

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

CLOSING DATE : 30 April 2025

NOTE : Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Designated race group, females and people with disabilities remain our target and are encouraged to apply. Applicants should apply using the Departmental Links allocated for each post. Only Z83 form and Curriculum Vitae (CV) should be attached. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby 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 reserves the right not to make any appointment(s) to the posts advertised. Pre-Entry Assessments: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Practical Exercise: All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024>. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. 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 their financial interest in accordance with the prescribed regulations. NB: Due to austerity measure the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za Applicants will be assisted to apply through the link at Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers.

MANAGEMENT ECHELON

POST 13/127 : **CHIEF DIRECTOR: SPORT AND RECREATION REF NO: DSAC 2025/01**
Component: Chief Directorate: Sport & Recreation
Re-advertisement, Applicants who applied before are encouraged to apply again

SALARY : R1 436 022 per annum (Level 14), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE : Head Office

REQUIREMENTS : An undergraduate Qualification (NQF level 07) in Sport Management, Sport Sciences/ Management / Sport Administration qualification or equivalent as recognized by SAQA. A minimum of five (5) years' experience at Senior Management level. Extensive experience in Sport and Recreation Services. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership; People Management and

Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant sport and recreation legislation. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.

- DUTIES** : Provide leadership and high-level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of the strategic plans of the chief directorate. Establish strategic direction of the branch to ensure alignment with business plans. Manage sport and recreation services. Coordinate processes for the upgrading of sport and recreation facilities created by local authorities. Develop and manage the implementation of seamless sport support programs, governance structures, coaching and technical officiating. Manage sport and recreation services. Ensure development and implementation of best practice manuals for the implementation of sport and recreation programs. Develop mechanisms for unlocking resources to extend the provision of sport and recreation services. Manage the development of provincial policy framework for sport and recreation governance. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Enhance and maintain employee motivation and cultivate a culture of performance management.
- ENQUIRIES** : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.
- APPLICATIONS** : <mailto:CDsportrecreation@sac.limpopo.gov.za>

OTHER POSTS

- POST 13/128** : **DEPUTY DIRECTOR: PROVINCIAL ARCHIVES & RECORDS REF NO: DSAC 2025/02**
Component: Directorate: Library and Archives

- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum Level (12)
: Head Office (Polokwane)
: An undergraduate qualification NQF level 6 in Archives / Records Management / Library Information Science / Studies as recognised by SAQA. A minimum of 3 years' experience in the Archives services environment. A minimum of three to five (3 -5) years' experience in the same field as Assistant Director level 9/10. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skill. Training and presentation skills. Project management. Interviewing skills.

- DUTIES** : Manage provincial records classification, appraisal and disposal services: Preserving corporate memory and heredity, ensuring implementation of retention and disposal schedules, responding to internal and external information enquiries. Provide management, monitoring, evaluation and training: advising on and implementing new records management policies and classification systems, setting up maintaining, reviewing, and documenting records systems, storing, arranging, indexing, and classifying records. Collecting and appraisal of records: conduct inspections on records and archives management, recommend issuing of disposal authority. Conduct information research: document provincial heredity, research historic topics. Management of human resources and physical resources in the division: manage performance and development of employees within the division, develop and review the division's plans, ensuring adherence to the service delivery standards, compliance to applicable Acts, policies and strategies, proper management and accountability for assets of the division, motivate and inspire employees to attain organisational objectives.

- ENQUIRIES** : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.
- APPLICATIONS** : <mailto:provincialarchivesandrecords@sac.limpopo.gov.za>

