the procedures and processes that apply in the office of the chief director.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/206 : **ADMIN OFFICER: ICT INFRASTRUCTURE & OPERATIONAL SUPPORT, REF NO: S. 4/3/7/18**
Component: ICT Infrastructure & Operational Support

SALARY : R308 154 per annum, (Level 07)
CENTRE : Head Office- Polokwane
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Information Technology, Computer Science/Studies/Informatics. Two (02) years experience in relevant ICT environment. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Knowledge of Microsoft Exchange and Office Suites, Knowledge of networks, switches

- (CISCO), cabling and wireless devices, Knowledge on legislation and policies governing ICT in South Africa, Knowledge of international standards pertaining to ICT, Information Management, Knowledge of SITA Services.
- DUTIES** : Render ICT infrastructure: Installation and configuration of computers, laptops and printers. Provide 1st line support to all users in conjunction with contracted service providers. Render maintenance of computer equipment, servers, storage, server environment controls and network apparatus. Process orders for the directorate. Process invoices for the directorate. Update anti-virus software, standardise desktop software and server updates: Update anti-virus software. Update software and patches on server infrastructure. Update user's software to the recommended and prescribed software. Re-install any software that is corrupt. Install all new additional software. Maintain the software in general, Provide network services. Deploy and monitor switches, routers, security devices including updates and firmware upgrades. Identify new network and wireless access point connectivity, LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels. Ensure that the UPS and DRP equipment is always fully operational and fully functional. Provide ICT assets: Identify and compile needs for new equipment's. Compile report for equipment's that has to be written off or replaced. Provide electronic ICT assets register. Facilitate disposal of redundant ICT infrastructure.
- ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
- POST 03/207** : **ADMIN OFFICER: FACILITIES MANAGEMENT, REF NO: S.4/3/77**
Component: Facilities Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (Level 07)
: Sekhukhune District Office
: A qualification at NQF level 6 as recognised by SAQA. Two (02) years of experience in Facilities Management. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.
- DUTIES** : Provide landscaping services, Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsman to serve the district office and cost centres. Provide cleaning services, Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. Provide waste management services, Implement waste management plan. Facilitate sorting and shredding of wastepaper. Liaise with service provider with regards to collection of packaged wastepaper. Provide resource (Human, Financial and Equipment) Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline.
- ENQUIRIES** : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
- POST 03/208** : **ADMINISTRATIVE OFFICER-MUNICIPAL RATES AND TAXES, REF NO: S.4/3/64**
Component: Operations Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (Level 07)
: Head Office- Polokwane
: A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies as recognised by SAQA. Two (02) years relevant experience in property management. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of relevant Public Service Acts,

		regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising.
<u>DUTIES</u>	:	Facilitate payments of rates and taxes: Inspect properties to ensure correct billing in relation to correct land use of properties. Receive monthly and quarterly reports from the district. Check authenticity of the report from the district. Liaise with district on identified incorrect information. Process payments of municipal levies: Receive invoices from Eskom for the district. Monitor the application of MPRA Standard Procedure. Compile monthly municipal services report. Facilitate valuation services: Receive notification to inspect valuation roll. Request the valuer to visit all municipalities to check the valuation rolls for objections. Comply in terms of objection period of the valuation roll.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/209</u>	:	<u>ADMINISTRATIVE OFFICER -LEASE MANAGEMENT, REF NO: S.4/3/3/108</u> Component: Property and Facilities
<u>SALARY</u>	:	R308 154 per annum, (Level 07)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies as recognised by SAQA. Two (02) years relevant experience in property management. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising.
<u>DUTIES</u>	:	Provide accommodation (residential). Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. Provide leases. Implement lease policy, strategy and processes. Administer leases. Provide lease escalation report in terms of the lease agreement. Liaise with tenants on conditions of the lease arrangements. Monitor adherence to lease agreements. Provide and advice on terms and conditions of the contract. Provide rentals. Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advice tenants on the stipulated rental fees. Provide and analyse Persal reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile Persal reports against the residential accommodation register. Provide payment of rates, taxes and services. Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. Provide refunds and arrears rental recovery. Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate payment of refunds. Provide resource (Human, Financial and Equipment). Monitor and report on the utilisation of equipments. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/210 : **ADMIN OFFICER: ACQUISITION MANAGEMENT (Re-advert), Ref no: S.4/3/3/102**
Component: Acquisition Management

