

**PROVINCIAL ADMINISTRATION: LIMPOPO  
OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	Applicants are encouraged to submit their application through the Provincial Government e-Recruitment website at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> , however, hand and mail delivered applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from <a href="http://www.gov.za">www.gov.za</a> / <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> / <a href="http://www.labour.gov.za">www.labour.gov.za</a> and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<b><u>CLOSING DATE</u></b>	:	22 August 2025 at 16h00.
<b><u>NOTE</u></b>	:	The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: The declaration on the Z83 must be signed in order for an applicant to be considered. All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant 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? 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 interest?". If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, 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 Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated (starting with OTP:) on the post applying for in the Column "Reference Number" on Z83 application form. 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 Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme">www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend suitable SMS 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 tools. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check and recommended candidates will be subjected to security clearance procedures. The Office reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be

informed by the Employment Equity Plan of the Office. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving. If you have not heard from the Office within ninety (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, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Note: Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date (prior to be interviewed), failure to produce the requested certified copies as mentioned, will result in an automatic disqualification from the process. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: <https://erecruitment.limpopo.gov.za>, [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and Limpopo Provincial Departments social media platform. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

#### **MANAGEMENT ECHELON**

<b><u>POST 28/196</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: OTP: 07/25/01 (X1 POST)</u></b> Branch: Corporate Management
<b><u>SALARY</u></b>	:	R1 813 182 – R2 135 835 per annum (Level 15), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus an appropriate postgraduate (NQF level 8) in Public Management / Business Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of eight (08) years' experience at Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Ensure effective Administration Support Services by providing Human Resource Management, Human Resource Development, Performance Management Development Services, Employee Health and Wellness Programmes. Manage Records and Facilities. Provide Departmental Information and Communication Technology Services. Manage and facilitate the provision of Organisational Risks, Security & Integrity Management Services. Manage and Facilitate Ethics. Manage and coordinate the implementation of Strategic Management Support Services by providing administrative support services to the Director General. Oversee the development of management effectiveness and leadership strategy. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Manage Protocol, Events, Premier and DG Support Service by ensuring events are well managed, oversee the management for the Official Order of preference and coordinate& manage international visits. Oversee the management of Corporate Gifts and Flag Bank. Manage and facilitate the provision of Labour Relations Services and ensure that the implementation of grievance rules, Disciplinary Code and procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the Office are coordinated and evaluated. Ensure that grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier are handled and facilitated. Monitor and evaluate the implementation of collective agreement in the Office. Monitor the coordination of Public Service Industrial Action and oversee the provision of Departmental Training on all Labour Relations matters. Ensure effective Financial Management Services.

**ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S/ Mashitoa MR/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C at Tel No: (015) 287 6441 / 6665/ 6349 / 6027 / 6293 / 6588 / 6063 respectively.

#### **OTHER POST**

**POST 28/197** : **ASSISTANT DIRECTOR: MEDIA LIAISON SERVICES REF NO: OTP: 07/25 /02 (X1 POST)**  
Directorate: Research and Media Liaison Services

**SALARY CENTRE REQUIREMENTS** : R582 444 – R686 091 per annum (Level 10)  
Polokwane  
A Senior Certificate plus an undergraduate qualification (NQF level 6) in Journalism/ Media Studies/ Public Relations or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Communication environment at a Supervisory level. A valid driver's license except for people with disability.

**DUTIES** : Coordinate the implementation of the Provincial Communication Strategy and promote integrated communication within three spheres of government. Develop Media and Communication Plans for government events. Coordinate and facilitate communication activities on media platforms. Compile media alerts/advisories and statements. Support provincial and national government with media related programmes. Organise government media briefings.

**ENQUIRIES** : Should be directed to Mesdames: Mgbo PM / Mokgalaka S/ Mashitoa MR/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C at Tel No: (015) 287 6441 / 6665/ 6349 / 6027 / 6293 / 6588 / 6063 respectively.

