

<b><u>ENQUIRIES</u></b>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<b><u>POST 27/246</u></b>	:	<b><u>LEGAL ADMIN OFFICER: CONTRACT DRAFTING &amp; COMPLIANCE REF NO: COGHSTA 15/25</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	Grade 1: R252 855 per annum, (OSD) Grade 2: R292 596 per annum, (OSD) Grade 3: R324 579 per annum, (OSD) Grade 4: R388 392 per annum, (OSD) Grade 5: R464 634 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane An undergraduate qualification in Law (NQF 6) as recognized by SAQA; A minimum of 0-8 years relevant experience. Valid South African driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Counselling skills; Interpersonal relations; People management skills; Time management; Planning and execution; Communication; Computer skills; Teamwork.
<b><u>DUTIES</u></b>	:	Render effective and efficient contract management services to the department, municipalities and other statutory bodies; Drafting of legally binding and watertight contracts/SLA's and MoUs to ensure effective service delivery; Ensure compliance by the service providers and contractors in the implementation of projects; Liaison with the Office of the Premier: Shared Legal Services on litigation emanating from the department; Office administration support.
<b><u>ENQUIRIES</u></b>	:	Ms. Palmer Olivia Tel No: (015) 294 2094
<b><u>POST 27/247</u></b>	:	<b><u>DRIVERS: HOUSE OF TRADITIONAL LEADERS REF NO: COGHSTA 23/25 (X2 POSTS)</u></b> Branch: Traditional Affairs (Contract Linked to Chairperson's Term Office)
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ ABET / AET qualification as recognized by SAQA. Valid driver's license with Professional Driving Permit. Candidates to undergo Competency Test Driving. Core and Process Competencies: Skills & Knowledge: Knowledge & skills in: Report Writing, Time management, Good Communication Skills, Creative/innovative, Analytical Thinking, Good Organizational skills, Good People skills, High level of Reliability, Basic written communication skills, Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Collect and deliver documents; Transport employees in the office of the Department and guests and special advisors of the Executing Authority; Render a general support function in the office of the Executing Authority; Maintain knowledge on the policies and procedures that applies in the work environment.
<b><u>ENQUIRIES</u></b>	:	Ms. Mabina Reneilwe Tel No: (015) 294 2046
<b><u>POST 27/248</u></b>	:	<b><u>HANDYMAN: FACILITIES REF NO: COGHSTA 24/25</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ ABET / AET qualification as recognized by SAQA. Core And Process Competencies: Basic knowledge of building maintenance, plumbing, carpentry, electrical maintenance and equipment repairs. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service such as: Occupational Health and Safety Act. Skills & Knowledge: Interpersonal Skills; Technical skills; Time management skills; Good Written and communication skills; Group dynamics; Diversity & Change management.
<b><u>DUTIES</u></b>	:	Routine maintenance of office buildings and other infrastructure services i.e. electricity, sewer systems, buildings and equipment's as well as assisting with inspection of maintenance of contractor's work; Daily recording of maintenance works performed and needs; Assisting with the planning, scheduling and

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execution of maintenance tasks; Basic housekeeping and other ad-hoc tasks identified by supervisor.  
: Ms. Kobe Kwena Tel No: (015) 294 2094