<u>POST 13/129</u>	:	<u>DEPUTY DIRECTOR: SECURITY SERVICES REF NO: DSAC 2025/03</u> Component: Sub-Directorate: Security Services
<u>SALARY</u>	:	R896 436 per annum (Leve 11)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Risk Management / Security Services/Criminology /Safety Management as recognised by SAQA. A minimum of three to five (3 -5) years' experience in the same field as Assistant Director level 9/10. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Communication. Report writing.
<u>DUTIES</u>	:	To manage the implementation of physical security functions: to manage and monitor that Physical Security site inspections are conducted and by also assisting to conduct support visit at the district level, monitoring of security services providers, manage access control, manage and monitor adherence / compliance to security measures, hold quarterly meetings with security service providers, manage the compilation of security reports, manage the implementation of security policies, communicate with external stakeholder s or agencies on matters related to physical security such as SAPS, SSA etc, monitor compliance as well as implementation of security measures e.g. policies, electronic security systems, security service providers, liaise and create a good relationship with security law enforcement/ensure effective communication with SAPS, SSA, and fire brigade, to advise the department on security related matters, manage that security breaches/incidents are recorded and security breach reports are compiled, conduct investigations on security breaches, collect information for investigation the affected people, report writing and making recommendations regarding steps to be taken to prevent reoccurrence of security breaches, conduct security evaluations, manage that security awareness programmes are conducted. Manage the implementation of minimum information security standards (MISS) manage that vetting and screening of employees are conducted, manage and ensure that personnel suitability checks, fingerprints are conducted, manage and ensure technical surveillance counter measure (TSCM) is conducted to strategic offices when need arises. Manage the coordination of security during departmental events: manage and coordinate security during departmental events in support of event projects managers/organizers and advise on security measures to put in place when having events, liaise and create a good relationship with security law enforcement/ensure effective communication with SAPS, SSA, and fire brigade, dept of health etc ,for support and advise the department on security related matters in preparation of events. Manage the performance of employees: Ensure that the performance of employees reporting directly to the post holder are evaluated to ensure compliance with PMDS policy. Manage compliance for contracted security service providers: Manage that reported security breaches are investigated and recorded manage that SLA signed by security service provider is complied with and meetings with security service providers.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.
<u>APPLICATIONS</u>	:	mailto:DDSecurityServices@sac.limpopo.gov.za
<u>POST 13/130</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC 2025/04</u> Component: Chief Directorate: Financial Management
<u>SALARY</u>	:	R468 459 per annum Level (09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA in Accounting / Risk Management / Auditing. Three (3) years' experience in Finance / Auditing environment at salary level 7/8. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of PFMA, Risk Management, project management, revenue and expenditure, assets and liability management, public service policies. Must have computer skills, communication skills, negotiation skills and ability to work under pressure

and ability to work with the team, Project management, People Management. Financial Management. Change and Knowledge Management. Problem solving and analysis. Client Orientation.

DUTIES : Monitor compliance regarding rules and regulations: Analysing financial statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the Department and compliance with applicable Acts, perusing through contractual agreements and assesses compliance with laid down procedures and policies, evaluating the adequacy and capability of internal controls to identify with deviations from guidelines and procedures, assessing the validity of performance in administrative functions and checking compliance to specific legislative frameworks, preparing draft comments and opinions on observations of specific processes, procedures, controls and systems. Co-ordinate internal and external audit management letters: Distribution of information to relevant units, ensure that responses are provided on time " assist the unit in responding to the queries " facilitate that the responses between the auditors and the department, ensure that the draft report from the auditors is responded on time, facilitate the meeting between the auditors and the relevant units, conduct follow up on non-responding to the queries, co-ordinate and support the operations of both auditor general and internal audit. Manage dissemination of information on specific key performance areas: Invite members of the meeting, provide logistical requirements of the meeting, write and distributes the minutes of the meetings, follow up and report on the outcomes of the resolution taken from the meeting, collaborating with other departments and professional bodies on audit procedural applications and principles and provide advice on the alignment of internal processes, forwarding of SCOPA resolutions to the units concerned for responses " ensure that relevant attachments are forwarded with the report, compile a monthly report on progress on scopa resolutions and await SCOPA request on progress from the legislature. Facilitate the implementation of audit investigative processes to determine irregularities or non-compliance: Receiving audit committee reports and analysing the scope and nature of the investigation, implementing procedures, analysing records and paper trails, conducting interviews and, testing and/ verifying information and data, draft comments, opinions and conclusions in respect of the investigation and findings.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:ASDInternalControlandCompliance@sac.limpopo.gov.za>

POST 13/131 : **ARCHIVIST REF NO: DSAC 2025/05**
Component: Directorate: Library and Archives

SALARY : R325 101 per annum (Leve 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 in Archives / Records Management / Library Information Science / Studies as recognised by SAQA. A minimum of 2 years' experience in the Archives services environment. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skills. Training and presentation skills. Project management. Interviewing skills.

