

**PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 Or posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 28 February 2025 at 16h30
- NOTE** : All costs associated with an application will be borne by the applicant. Applications on eRecruitment system: Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> The application on eRecruitment system must be accompanied by a recent comprehensive CV. Failure to attach a recent comprehensive CV will result in the application not being considered / disqualified. Applicants using the eRecruitment system must ensure that all fields are completed correctly as it is the same information prescribed by the Z83 application form as prescribed by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. Once the applicant confirms that he/she understands that by applying electronically, he/she agrees that all the information presented to be true, correct and legally binding. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016,), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. Failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. The new Z83 can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed, signed and initialled by the applicant. The Z83 form must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?” “If your professional or occupation requires official registration, provide date and particulars of registration.” – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate ‘refer to Curriculum Vitae (CV) or see attached’, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. A specific reference number for the post applied for must be quoted in the space provided on the new Z83 form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which must be submitted to HR on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates will be subjected to a practical test, integrity assessment, personal suitability checks in line with Regulation 57(1)(c), the logistics of which will be communicated by the Department. The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver’s licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed

or emailed applications will be considered. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. For Management Echelon posts: 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 the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Following the interview, the selection panel will recommend a candidate 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 tools. 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 4 months of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 4 months, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. The Department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za.

MANAGEMENT ECHELON

- POST 06/47** : **DIRECTOR REF NO: C1/25/1**
Directorate: Wildlife Resources Management
- SALARY** : R1 216 824 – R1 433 355.per annum (An all-inclusive remuneration package) (level 13) Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An undergraduate qualification (NQF 7) in Nature Conservation / Environmental Management / Environmental Sciences / Biodiversity Management as recognized by SAQA. Five (5) years of experience at middle/senior managerial level. Minimum of three (3) years of experience in management of Damage Causing Animals (DCA). Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Budget and Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Service delivery innovation. Skills And Knowledge: Strong knowledge of relevant laws and regulations pertaining to wildlife resources management. Strong leadership and management skills, with the ability to motivate and inspire teams towards shared goals and objectives. Excellent communication and interpersonal skills, with the ability to build strong relationships with customers, partners and internal teams. Strategic and analytical mindset, with the ability to develop wildlife resources management effectiveness strategies through visionary leadership, adaptive management practices, reactive-response approaches, stakeholder engagement, sustainable financing, technological innovation, and adaptive governance structures. Financial acumen, with the ability to manage budgets and financial performance metrics. Ability to work effectively under pressure, with the flexibility to adapt to changing business priorities and willingness to respond effectively and efficiently to urgent matters and difficult circumstances.
- DUTIES** : Oversee the development, implementation and monitoring of management strategies, policies, plans and projects with clear priorities to guide effective wildlife resources management through workable work plans. Oversee the management and sustainable utilisation of natural resources within the province. Manage the implementation and maintenance of the biodiversity management permit processing system. Manage and monitor the regulation of the wildlife associated industry. Manage the regulation of the establishment of wildlife rehabilitation centres and sanctuaries. Manage and monitor the implementation of the CITES activities. Manage and monitor the prompt responsiveness to Damage Causing Animals (DCAs) in the province. Ensure compliance with relevant and applicable legislative requirements in respect of wildlife resources management. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