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (Level 07)
: Capricorn District – Polokwane District Office
: An NQF Level 6 qualification in Supply Chain Management/Finance/Marketing/Economics or related field. 3 years' experience in Supply Chain Management environment. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: -Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

DUTIES : Provide the district demand for goods and services: Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Provide the acquisition of goods and services: Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. Provide BAC secretariat: Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. Provide bids evaluation: Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. Verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. Provide resource (Human, Financial and Equipment: Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters

POST 03/211 : **ADMINISTRATIVE OFFICER-FACILITIES SERVICES (2 POSTS)**
Component: Property and Facilities

SALARY CENTRE : R308 154 per annum, (Level 07)
: Mopani (Maruleng Cost Centre) and Waterberg District (Modimolle/ Mookgopong Cost Centre)
Mopani Ref No: S.4/3/3/79
Waterberg Ref No: S.4/ 3/3/28

REQUIREMENTS : A qualification at NQF level 06 as recognised by SAQA. Two (02) years relevant experience in property management or facilities management environment, Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management.

DUTIES : Provide cost centre government vehicles services: Issue and receive trip authorisation form. Allocate cars. Monitor the inspections of cars upon

allocation. Facilitate exemption to drive after working hours. Report accidents and incidents to the district office. Safe keep the keys, fuel cars and logbooks. Monitor verification of the logbooks according to the trip authorisation form. Provide fleet report. Provide cleaning and landscaping services: Provide inputs for the procurement of protective clothing. Provide specifications inputs for procurement of landscaping equipment and materials. Report on repairs and servicing of landscaping equipment. Allocate cleaners and grounds men to serve for both the roads and building cost centre. Provide general and administration support services: Facilitate the residential accommodation services by: Receive and submit the accommodation application to the district office. Liaise with requestor about the status of the application. Update the allocation register. Facilitate the human resource services in the cost centre: Receive and consolidate cost centre leave application for submission to the district office. Receive and consolidate cost centre PMDS documents for submission to the Head Office. Facilitate and arrange district meetings, workshops etc. Monitor switchboard operation for cost centre. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/212 : **ADMINISTRATIVE OFFICER- RECORDS MANAGEMENT X2, REF NO: SEKHUKHUNE DISTRICT S.4/3/8/85 AND VHEMBE S.4/3/8/50**
Component: Corporate Services

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (Level 07)
: Sekhukhune and Vhembe
: A qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/ Science /Studies/Archival Studies. Two (02) years of experience within Records and Information Management environment. Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

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

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

<u>POST 03/213</u>	:	<u>ADMIN OFFICER- AUXILIARY SERVICES (X2 POSTS)</u> Component: Corporate Services
<u>SALARY CENTRE</u>	:	R308 154 per annum, (Level 07) Sekhukhune and Vhembe Sekhukhune District Ref No: S.4/3 /8/90 Vhembe Ref No: S.4/3/8/77
<u>REQUIREMENTS</u>	:	A qualification at NQF level 06 as recognised by SAQA. Two (2) years of experience in auxiliary services. Valid driver's license, with the exception of applicants with disabilities. core and process competencies: Knowledge of: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management
<u>DUTIES</u>	:	Provide the administration of District's Government owned and subsidised motor transport: Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Provide the administration of Telecommunication systems of the District: Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Provide the administration and distribution of Labour Saving device and disposal of waste papers: Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged wastepaper. Compile report to Head office with regard to units of papers collected and amount paid. Provide the administration and distribution of office and domestic service: Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.
<u>ENQUIRIES</u>	:	For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/214</u>	:	<u>PERSONNEL PRACTITIONER (2 POSTS)</u> Component: Corporate Services
<u>SALARY CENTRE</u>	:	R308 154 per annum, (Level 07) Capricorn and Vhembe Capricorn District Ref No: S4/3/8/82 Vhembe District Ref No: S4/3/8/91
<u>REQUIREMENTS</u>	:	A qualification at NQF level 06 as recognised by SAQA in Human Resource Management/Public Administration/ Management/Human Resource Development/ Training Management. Two (02) years of experience within Human Resource Management environment. Valid driver's license, with the exception of applicants with disabilities. PERSAL knowledge. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Problem

solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management. PERSAL knowledge.