DUTIES : Design, evaluate, implement and maintain records classification systems. Design records classification systems in consultation with client offices, which includes all governmental bodies. Ensure that client offices submit draft records classification systems for evaluation and approval by the Provincial Archivist. Provide records management training. Facilitate planning for the courses through continuous liaison with stakeholders. Update the training manual and compile in line with policies and procedures. Conduct appraisal of records for disposal purposes. Conduct a contextual analysis, a comprehensive study of the organization concerned. Formulate a hypothesis on the overall value of records and records systems, indicating records with archival value and with little or no value. Conduct inspections to ensure compliance with proper records management practices. Draw up an annual inspection programme for approval and dissemination to the concerned offices. Provide professional support and advice to stakeholders. Conduct presentations on archives and

records management based on the need or the requests received from the client offices. Participate in consultation meetings and for a to address relevant concerns and problems with regards to records management practices. Collect, arrange, describe and preserve non- public and public records. Promote and market archival functions and services. Conduct educational and public outreach programmes such as tours, lectures, classes and school visits. Undertake the identification, research, selection and display of items for exhibitions.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:archivist@sac.limpopo.gov.za>

POST 13/132 : **LIBRARIAN REF NO: 2025/06**
Component: Directorate: Library and Archives

SALARY : R325 101 per annum (Level 07)
CENTRE : Kgapane Library (Mopani District)
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA in Library & information Studies/Science. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:Librarian@sac.limpopo.gov.za>

POST 13/133 : **LANGUAGE PRACTITIONER; AFRIKAANS REF NO: DSAC 2025/07**
Component: Language Services
Re-advertisement, applicants who applied before are encouraged to apply again.

SALARY : R325 101 per annum (level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 in Languages / Language Practice with specialization in Afrikaans as recognized by SAQA. A minimum of 2 years of experience in the Translation field will be an added advantage. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Languages. Knowledge of Language policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders.

DUTIES : Translation of official documents from source language to target language. Proofread documents. Terminology development with language stakeholders. Promotion of Literature. Conduct workshops for authors. Promotion of multilingualism and indigenous knowledge systems.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032

APPLICATIONS : <mailto:LanguagePractitionerAfrikaans@sac.limpopo.gov.za>

<u>POST 13/134</u>	:	<u>TRAINING OFFICER REF NO: DSAC 2025/08</u> Component: Directorate: HRM & D
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Management of Training, Human Resource Management or Development as recognised by SAQA. A minimum of 2 years' experience in the Human Resource Development environment. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Project management, Knowledge in human resource, sound and in-depth knowledge of relevant prescripts and application of research methodology, as well as understanding of the legislative framework governing the public service Management and leadership, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Organizing and planning. Computer literacy. Basic interpersonal relations. Analytical skills. Written and verbal communication. Research skills. Presentation skills. Training and presentation skills., problem solving skills, planning and organising, good interpersonal communication skills and coordination skills
<u>DUTIES</u>	:	Co-ordinate and implement internship and learnership programs: Coordinate funding with SETAs, coordinate the completion of the skills audit, coordinate with Colleges and Universities for learners placement, appoint and place interns and learners, assist interns to complete contracts & all administrative forms on assumption of duty, submit list of interns to Risk Management, inform relevant directorates and staff on new placements, assist interns and mentors to sign Performance agreement, hold quarterly monitoring meetings with interns & mentors, coordinate submission of interns quarterly reports & performance reviews, prepare testimonials and certificates, update database of interns, manage interns' time registers, prepare requisition vouchers and facilitate payment of stipends. Coordinate orientation and induction programme Identify and nominate newly recruited officials in the department for orientation and induction: Draft specifications, book venue and send invitations. Monitoring and evaluation, compile HRD programmes monthly and quarterly reports, compile internship annual report, compile Monthly Skills Programme reports, compile bursary annual report, design, develop and update training data base. Coordination of training: coordinate and liaise with training institutions and relevant stakeholders, draft specifications, send training invitations, compile training reports, book venues, follow up training attendees, capture training information on Workplace Skills Plan (WSP). Administer Bursaries: Co-ordinate bursary programs, determine bursary needs, monitor the performance of bursary holders, maintain bursary database. Coordination of HRD Policies: Liaise with stakeholders on policy matters, update RIQ Qualifications, coordinate implementation of RIQ, prepare MoU with stakeholders.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Makaulule MM and HR Intern Tel No: (015) 284 4143/ 4109/4144/4032.
<u>APPLICATIONS</u>	:	mailto:trainingofficerhrd@sac.limpopo.gov.za
<u>POST 13/135</u>	:	<u>SPORT ADMINISTRATION: COMPETITIVE SPORT REF NO: DSAC 2025/09</u> Component: Directorate: Sport Development
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 06) as recognized by SAQA in Sport Management / Sport Science/ Administration. Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.
<u>DUTIES</u>	:	Maintain and update Sport Development data base: Ensure that customers are satisfied with the services rendered, adherence of Batho Pele Procedures and Principles. Render secretarial functions to the unit: Coordinate attendance of meetings, send well typed, edited minutes for Sport Development and management participation of meetings. Provide administrative logistical support for services: Ensure customers are informed about the services to be rendered. Ensure the application of Sport Development Procedures: Ensure