- POST 06/48** : **DEPUTY DIRECTOR REF NO: C1/25/2**
Directorate: Sector Development
- SALARY** : R1 003 890 – R1 182 534.per annum (An all-inclusive remuneration package) (level 12) Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years' experience within Sector Development of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the legislative framework governing Public Service. Sound and in-debt knowledge and experience of relevant macro and micro economic policies. Strategic and analytical thinking skills. Communication skills. Problem solving skills. Financial management skills. Conflict management skills. Negotiation skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills.
- DUTIES** : Ensure development of sectoral strategies and plans. Facilitate implementation of Manufacturing, Agro-processing and Automotive sectors. Facilitate skills programme to support the economy. Facilitate development of programmes to support growth of emerging sectors. Manage projects and work with stakeholders. Contribute to policy development and strategic and business planning. Implement and oversee the Mining development strategy.
- ENQUIRIES** : Ms WA KlaassenTel No: (015) 293 8691
- POST 06/49** : **DEPUTY DIRECTOR REF NO: C1/25/3**
Directorate: Economic Research, Planning & Co-Ordination
- SALARY** : R1 003 890 – R1 182 534.per annum (An all-inclusive remuneration package) (level 12) Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Economics / Business Management / Entrepreneurship as recognized by SAQA. Five (5) years' experience within Economic Research and Planning of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge on the legislative framework governing Public Service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management skills. Computer literate. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management. Service delivery innovation.
- DUTIES** : Develop and oversee implementation of Economic Development policies, strategies and plans. Provide economic intelligence to support planning and decision making. Manage the collection, organization and analysis of economic and development data. Design, conduct and manage research aligned with economic development imperatives in the province. Develop and implement economic cluster research agenda. Conduct impact assessment of policies, programmes and projects relating to the economic cluster research agenda. Provide LED support to municipalities. Manage team and work with stakeholders.
- ENQUIRIES** : Ms WA Klaassen Tel no: (015) 293 8691
- POST 06/50** : **DEPUTY DIRECTOR REF NO: C1/25/4**
Directorate: Supply Chain & Assets Management: Demand Management
- SALARY** : R849 702 – R1 000 908.per annum (An all-inclusive remuneration package) (level 11) Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Supply Chain Management / Financial Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics or equivalent as recognized by SAQA. Five (5) years' experience within Supply Chain Management of which three (3) years must be at a supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Sound and in-debt knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM Policies and Procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Administrative Justice Act, Promotion of

Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles knowledge. Team leadership skills.

DUTIES : Monitoring and ensuring compliance to applicable regulatory framework (PFMA, PPPFA). Inform, guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Management of the need analysis and consolidate. Management of the Departmental Annual Procurement Plan. Liaise and guide end-users on sourcing strategies and manage the utilization of the Central Supplier Database. Manage the registration vendors on LOGIS (Vendor Management). Assist in the drafting of specifications / TOR's and co-ordinating the functions of the Cross Functional Team. Monitor Supply Chain Management compliance. Develop, facilitate, consolidate and monitor of procurement plans. Manage Demand Management personnel and undertake all administrative functions required with regard to financial and HR administration. Prepare monthly reports such as progress in the Procurement Plan implementation, commodity spent, market analysis for commodities.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 06/51 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C1/25/5**
Cluster Manager (Waterberg)
Directorate: Provincial Protected Areas Management

SALARY : R580 551 – R664 095.per annum (OSD)

CENTRE : Head Office: Polokwane

REQUIREMENTS : An NQF 6 qualification in Nature Conservation / Natural Resource Management / Environmental Management / Natural Sciences or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in Nature Conservation or related fields at a supervisory level. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the Environmental Legislations. Knowledge of legislative framework governing the Public Service (Public Service Regulations, Basic Conditions of Employment Act, etc.). Sound and in-dept experience and knowledge of relevant prescripts, policies, processes and procedures. Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to interpret and apply policies. Managerial skills. Policy formulation skills. Financial management skills. Knowledge of planning and organizing. Report writing skills. Knowledge to develop strategies related to protected areas. Computer literacy. Problem solving and conflict management skills. Ability to use a firearm. Communication skills. Change and diversity management skills. People management and empowerment skills. Programme and project management skills.

DUTIES : Develop, implement and monitor policies, strategic and operational plans. Manage the sustainable utilisation development of state owned nature reserves. Manage infrastructure development and maintenance. Manage and monitor the development and operation of Limpopo wildlife resorts. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation. Manage the provision of enforcement and compliance services. Manage preservation of biodiversity within the reserves to ensure the continued livelihood thereof. Provide and co-ordinate environmental education to promote environmental awareness within PPAM.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 06/52 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C1/25/6**
Directorate: Environmental Empowerment Services

SALARY : R580 551 – R664 095.per annum (OSD)

CENTRE : Capricorn District: Polokwane

REQUIREMENTS : An NQF 6 qualification in Environmental Management / Nature Conservation or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in Environmental Management and Education field at a supervisory level. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the Environmental Legislations. Knowledge of environmental education. Knowledge of community development facilitation. Good human relations and problem-solving skills. Good communication and writing skills. Ability to interpret and apply policies. Managerial skills. Knowledge of planning and organizing. Compiling reports. Computer literacy. Change and diversity management skills.