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

ENQUIRIES : For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/215 : **CHIEF ARTISAN GRADE A: DRAINAGE STRUCTURES (2 POSTS)**
Component: Roads Maintenance

SALARY CENTRE : R455 223 per annum, OSD Grade A
: Capricorn and Sekhukhune
Ref No: Capricorn Ref No: S4/3/10/120 (Re-Advert)
Sekhukhune Ref No: S4/3/10/121

REQUIREMENTS : Trade Test Certificate in shuttering / steel fixing /concrete. Ten years relevant experience as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance

		standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	:	For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330
<u>POST 03/216</u>	:	<u>CHIEF ARTISAN GRADE A (3 POSTS)</u> (Re-Advert Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R455 223 per annum, OSD Grade A Mopani, Vhembe and Waterberg Sekgosesa (1 Post) Building Maintenance Ref No: S4/3/2/69 Vhembe Ref No: S4/3/2/35 Waterberg (1 Post) (Bakenberg Building Maintenance Ref No: S4/3/2/36
<u>REQUIREMENTS</u>	:	Trade Test Certificate in Plumbing, Carpentry, Bricklaying, Electrical. Ten years relevant experience as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 03/217</u>	:	<u>ARTISAN FOREMAN: CARPENTRY, REF NO: S. 4/3/2/15</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R362 130 per annum, OSD Grade A Sekhukhune (Nebo Building Maintenance)
<u>REQUIREMENTS</u>	:	Carpentry Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.
<u>DUTIES</u>	:	Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and

equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure

ENQUIRIES : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 03/218 : **ARTISAN FOREMAN GRADE A: BRICKLAYER, REF NO: S.4/3/2/53**
COMPONENT: Building Infrastructure Maintenance

SALARY : R362 130 per annum, OSD Grade A
CENTRE : Waterberg (Bakenburg)
REQUIREMENTS : Bricklayer Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.

DUTIES : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure.

ENQUIRIES : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/219 : **ARTISAN FOREMAN: MECHANICAL (3 POSTS)**
Component: Roads Infrastructure Maintenance

SALARY : R362 130 per annum, OSD Grade A
CENTRE : Sekhukhune and Waterberg
Sekhukhune (1 Post)
(Lebowakgomo Mechanical Workshop Ref No: S. 4/3/10/121
Waterberg (2 Posts)
(Lephalale Ref No: S. 4/3/10/148
Mokopane Mechanical Workshop Ref No: S.4/3/10/149

REQUIREMENTS : Mechanical Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.

DUTIES : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure.

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

- POST 03/220** : **ARTISAN FOREMAN: PLUMBING, REF NO: S4/3/10/137**
Component: Building Infrastructure Maintenance
- SALARY CENTRE REQUIREMENTS** : R362 130 per annum, OSD Grade A
: Vhembe (Thohoyandou Building Maintenance)
: Plumbing Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. TECHNICAL COMPETENCIES: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making
- DUTIES** : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure
- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 03/221** : **ARTISAN FOREMAN: CARPENTRY, REF NO: S4/3/10/146**
Component: Building Infrastructure Maintenance
- SALARY CENTRE REQUIREMENTS** : R362 130 per annum, OSD Grade A
: Vhembe (Makhado Building Maintenance)
: Carpentry Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.
- DUTIES** : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure.
- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 03/222** : **ARTISAN PRODUCTION (PAINTING) (3 POSTS)**
Component: Building Maintenance
- SALARY CENTRE** : R230 898 per annum, OSD Grade A
: Capricorn and Sekhukhune
: Capricorn (1 Post)_
(Mankweng SRef No: S 4/3/2/55
And Sekhukhune (2 Posts)
Thabamooopo Ref No: S.4/3/2/54
Tubatse Ref No: S.4/3/2/56
- REQUIREMENTS** : Painting Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to

standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Service equipment and/or facilities according to schedule.