#### **DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY**

***The Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. ALL positions are targeting Women and Person with Disabilities.***

**APPLICATIONS** : quoting the relevant references `should be forwarded as follows The Head of Department  
Applications must be submitted via e-Recruitment system through the link at <http://erecruitment.limpopo.gov.za> and on new z83 form obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za).  
**For Head Office posts:** Department of Transport and Community Safety, Private Bag X 9491, Polokwane, 0700 OR handed in at Phamoko Towers Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.  
**Capricorn District**, 39 Church Street, Polokwane, The Director, Private Bag X9324, Polokwane 0700, at 073 170 6748  
**Sekhukhune District**, Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No: (015) 633 5150.  
**Waterberg District:** NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X1038, Modimolle, 0510, Tel No: (014) 718 2300/2311/2310.  
**Mopani District:** Giyani Govt, Complex. The Director, Private Bag X9679, Giyani, 0826, Tel No: (015) 811 7000.  
**Vhembe District**, Thohoyandou Govt. Complex, The Director, Private Bag X2145, Sibasa, 0970, Tel No 015 960 3000

**CLOSING DATE** : 29 August 2025 at 16h00  
**NOTE** : Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant 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 detail)" 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 interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, 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. Applicants are required to submit New Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The employer reserves the right to fill or not to fill the posts. Failure to submit the requested documents will result in your application not being considered. Due to austerity measures the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Successful incumbents 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. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only; due to the large number of applications we envisage. 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 seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

#### **MANAGEMENT ECHELON**

<b><u>POST 28/198</u></b>	:	<b><u>CHIEF DIRECTOR: TRANSPORT REGULATION REF NO: LDTCS 001/2025</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 per annum (Level 14). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 7 in Traffic Law Enforcement/Road Safety Management or related qualification as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Road Traffic Law Enforcement. Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment. 5 years' experience at a senior managerial level. Valid driver's license (with the exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge and Skills: sound and in-depth knowledge and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations. Manage the implementation of operational law enforcement and road safety plans. Manage registration and licensing services. Manage provision of traffic

		operational resources. Ensure the effective management of the Limpopo Traffic Training College. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Identify and manage risks. Manage Traffic Legislation development and compliance. Manage the implementation of transport safety outreach programmes. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<b><u>POST 28/199</u></b>	:	<b><u>DIRECTOR: TRANSPORT INFRASTRUCTURE REF NO: LDTCS 002/2025</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Infrastructure/Engineering will be an added advantage Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Manage Transport Engineering services, Manage Infrastructure and EPWP, Provide leadership and strategic direction in the Directorate, Manage the component's resources against its strategic objectives.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<b><u>POST 28/200</u></b>	:	<b><u>DIRECTOR: PRE SUPPORT SERVICES REF NO: LDTCS 003/2025</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Infrastructure/Management/Engineering will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Administrative and Secretariat Services to the Provincial Regulating Entity [PRE] provision. Manage Public Transport Operating License Service

**ENQUIRIES** : Administration Services. Manage the Administration of Public Transport Operators and Routes Registration. Manage Public Transport Conflicts.  
Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163

#### **OTHER POSTS**

**POST 28/201** : **DEPUTY DIRECTOR: TRANSPORT REGULATION REF NO: LDTCS 004/2025**

**SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

**CENTRE REQUIREMENTS** : Mopani District (Giyani)  
: An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Road Traffic Law Enforcement. Any other qualifications in Road Traffic / Traffic Management will be an added advantage. 5 years' experience of which 3 years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

**DUTIES** : Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations. Manage the implementation of operational law enforcement and road safety plans. Manage registration and licensing services. Manage provision of traffic operational resources. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Identify and manage risks. Manage Traffic Legislation development and compliance. Manage the implementation of transport safety outreach programmes. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.