DUTIES : Manage the environmental education and awareness staff in the district. Develop and manage the implementation of environmental education programs in schools. Implement environmental awareness in communities. Develop and implement career advisory programs in schools. Develop and manage tree planting program in the district. Align the education and awareness programs with the priorities of the Environmental Branch. Perform and manage administrative and related functions.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 16/53</u>	:	<u>ASSISTANT DIRECTOR REF NO: C1/25/7</u> Directorate: Consumer Affairs
<u>SALARY</u>	:	R552 081 – R650 322.per annum (level 10)
<u>CENTRE</u>	:	Capricorn District: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Commercial Law / Business Management / Law / Contract Management / Consumer Science or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in the Consumer Affairs / Commercial Law field. Valid driver's license (with exception of persons with disability).Skills And Knowledge: Knowledge and understanding of consumer matters. Knowledge of the Consumer Affairs Act and other legislations. Planning and organizing skills. Managerial skills. Computer literacy. Customer care knowledge. Presentation skills. Communication and negotiation skills. Report writing skills. Analytical thinking. Policy formulation skills. Conflict management and problem-solving skills. Financial management skills. Strategic thinking skills. Administrative management.
<u>DUTIES</u>	:	Facilitate and conduct compliance inspections. Facilitate and conduct investigation of cases. Ensure provision of mediation on disputes. Liaise with other stakeholders in matters relating to Consumer Affairs. Manage and utilize human and financial resources. Update consumer information booklets and brochures.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/54</u>	:	<u>ASSISTANT DIRECTOR REF NO: C1/25/8</u> Directorate: Financial Accounting Services
<u>SALARY</u>	:	R444 036 – R532 602.per annum (level 9)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Management Accounting or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Financial Accounting field (BAS – accounts and reporting). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge in financial management systems (BAS, PERSAL, LOGIS). Knowledge and understanding of the Public Financial Management Act (PFMA), Treasury Regulations and all other relevant legislation. Financial management skills. Change management skills. Service delivery innovation skills. Supervision skills. Problem solving and analysis skills. Decision making skills. Team leader ability. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organizing skills.
<u>DUTIES</u>	:	Monitor the policies and legislative framework to ensure that cognizance is taken of new developments. Monitor the implementation of the PFMA and Treasury Regulations. Verify and authorize creditors payments. Identification of fruitless expenditure and management of accrual, payables and accounts reconciliation. Liaise with Provincial Treasury on payroll related matters. Monitor the payroll register. Advice and update the department on payroll related matters (e.g. salary adjustment etc.). Manage the provision of IRP5 or tax related documents. Management of 30-day payment cycle to service providers. Managing the process of transfer of payment due to departmental entities on monthly basis. Management of accruals, payables and accounts reconciliation. Management of BAS and PERSAL related payments (allowances and deductions). Management of PERSAL exceptions and reconciliations. Administration of departmental payroll and Tax Reconciliation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/55</u>	:	<u>ASSISTANT DIRECTOR REF NO: C1/25/9</u> Directorate: Supply Chain & Assets Management: Asset & Inventory Management
<u>SALARY</u>	:	R444 036 – R532 602.per annum (level 9)
<u>CENTRE</u>	:	Capricorn District: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Auditing as recognized by SAQA. A minimum of three (3) years' experience in Asset Management / Stores Management at a lower/junior managerial level (salary level 7 & 8). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. Sound and in-debt knowledge of the relevant prescripts. Knowledge of financial management systems (BAS, LOGIS). Communication skills (verbal & written). People management skills. Negotiation and problem-solving skills. Planning and organizing skills. Computer literacy skills. Be able to work in high pressure environment. Time management skills. Conflict management skills. Report writing skills. Planning and organizing skills. Policy analysing and interpretation skills. Good governance and Batho Phele Principles knowledge. Team leadership ability.
<u>DUTIES</u>	:	Provide stores management services. Maintain record keeping in issuing and receiving stock. Monitor stock-taking. Manage the movement of assets within the department. Manage the disposal of movable assets and equipment. Manage inventory levels. Manage stores and warehousing. Provide asset management services. Maintain the asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Order

inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of Stores. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Manage resources (human, finance, equipment, assets). Promote correct implementation of sound asset management practices.