ENQUIRIES : For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 03/223 : **ARTISAN PRODUCTION (PLUMBING) (2 POSTS)**
Component: Building Maintenance

SALARY CENTRE : R230 898 per annum, OSD Grade A
: Sekhukhune and Mopani
: Sekhukhune (1 post)
Thabamooopo Cost Centre Ref No: S.4/3/10/137
Mopani (1 Post)
(Malamulele Cost Centre Ref No: S.4/3/10/150)

REQUIREMENTS : Plumbing Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Service equipment and/or facilities according to schedule.

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,

POST 03/224 : **ARTISAN PRODUCTION (X3 POSTS)**
Component: Building Maintenance

SALARY CENTRE : R230 898 per annum, OSD Grade A
: Mopani and Vhembe
Bricklaying
Mopani (2 Posts)
Tzaneen Ref No: S 4/3/10/190
Giyani Ref No: S.4/3/10/155)
Vhembe (1 Post)
Hlanganani Ref No: S.4/3/10/91

REQUIREMENTS : Bricklaying Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative

and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Service equipment and/or facilities according to schedule.

ENQUIRIES : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/225 : **ARTISAN PRODUCTION GRADE A (DRAINAGE), REF NO: S.4/3/10/86**
Component: Roads Infrastructure Maintenance

SALARY : R230 898.per annum, OSD Grade A
CENTRE : Sekhukhune
REQUIREMENTS : Shuttering Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills, Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and or facilities. Perform administrative and related functions, Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 03/226 : **WORKS INSPECTOR, REF NO: S.4/3/2/27**
Component: Building Infrastructure Maintenance

SALARY : R255 450 per annum, (Level 06)
CENTRE : Mopani
REQUIREMENTS : A qualification at NQF level 06 as recognised by SAQA /N3 and a Trade Test certificate in build environment. Registration as an Engineering Technician, and a valid driver's license, with the exception of applicants with disabilities.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation, Conduct inspections on work done, or to be done, to check that proper quality control is maintained, Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken, Maintain an electronic record system for work being done and work that was finalised, Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches, Draw-up quotation documents and compile specifications, participate in the adjudication process and provide recommendations on quotations, Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards, Advice and guide contractors in respect of the relevant legislation and regulations, Compile payment documents, Compile and process variation orders and requests for the extension of deadlines, Ensure effective contract administration, Timely development of reports on problems emanating from projects. Render extended public works programme: Gather and submit information in terms of the extended public works programme.

ENQUIRIES : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,

POST 03/227 : **ADMINISTRATION CLERK, REF NO: S4/3/9/190**
Component: Finance Management

SALARY CENTRE REQUIREMENTS : R216 417 per annum, (Level 05)
: Vhembe
: A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

DUTIES : Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Identify and specify state liabilities on pension fund. Provide revenue. Collection of Government money. Issue receipts manual or online under correct allocation. Register receipts in cash book. Deposit money. Day-end receipts on BAS. Facilitate debt Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Close Debt files.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/228 : **ADMINISTRATION CLERK: BUILDING MAINTENANCE, REF NO: S4/3/2/57**
Component: Building Maintenance

SALARY CENTRE REQUIREMENTS : R216 417 per annum, (Level 05)
: Mopani (Giyani Building Maintenance)
: A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

DUTIES : Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,

<u>POST 03/229</u>	:	<u>ADMINISTRATION CLERK: STORES (4 POSTS)</u> Component: Finance
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 05) Vhembe, Mopani, Waterberg and Sekhukhune Mopani (1 Post) Giyani Stores Ref No: S4/3/9/89 Sekhukhune (1 Post) Fetakgomo – Tubatse Stores Ref No: S4/3/3/107 Waterberg (1 Post) Modimolle Mechanical Workshop Ref No: S4/3/2/68
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills
<u>DUTIES</u>	:	Place order: Receive request of goods from the end user. Receive stock from the supplier. Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
<u>ENQUIRIES</u>	:	For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 03/230</u>	:	<u>ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: S. 4/3/8/73</u> Component: Corporate Support (Re-Advert)
<u>SALARY CENTRE</u>	:	R216 417 per annum, (Level 05) Capricorn
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognised by SAQA. No experience. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component. Render financial administration support services in the component: Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to