**ENQUIRIES** : Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019

**POST 28/202** : **DEPUTY DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: LDTCS 006 /2025**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

**CENTRE REQUIREMENTS** : Capricorn District (Polokwane)  
: An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage, 5 years of experience of which 3 years must be at an Assistant Director level in the same or related field. PERSAL Training/Certificate. Valid driver's license (with the exception of persons with disabilities) Core And Process Competencies: Knowledge of PERSAL, Computer Literacy, Financial Management skills, Management skills, Negotiation skills, Innovative thinking, Client Orientation and Customer Focus, Written and Verbal Communication Skills, Decision Making, Strong Leadership and Team building Skills, Policy Development Skills, Planning and Organizing skills, Conflict Management and Project Management. Knowledge And Skills: PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at

		all levels. Ability to analyze the findings and make recommendations, high level report writing, understanding of the legislative framework governing public service i.e., Public Service Act, Public Service Regulation.
<b><u>DUTIES</u></b>	:	Manage Human Resource Management and Development Services. Manage employee wellness services. Manage information technology, information management and communication services. Manage transformation and service delivery improvement services. Manage records, facilities and EPWP program
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/203</u></b>	:	<b><u>DEPUTY DIRECTOR: INFRASTRUCTURE AND EPWP REF NO: LDTCS 007/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Management Sciences or infrastructure management or support, Facilities Management built environment will be an added advantage. 5 years' experience of which 3 years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Manage the procurement of infrastructure projects Provide maintenance of departmental buildings internally and through implementing agents Manage Infrastructure delivery management strategy Manage the coordination of EPWP in the department Manage acquisition and disposal of property and land through the custodian Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/204</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: LDTCS 028/2025</u></b>
<b><u>SALARY</u></b>	:	R586 956 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development and as recognized by South African Qualifications Authority (SAQA). Eight (8) years post qualification legal experience. Valid driver's license (with exception of person with disabilities) Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of South African Law, interpretation of Acts and Regulations, Legal Drafting, legal Research, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts.
<b><u>DUTIES</u></b>	:	Provide Legal opinion and advice. Liaise with state attorney in litigation matters involving the department. Draft legal contracts Provide legal advisory services to the MEC, HoD and Employees in the Department.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/205</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Capricorn (Lebowagomo) Ref No: LDTCS 008/2025

		Vheme (Mutale) Ref No: LDTCS 009/2025
		Waterberg (Northam) Ref No: LDTCS 010/2025
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA 7-10 years working experience in traffic law enforcement field 3-5 years' experience at supervisory level Basic Road Traffic Diploma No criminal record Valid driver's license Core and Process Competencies. Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication skills problem solving and analysis knowledge management, service delivery innovation, client orientation and customer focus. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic, public passenger, transport legislation Overall management of the traffic station/traffic control center Manage joint law enforcement activities and projects Manage resources and provide leadership and direction to all subordinates Identify and manage risks Manage the performance of all the administrative activities and related duties.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Chavani T Tel No: (015) 960 3094
<b><u>POST 28/206</u></b>	:	<b><u>CHIEF PROVINCIAL INSPECTOR REF NO: LDTCS 011/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Capricorn PTU
	:	An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA 7-10 years working experience in traffic law enforcement field 3-5 years' experience at supervisory level Basic Road Traffic Diploma No criminal record Valid driver's license Core and Process Competencies. Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication skills problem solving and analysis knowledge management, service delivery innovation, client orientation and customer focus. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations.
<b><u>DUTIES</u></b>	:	Manage the implementation of PTU Management of stop and check Manage the assets and equipment of the unit Management of office administration Management of state vehicles.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/207</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT REF NO: LDTCS 012/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Waterberg District (Modimolle)
	:	An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage 3 – 5 years of experience at a supervisory level in the same or related field Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge and Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Co-ordinate Service delivery improvements and customer care Co-ordinate service delivery complaints Co-ordinate special program within the district.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335: Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/208</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: LDTCS 013/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage 3 – 5 years of experience at a supervisory level in the same or related field Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge and Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<b><u>DUTIES</u></b>	:	Advocacy on special programmes Co-ordinate and facilitate Gender mainstreaming programmes Co-ordinate reasonable accommodation and capacity building Facilitate and co-ordinate job access programmes
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/209</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVENUE &amp; DEBT REF NO: LDTCS 014/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management will be an added advantage. 3 – 5 year's experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Financial and cost accounting, Debtor management, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Implement proper controls on revenue and debt collection Reconciliation on revenue and debt collection Co-ordinate revenue returns Implement compliance with rules and regulations of revenue policies Manage the recovery of departmental debt
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/210</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: LDTCS 015 /2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Sekhukhune
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 7 in Social Sciences/Social as recognized by SAQA, Work Registration with Relevant Professional Body 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills Knowledge and understanding of PFMA, Financial policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate the provision of wellness services Co-ordinate the provision of SHERQ and COID programs Co-ordinate the implementation of HIV/AIDS programs
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/211</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXPENDITURE REF NO: LDTCS 016 /2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum. (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Facilitate and monitor payments of accounts within thirty days Compile monthly, quarterly and annual financial reports Address audit queries and attend to requests Ensure compliance to payment policies and standard operating procedures Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<b><u>POST 28/212</u></b>	:	<b><u>ASSISTANT DIRECTOR: GITO: DISTRICT REF NO: LDTCS 017/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Mopani (Giyani)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Information Technology will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Provide technical support functions to the district and traffic stations Standardise desktop software and update anti-virus software and server Manage the ICT Network Infrastructure. Ensure provision of IT equipment and services.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019
<b><u>POST 28/213</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: LDTCS 018/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management/Supply Chain Management will be an added advantage. 3 – 5 years' experience at supervisory level in the same field or related field. CSD Training/certificate will be an added advantage. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Synergise, review and execute the bidding process Co-ordinate, review and compile the list of prospective providers for quotations Co-ordinate, review and source quotations from database according to the threshold values determined by the National Treasury Supervise employees to ensure an effective acquisition management service Undertake all administrative functions required with regard to financial and HR administration.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