ENQUIRIES

Ms WA Klaassen Tel No: (015) 293 8691

POST 06/56

ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C1/25/10
Directorate: Environmental Empowerment Services

SALARY

R325 917 – R360 327.per annum (OSD)

CENTRE

Vhembe District: Thohoyandou

REQUIREMENTS

An NQF 6 qualification in Environmental Management / Natural Science or equivalent as recognized by SAQA. One (1) to two (2) years' experience in the relevant field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Environmental legislations and protocols. Knowledge of Municipalities Integrated Development Planning process. Knowledge of environmental capacity building approaches and programmes. Ability to facilitate stakeholder's engagement processes. Computer literacy. Excellent communication (verbal and written) and report writing skills. Planning and organizing skills.

DUTIES

Develop and manage the implementation of environmental capacity building programmes. Develop and manage environmental multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Department in various environmental management forums. Manage and facilitate formation and functioning of environmental stakeholder's forums. Compile sub-directorate reports. Facilitate skills development of subordinates. Support implementation frameworks for environmental governance in the Province. Perform all administrative and related functions.

ENQUIRIES

Ms WA Klaassen Tel No: (015) 293 8691

POST 06/57

TRANSPORT OFFICER REF NO: C1/25/11
Directorate: Supply Chain & Assets Management: Fleet Management

SALARY

R308 154 – R362 994 per annum (level 7)

CENTRE

Mopani District: Giyani

REQUIREMENTS

An NQF 6 qualification in Public Management / Transport Management as recognized by SAQA. One (1) to two (2) years' experience in the same or related field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant Public Service Acts, Regulations and Consumer Protection Act. Interviewing skills. Research skills. Problem solving skills. Evidence collection skills. Report writing skills. Attention to detail. Reasoning skills. Public speaking skills. Strategic and analytical thinkers. Compute literacy. Good communication skills (written and verbal). Planning and strategizing skills. Delegation skills. Interpretation skills. Presentation skills. Project management skills. Facilitation skills.

DUTIES

Ensure the provision and allocation, registration, renewal and licencing of government owned vehicles. Manage and control the utilisation of government owned vehicles and subsidised vehicles. Processing of applications for subsidised motor vehicles. Manage the fleet asset register and logsheet of government owned vehicles and provide fleet report. Handle accidents involving government owned vehicles and subsidised motor vehicles and the repair process. Facilitate the withdrawal of unserviceable vehicles. Manage the maintenance and repairs of government owned vehicles and subsidised motor vehicles. Process transport allowance claims for qualifying officials. Conducting vehicle inspections. Preparation of the authority/exemption to drive government vehicles after hours and during weekends/holidays. Registration and licencing of government owned vehicles.

ENQUIRIES

Ms WA Klaassen Tel No: (015) 293 8691

POST 06/58

ACCOUNTING CLERK REF NO: C1/25/12
Directorate: Financial Accounting Services

SALARY

R216 417 – R254 928per annum (level 5)

CENTRE

Head Office: Polokwane

REQUIREMENTS

An NQF 4 qualification (grade 12) as recognized by SAQA. An undergraduate NQF 6 qualification in Financial Management / Accounting / Cost Management Accounting / Economics as recognized by SAQA will be an added advantage. One (1) to two (2) years' experience in Financial Accounting Services will be an added advantage. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e. policies, budget processes and practices and related Acts and Regulations, such as PFMA, Treasury Regulations & Division of Revenue Act. Basic understanding of LOGIS, BAS and PERSAL. Computer literacy (MS Outlook, Word, Excel and PowerPoint). Virtual meeting platform literacy. Communication skills and personal relations. Ability to accept responsibility and to work independently. Ability to work under pressure. Financial management skills. People