	:	manager for approval, Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
<u>POST 03/231</u>	:	<u>ADMINISTRATION CLERK: (ROAD INFRASTRUCTURE MAINTENANCE) (4 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R216 417 per annum, (Level 05)
	:	Mopani and Sekhukhune
	:	Mopani (1 Post)
	:	Giyani Roads Maintenance) Ref No: S4/3/8/89
	:	Sekhukhune (3 Posts)
	:	Hoeraroep Roads Maintenance Ref No: S 4/3/1/140
	:	Mecklenburg Roads Maintenance Ref No: S4/3/10/141
	:	Lebowakgomo Roads Maintenance Ref No: S4/3/2/58
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render administration clerical support of Roads maintenance: Receive documentation for roads maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 03/232</u>	:	<u>ACCOUNTING CLERK, REF NO: S.4/3/9/46</u> COMPONENT: Finance
<u>SALARY CENTRE</u>	:	R216 417.00 per annum, Level 05
	:	Waterberg
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognised by SAQA. No experience. Knowledge And Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc)
<u>DUTIES</u>	:	Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advice. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals.

ENQUIRIES : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/233 : **REGISTRY CLERK, REF NO: S.4/3/8/86**
Component: Records Management

SALARY CENTRE : R216 417 per annum, (Level 05)
: Vhembe

REQUIREMENTS : A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Basic knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedure in terms of the working environment

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/234 : **PERSONNEL OFFICER (3 POSTS)**
Component: Corporate Services

SALARY CENTRE : R216 417 per annum (Level 05)
: Mopani and Vhembe
Ref No: Mopani Ref No: S.4/3/8/54 (Re-Advert) (2 Post)
Vhembe Ref No: S.4/3/8/85 (1 Post)

REQUIREMENTS : A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of HR duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in HR.

DUTIES : Render administration clerical support of recruitment services. Receive application forms from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district. Capture appointment on PERSAL system. Verify qualifications with academic institutions and other authorised bodies. Update PERSAL system in terms of personnel qualifications. Render administration clerical support of conditions of services. Receive notification of service termination due to death/ resignation, retirement (normal and early retirement). Circulate route form to relevant section for liabilities. Effect termination on the PERSAL system upon receipt. Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms. Verify correctness of the forms and attachments. Capture benefits. Facilitate state guarantees. Issue the leave forms. Verify correctness of the forms and attachments. Acknowledge the receipt of leave applications. Capture leave on the PERSAL system. Conduct districts leave auditing. Render administration clerical support for post establishment and HR system. Receive transfer application letter. Verify correctness of the application and attachments. Verify the availability of post. Capture PERSAL transaction. Compile monthly statistics on transfers. Conduct district head count. Render administration

clerical support for district human resource development services. Create a training/ learning programmes database according to the WSP. Make logistical arrangements for the training programme. Liaise with personnel about the training logistics in time. Issue and receive the course attendance form from personnel. Capture the certificate(s) on PERSAL system. Liaise with head office on schedule of courses to be attended. Verify the compilation of performance management and development system documentation. Make logistical arrangements for performance management and development system moderation. Implement rewards on the PERSAL systems.

ENQUIRIES : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790.

POST 03/235 : **FOREMAN CLEANING AND GROUNDS (3 POSTS)**
Component: Property and Facilities Management

SALARY CENTRE : R183 279 per annum, (Level 04)
: Sekhukhune, Mopani and Vhembe
: Sekhukhune District-(Re-Advert) (3 Posts)
Makhuduthamaga Ref No: S4/3/3/58
Mopani Giyani Ref No: S/4/3/3/59
Vhembe Thohoyandou Ref No: S4/3/3/60

REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. No experience needed. core and process competencies: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.

