

<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/223</u></b>	:	<b><u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: OTP: 03 / 25 / 41 (X1 POST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) with Accounting as a subject as recognized by the South African Qualification Authority (SAQA). Computer literacy / Microsoft Office Package.
<b><u>DUTIES</u></b>	:	Process payments of salaries, wages and allowances to all employees. Capture subsistence and travel, fuel, and overtime claims in PERSAL and BAS system. Process Human Resources advices in PERSAL and Salary related debts. Sort salary reports, IRP5 and payroll report and filling of documents.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/224</u></b>	:	<b><u>SECRETARY REF NO: OTP: 03 / 25 / 42 (X4 POSTS)</u></b> Branch: Corporate Management (X1 Post); Institutional Development Support (X1 Post); Stakeholder Management Coordination (X1 Post); and Planning Coordination, Monitoring and Evaluation (X1 Post).
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). Computer Literacy.
<b><u>DUTIES</u></b>	:	Provide secretarial/ receptionist support service to the DDG. Provide clerical support services to the DDG. Remains up to date with regard to prescripts/ policies and procedures applicable to the work terrain to ensure efficient and effective support to the DDG.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/225</u></b>	:	<b><u>REGISTRY CLERK: GENERAL RECORDS REF NO: OTP: 03 / 25 / 43 (X1 POST)</u></b> Directorate: Records and Facilities Management Services (Work Environment)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer literacy.
<b><u>DUTIES</u></b>	:	Provide General Records Services to clients. Implement Staff file plan, Records policy, procedure manual control schedule. File personal and series files. Facilitate Messenger and Postal services.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/226</u></b>	:	<b><u>HANDYMAN REF NO: OTP: 03 / 25 / 44 (X1 POST)</u></b> Directorate: Records and Facilities Management Services (Work Environment)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 680 per annum (Level 03) Polokwane ABET / AET Level 4 / Grade 9 certificate or equivalent qualification as recognized by the South African Qualification Authority (SAQA).
<b><u>DUTIES</u></b>	:	Maintain Office Buildings. Maintain Office Equipment and Furniture.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.