		management and empowerment skills. Knowledge management skills. Problem solving skills. Client orientation and customer focus skills.
<u>DUTIES</u>	:	Receive and record all invoices and claims in the claims / invoice register. Reconcile and verify all claims / supplier invoices received before payments. Capture LOGIS, BAS and PERSAL payments. Ensure that all payments are processed within prescribed timelines. Clear all salary related suspense accounts. Clear all PERSAL exceptions on a daily basis. Reconcile payroll and key accounts on monthly basis. Prepare accruals and payables. Administer payment stubs. Ensure readiness of documents for audit purposes. Perform filling of all documents in the section.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/59</u>	:	<u>REGISTRY CLERK REF NO: C1/25/13</u> Directorate: Security & Facility Management: Records & Knowledge Management
<u>SALARY</u>	:	R216 417 – R254 928.per annum (level 5)
<u>CENTRE</u>	:	Sekhukhune District: Lebowakgomo
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (grade 12) as recognized by SAQA. Knowledge of Registry duties, practices as well as ability to capture data and operate a computer. One (1) to two (2) years' experience in Records Management / Archives / Administration will be an added advantage. Skills And Knowledge: Planning and organizing skills. Working knowledge and understanding of legislative framework in the government service. Client services. Punctuality. Independent thinking and ability to work without supervision. Computer literacy.
<u>DUTIES</u>	:	Handling of Registry counter services. Handling telephonic and other enquiries. Receive and register hand delivered and electronic mail. Opening and closing of files/records. Open and maintain franking register, frank mail, lock post in the mailbag and keep daily record of franked mail. Open postbag. Supervision of Messenger/Driver services. Filling and retrieval of records.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 06/60</u>	:	<u>MESSENGER / DRIVER REF NO: C1/25/14</u> Directorate: Mec's Support Services
<u>SALARY</u>	:	R183 279 – R215 892.per annum (level 4)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 4 qualification (Grade 12 / ABET/AET level 4 certificate) as recognized by SAQA. Seven (7) to twelve (12) months experience in Driving will be an added advantage. Valid driver's license. Skills And Knowledge: Knowledge of messenger services. Knowledge of roads and places. Planning and organizing skills. Ability to operate photocopier machine. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Driving skills.
<u>DUTIES</u>	:	Drive light/medium motor vehicles as required. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the relevant and prescribed records and log books with regard to the vehicle and the goods handled. Run errands for the MEC for the office and for the residence on a daily basis. Collect mail and documents from all over as requested to collect to the department. Collect and deliver correspondences for the office and the MEC to all departments and Parastatals. Collect mail from the post office including heavy boxes. Deliver invitations to stakeholders e.g. business groups. Collect stationary and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to the MEC's logistical support services. Provide transport services for the office of the MEC. Relieve the MEC's chauffeur to transport the MEC. Provide transport for the MEC's children.
<u>ENQUIRIES</u>	:	Ms WA Klaassen (015) 293 8691
<u>POST 06/61</u>	:	<u>FOOD AID REF NO: C1/25/15</u> Directorate: MEC's Support Services
<u>SALARY</u>	:	R155 148 – R182 757.per annum (level 3)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 1 or 2 qualification / ABET / AET level 2 certificate or equivalent as recognized by SAQA. No working experience is required. Skills And Knowledge: Knowledge in food safety and sanitation. Food presentation skills. Knife skills. Menu knowledge. Knowledge of order-taking and point-of-sale (POS) systems. Beverage presentation skills.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment in dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

POST 06/62 : **GENERAL ASSISTANT REF NO: C1/25/16**
 Directorate: Provincial Protected Areas Management

SALARY : R131 265 – R154 626.per annum (Level 2)
CENTRE : Nwanedi Nature Reserve: Hospitality Management
REQUIREMENTS : An NQF 4 qualification (Grade 12 / ABET level 4 certificate) as recognized by SAQA. One (1) to six (6) months experience in Hospitality Management will be an added advantage. Skills And Knowledge: Planning and organizing skills. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service, such as the Occupational Health and Safety Act. Interpersonal skills. Time management skills. Good communication skills. Teamwork skills. Group dynamics. Professionalism. Independent.

DUTIES : Well maintained resort facilities and equipment. Cleaning of resort and camping site grounds and surroundings. Waste management. Maintenance of swimming pool.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 06/63 : **CLEANER REF NO: C1/25/17**
 Directorate: Security & Facility Management: Work Environment & Facility Management

SALARY : R131 265 – R154 626.per annum (level 2)
CENTRE : Mopani District: Giyani
REQUIREMENTS : An NQF 4 qualification (Grade 12 / AET certificate) as recognized by SAQA. No experience needed. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organizing and people skills

DUTIES : Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms twice a day and clean accordingly. Clean windows on the inside at least quarterly on a rotational basis. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparation of meetings in the boardroom. Serving water/tea/coffee. Request cleaning materials

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691