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

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/236 : **ROADWORKER: ROADS MAINTENANCE (9 POST)**
Component: Roads Infrastructure Maintenance

SALARY CENTRE : R155 148 per annum, (Level 03)
: Waterberg, Mopani, Capricorn and Sekhukhune
Waterberg (8 Posts)
(Regravelling Ref No: S4/3/10/129 (2 Posts)
Bela Bela Ref No: S4/3/10/130 (2 Posts)
Mokopane Ref No: S43/10/131 (2 Posts)
Dwaalboom Ref No: S4/3/1/132
Lephalale Ref No: S4/3/10/152
Mopani (1 Post)
Giyani Ref No: S4/1/133
Capricorn (2 Posts)
Sandrivier Ref No: S4/3/10/153
Dendron Ref No: S4/3/10/154
Sekhukhune (1 Post)
Hoeraroep Ref No: S4/1/134)

REQUIREMENTS : A qualification at NQF level 01 /02 as recognised by SAQA. No experience. technical competencies: Computer Literacy, Good verbal and written communication, generic competencies: Job Knowledge Communication, Interpersonal relations Skills Flexibility Teamwork Accuracy Aptitude of figures

DUTIES : Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, setting of road markings and road studs, Install Road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting

- ENQUIRIES** : For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
- POST 03/237** : **DRIVER OPERATOR (18 POSTS)**
Component: Roads Infrastructure Maintenance
- SALARY CENTRE** : R155 148 per annum, (Level 03)
Mopani, Waterberg, Sekhukhune and Capricorn
Mopani (4 Posts)
Giyani Roads Ref No: S4/3/10/11
Letaba Roads Ref No: S4/3/10/123
Tzaneen Roads Ref No: S4/1/10/125
Regraveling Ref No: S4/3/63
Waterberg (4 Posts)
Thabazimbi Ref No: S4/3/126
George Masebe Ref No: S4/3/10/61
Marken Ref No: S4/3/10/144
Tolwe Ref No: S4/3/1/145
Sekhukhune (7 Posts)
Regravelling Ref No: S4/3/10/60 (Re Adverts)
Drainage: Advert Ref No: S4/3 /10/162
Nebo Ref No: S4/3/10/158 (Re Adverts)
Tsimanyane Ref No: S4/3/10/156 (Re Adverts)
Veeplaas: Ref No: S4/3/10/157 (Re Adverts)
Mecklenberg Ref: S4/3/10/161 (Re Adverts)
GroblersdaL Ref No: S4/3/10/155
Capricorn (3 Posts)
Alldays Ref No: S4/1/3/10/127
Drainage Structures Ref No: S4/1/3/10/128
Regravelling Ref No: S4/3/10/11
- REQUIREMENTS** : A qualification at NQF level 03 as recognised by SAQA. Valid driver's license Code EC, with the exception of applicants with disabilities. Operating certificate (Grader Operator). Five (05) years driving and operating specialised equipment experience. Generic Competencies: Communication, ability to read and write, good eyesight and Team work. Technical Competencies Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles and interpret and follow operating manuals, maintenance manuals and service charts. of storage and retrieval procedures in terms of the working environment. Understanding of the work in HR.
- DUTIES** : Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery/equipment. Grading of gravel roads re-graveling/shoulder maintenance. Render driving services. Render driving services Perform activities in respect of operation through inter alia the following: - Transportation of work teams and materials/ equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
- ENQUIRIES** : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600,
- POST 03/238** : **DRIVER (2 POSTS)**
Component: Building Maintenance
- SALARY** : R155 148 per annum, (Level 03)