reports are compiled and submitted within the time frame. Ensure payments of invoices for the external clients: Ensure that customers are informed about the services to be rendered on time.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:sportadmincompetitivesport@sac.limpopo.gov.za>

POST 13/136 : **PERSONAL AIDE REF NO: DSAC 2025/10**
Component: Strategic Management and Planning
Re-advertisement, Applicants who applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office (Polokwane)
: An undergraduate qualification (NQF level 06) as recognized by SAQA. Must have English (Communication at level 3) must have knowledge of working with Blind people. Office Administration Certificate will be an added advantage. A minimum of 1 to 2 years' experience in working with Blind people. Sign language will be an added advantage. A valid driver's license (except for persons with disabilities). Skills and Knowledge: People Management. Time Management. Change Management. Project Management. Knowledge and Change Management. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Computer Literacy.

DUTIES : Provide Disability Support. Provide driver and messenger service to a Disabled person, Read printed documents to a disabled person when required, ensure logistical support during attendance of meetings and workshops to be attended by the disabled person, manage travel documentation when accompanying a Disabled person, provide administrative support to the disabled person, Manage calendar and correspondence, Facilitate the preparation and dissemination of memos, Receive information in various forms and determine the appropriate method of processing. Render general and technical support in planning and implementation of projects / programs. Coordinate meetings monthly to committees and forums. Compile monthly and quarterly reports. Take minutes and manage the register, participate in meetings. Provide General administration services. Develop database of relevant stakeholders within the unit and distribute information. Keep all the records and file them according to the departmental file plan, Update the collected information, Liaise with relevant stakeholders daily.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : <mailto:personalAide@sac.limpopo.gov.za>

POST 13/137 : **FINANCE CLERK REF NO: DSAC 2025/11**
Component: Directorate: Financial and Management Accounting

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Polokwane
: NQF level 4/ Grade 12 certificate or equivalent qualification from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognised by SAQA will be an added advantage. Skills and Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

DUTIES : Receive and validate payments before processing: receive payment vouchers from supply chain, verify payments if they are ready for payment, capture the payments on BAS/LOGIS, put a received stamp on the vouchers as soon as they are received. Sort payments and register them for filing: sort payments and maintenance of payment register, compare payment vouchers with payment register if nothing missing, check the payments if they are signed and stamped. Compile BAS/LOGIS payments advice and processing payments of account: Attach payment advice for the payments which are paid, sort payment vouchers according to the payment numbers, record all the payments to registry for filing, verifying all the payments on the payment register. Print payment register of the payments: Print a payment register for payments which

are paid, verifying all the payments on the payment register, take those for filing at records. Attending to enquiries internal and external: Handle the enquiries of payments telephonically, help the customers who want to check the status of their payments if they will be paid or not, communicate with the end users if something in their directorates need to be fixed regarding the suppliers who rendered services, call the suppliers to update their accounts on CSD if they are not updated.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032

APPLICATIONS : <mailto:financeclerk@sac.limpopo.gov.za>

POST 13/138 : **SPORT AND RECREATION GRANT ADMINISTRATOR REF NO: DSAC 2025/20 (X2 POSTS)**

Component: Chief Directorate: Sports & Recreation

SALARY : R228 321 per annum (Level 05), plus 37 % of lieu of benefit

CENTRE : Head Office

REQUIREMENTS : NQF level 4/ Grade 12 qualification as recognised by SAQA. An undergraduate qualification (NQF level 06) as recognized by SAQA in Sport Management / Sport Science/ Administration. Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, knowledge of grant framework, Computer literacy, Project planning, Problem solving Communication and Report writing.