<u>CENTRE</u>	:	Mopani and Waterberg Mopani Giyani Ref No: S4/3/10/118 (1 Post) Waterberg (Modimolle Ref No: S4/3/110 (1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 (matric) as recognized by SAQA. A valid drivers licence with 7 – 12 months experience. Skills And Knowledge: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship.
<u>DUTIES</u>	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 03/239</u>	:	<u>DRIVER HEAVY DUTY, REF NO: S4/3/10/47</u> Component: Building Maintenance
<u>SALARY</u>	:	R155 148 per annum, (Level 03)
<u>CENTRE</u>	:	Capricorn (Polokwane Mechanical Workshop)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 3 (Grade 10 certificate or equivalent). Driver's license Code EC with 7 – 12 months. skills and knowledge: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship.
<u>DUTIES</u>	:	Drive Heavy duty vehicles. Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600.
<u>POST 03/240</u>	:	<u>TRADESMAN AID: BUILDING MAINTENANCE (13 POSTS)</u> Component: Building Maintenance
<u>SALARY</u>	:	R155 148 per annum, (Level 03)
<u>CENTRE</u>	:	Waterberg, Mopani and Sekhukhune Waterberg Bakenberg Ref No: S4.3/10/59 (7 Posts) Lephalale Ref No: S.4/3/10/60, (2 Posts) Thabazimbi Ref No: S.4/3/2/65 (2 Posts) Mokopane Ref No: S.4/3/10/165 Modimolle Ref No: S.4/3/2/66 Mopani (4 posts) Carpentry Services Ref No: S.4/3/2/78 Sekgosese Cost Centre Ref No: S.4/3/10/61 (2 Posts) Tzaneen Cost Centre Ref No: S.4/3/2/79 Sekhukhune (2 Posts) (Thabamooopo Ref No: S.4/3/10/61 Nebo Ref No: S.4/3/10/61)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 3 as recognized by SAQA. No experience. skills and knowledge: Ability to use electrical and hand tools, □ Good interpersonal, communication and organizational skills and ability to work independently.
<u>DUTIES</u>	:	Provide assistance in the maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering and carpentry problems. Report defects. Repair, clean service and safe keeping of equipment and tools according to standards: Repair broken furniture and equipment's. Clean equipment's and machinery after use. Report faults.
<u>ENQUIRIES</u>	:	For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For

Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

- POST 03/241** : **TRADESMAN AID MECHANICAL (3 POSTS)**
Component: Roads Maintenance
- SALARY CENTRE** : R155 148 per annum, (Level 03)
: Waterberg and Mopani
Waterberg (Mokopane Ref No: S4/3/10/136 (2 Posts)
Thabazimbi Mechanical Workshop Ref No: S4/3/10/163)
Mopani (Tzaneen Mechanical Workshop Ref No: S4/3/10/164) (1 Post)
- REQUIREMENTS** : A qualification at NQF level 3 as recognized by SAQA. No experience. skills and knowledge: Ability to use electrical and hand tools, Good interpersonal, communication and organizational skills and ability to work independently.
- DUTIES** : Provide assistance in the maintenance of vehicles and equipment. Repair, clean service and safe keeping of equipment and tools according to standards.
- ENQUIRIES** : For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
- POST 03/242** : **GROUNDSMAN (2 POSTS)**
Component: Property and Facilities Management
- SALARY CENTRE** : R131 265 per annum, (Level 02)
: Waterberg and Mopani
Waterberg (1 Post)
(Mogalakwena Ref No: S4/3/3/68)
Mopani
Phalaborwa Ref No: S.4/3/3/112 (1 Post)
- REQUIREMENTS** : A qualification at NQF Level 01/ 02 as recognized by SAQA. No experience. Skills And Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : 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. 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. Keep gardening materials and equipment: Cleaning of machines and equipment's after use. Request gardening materials.
- ENQUIRIES** : For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
- POST 03/243** : **CLEANER (03 POSTS)**
Component: Property and Facilities Management
- SALARY CENTRE** : R131 265 per annum (Level 02)
: Sekhukhune and Waterberg
Sekhukhune (X2 Posts)
Fetakgomo Tubatse Ref No: S4/4/3/105
Facilities Ref No: S4/3/3/101)
Waterberg (1 Post)
(Modimolle/ Mookgopong Cost Centre Ref No: S4/3/3/11 (1 Post)
- REQUIREMENTS** : A qualification at NQF Level 01/ 02 as recognized by SAQA. No experience. Skills And Knowledge: Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy.
- DUTIES** : Provide 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. Provide cleaning services: kitchen and rest rooms by clean basins. Wash and keep stock of kitchen utensils. Provide cleaning services in restrooms: - Refill hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain

ENQUIRIES

cleaning materials and equipment: Report broken cleaning machines and equipment's. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment's after use. Request cleaning materials.

: For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027