DUTIES : Coordinate Sport and Recreation grant reports: Receive monthly and quarterly reports, liaise with internal Monitoring and Evaluation Sub-Directorate on grant reports, receive submission of reports by districts and facilitate submission of reports to various stakeholders. Administer sport and recreation business plan system: Update Sport and recreation business plan system, capture Sport and Recreation grant expenditure, consolidate sport and recreation grant business plan, capture portfolio of evidence and attend sport and recreation grant meetings. Provide support for women and disabled sport programmes: Provide administrative support, render logistical arrangements for special sport meetings and events and update the database for women and people with disabilities participating in sport in the province. Monitor utilisation of sport and recreation facilities: Update the database for Sport and Recreation facilities, compile monthly records of utilised sport and recreation facilities, render logistical arrangements of sport and recreation facilities meetings and render administrative support for MIG projects.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032

APPLICATIONS : <mailto:SRGrantAdministrator@sac.limpopo.gov.za>

POST 13/139 : **LIBRARY ASSISTANT (X4 POSTS)**

Component: Chief Directorate: District Coordination

SALARY : R193 359 per annum (Level 04)

CENTRE : Sekhukhune District Library Ref No: DSAC 2025/12

Morebeng Library Ref No: DSAC 2025/13

Moletji Library Ref No: DSAC 2025/14

Khubvi Library Ref No: DSAC 2025/15

REQUIREMENTS : NQF level 4/ Grade 12 certificate or equivalent qualification from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver 'license (except for persons with disabilities). Skills and Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.

DUTIES : Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with

executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS :
mailto:LibraryAssistantMoletji@sac.limpopo.gov.za
mailto:LibraryAssistantSekhukhune@sac.limpopo.gov.za
mailto:LibraryAssistantmorebeng@sac.limpopo.gov.za
mailto:LibraryAssistantKhubvi@sac.limpopo.gov.za

POST 13/140 : **GROUNDSMAN REF NO: DSAC 2025/16**
Component: Directorate: Communications and Information Technology

SALARY : R138 486 per annum (Level 02)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Certificates of training services in cleaning will be an added advantage. Knowledge and Skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.

DUTIES : Maintain premises and surroundings: Empty dirt bins, clean premises and surroundings. Maintain the garden: watering the garden, prune and trim flowers and trees, mow the grass, remove weeds and garden refuse, apply insecticides and cultivate the soil for trees. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools and repair minor defects of gardening equipment and tools.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032.

APPLICATIONS : mailto:groundsman@sac.limpopo.gov.za

POST 13/141 : **GENERAL WORKER REF NO: DSAC 2025/17**
Component: Chief Directorate: District Coordination

SALARY : R138 486 per annum (Level 02)
CENTRE : Muti Wa Va Tsonga
REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Knowledge and Skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

DUTIES : Perform routine activities on the maintenance of the Museums or Heritage site. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the museums or heritage site structures and the surroundings, etc. Cleaning of museums or heritage site facilities and structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the Museums premises and the surroundings. Creation and maintenance of fire breaks around the museums and surroundings. Maintenance of Museums fence and enclosure. Render any manual labour necessary for the effective care and maintenance of the Museums.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Makaulule MM and HR Intern Tel No: (015) 284 4143/ 4109/4144/4032

APPLICATIONS : mailto:gwmutiwavatsonga@sac.limpopo.gov.za

POST 13/142 : **GENERAL WORKER (X2 POSTS)**
Component: Chief Directorate: District Coordination

SALARY : R138 486 per annum (Level 02)
CENTRE : Waterberg District Ref No: DSAC 2025/18
Tzaneen Library Ref No: DSAC 2025/19

- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Knowledge and Skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.
- DUTIES** : Perform routine activities on the maintenance of the district. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the surroundings, etc. Cleaning of structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the premises and the surroundings. Creation and maintenance of fire breaks around the district and surroundings. Render any manual labour necessary for effective care and maintenance.
- ENQUIRIES** : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HR Intern Tel No: (015) 284 4143/4109/4186/4032
- APPLICATIONS** : <mailto:gwwaterburg@sac.limpopo.gov.za>
<mailto:gwtzaneen@sac.limpopo.gov.za>