<b><u>POST 28/214</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDTCS 019/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Risk Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Develop, co-ordinate and monitor implementation of risk Management strategies and risk management plans. Ensure Risk and Audit Steering Committee (RASC) to fulfil its responsibilities as outlined in the Charter. Ensure that risk management capability is developed and maintained in all Directorates of the Department. Ensure that there is proper risk management ownership by Management.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/215</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: LDTCS 020/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration or Management/ Monitoring and Evaluation will be an added advantage. 3 – 5 years relevant experience at supervisory level in monitoring and evaluation environment. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Coordinate submission and consolidation of departmental reports. Coordinate and manage performance information review sessions of the department and agencies Coordinate and manage departmental performance reports from all business branches. Manage the implementation of Management Performance Assessment Tool (MPAT) in the department.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/216</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEPARTMENTAL TRANSPORT SERVICES REF NO: LDTCS 021/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field. Valid Driver's Licence (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Monitor purchase of Departmental Vehicles. Manage allocation of Departmental vehicles. Facilitate maintenance of Departmental vehicle asset

		register. Disposal of unserviceable assets. Ensure compliance of policy by the Department Officials.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/217</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICE CONDUCT REF NO: LDTCS 022/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Policing will be an added advantage, 3 - 5 years' experience at supervisory level in the same or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Assist in the management of service delivery complaints lodged against the SAPS in the Province, Conduct Court Watch Brief at Courts in the Province Assist in the analysis of Court Watch Brief reports and make follow-up with police stations identified Monitor the implementation of IPID recommendations by SAPS Supervise subordinates within the sub-component.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/218</u></b>	:	<b><u>ASSISTANT DIRECTOR: NATIS AUDIT REF NO: LDTCS 023/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Licensing will be an added advantage 3 - 5 years' experience at supervisory level in the same or related field, e-NaTIS Training will be an added advantage Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Plan and ensure that internal and external audit of the e-NaTIS transactions are performed as per year programme Ensure that audits are conducted on previously filed documents Execute special audit at the request of Management (National, Provincial and Local) Coordinate and facilitate relevant requests for procurement of face value forms goods and services.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/219</u></b>	:	<b><u>ASSISTANT DIRECTOR: CLUSTER CO-ORDINATION REF NO: LDTCS 024/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration will be an added advantage 3 - 5 year's experience at supervisory level in Administration Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal

		Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate the JCPS and Social Sector Clusters. Facilitate Border Management matters. Participate in the management of events/crime awareness campaigns specific to the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<b><u>POST 28/220</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY SAFETY &amp; PARTNERSHIP (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum (Level 09)
	:	Waterberg (Modimolle) Ref No: LDTCS 026/2025
	:	Sekhukhune (Lebowakgomo) Ref No: LDTCS 025/2025
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Social Sciences will be an added advantage 3 - 5 years' experience at supervisory level within the relevant field/area Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Monitor the functionality of Statutory and Mandatory Community Policing and Community Safety forums Provide support to Mandatory and Statutory Community Policing and Community Safety forums Co-ordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV) Capacitating of Community structures
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335
<b><u>POST 28/221</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL CRIME PREVENTION STRATEGY AND VOLUNTEER PROGRAMME REF NO: LDTCS 027/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum (Level 09)
<b><u>REQUIREMENTS</u></b>	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognised by South African Qualification Authority SAQA A qualification in Social Sciences/Social Crime Prevention will be an added advantage 3 - 5 years' experience at supervisory level within relevant field/area. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, South African Police Act, PFMA, Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, Public relations, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate the implementation of the Integrated Crime and Violence Prevention Strategy Facilitate the implementation of the Rural Safety Strategy Facilitate the implementation of the volunteer programs Facilitation of events specific to Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

<b><u>POST 28/222</u></b>	:	<b><u>ARTISAN FOREMAN: MECHANICAL SERVICES REF NO: LDTCS 049 /2025</u></b>
<b><u>SALARY</u></b>	:	R382 047 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Trade Test certificate in Diesel or Electromechanical 5 years' experience required as an Artisan. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
<b><u>DUTIES</u></b>	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/223</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE C (REPAIRS AND SERVICE) (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R332 061 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mopani (Giyani) Ref No: LDTCS 046 /2025 (X2 Posts) Sekhukhune (Lebowakgomo) Ref No: LDTCS 047/2025 Vhembe (Thohoyandou) Ref No: LDTCS 048/2025
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Trade Test certificate in Diesel or Electromechanical 3-5 years' experience in the relevant field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
<b><u>DUTIES</u></b>	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 9613094
<b><u>POST 28/224</u></b>	:	<b><u>STATE ACCOUNTANT: REVENUE AND DEBT REF NO: LDTCS 029/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage A minimum of 2 years' experience in the same or related field, BAS Training/results will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills,

		transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Facilitate the creation and recovery of departmental debts. Reconciliation of revenue collected and debts. Monitoring and revenue collection and safekeeping of state funds. Ensure compliance to rules and regulations of revenue policies.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/225</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: LDTCS 030/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Administer Salary matters Handle payment of Accounts Do budget planning and financial monitoring.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/226</u></b>	:	<b><u>STATE ACCOUNTANT: EXPENDITURE REF NO: LDTCS 031 /2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Process submitted claims and requests Process payment of accounts within thirty days Implement payment policies and standard operating procedures
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/227</u></b>	:	<b><u>STATE ACCOUNTANT: ACQUISITION REF NO: LDTCS 032/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management/Supply Chain Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written

		Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Co-ordinate and execute the bidding process Co-ordinate and compile a list of prospective providers for quotations Source quotations from database according to the threshold values as determined by National Treasury Ensure an effective acquisition management services.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/228</u></b>	:	<b><u>STATE ACCOUNTANT: DEMAND REF NO: LDTCS 033 /2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management/Supply Chain Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills, Knowledge of CSD system.
<b><u>DUTIES</u></b>	:	Monitor the implementation of the procurement plan Draft specifications and terms of reference for required goods and services Registration of suppliers into CSD System Conduct prise analysis.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/229</u></b>	:	<b><u>LABOUR RELATIONS OFFICER: REMEDIAL SERVICES REF NO: LDTCS 034 /2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification NQF level 6 in Labour Relations or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<b><u>DUTIES</u></b>	:	Facilitate remedial services Representing the Department in relevant forums Implement the Departmental disciplinary code and procedures Consult with trade unions on matters of mutual interest.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/230</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: OPERATING LICENSES REF NO: LDTCS 035/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills,



		negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Register Taxi Associations and non-members. Arrange operating licenses board meetings. Verify vehicles ownership. Issue permits and operating licenses. Collect revenue.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/231</u></b>	:	<b><u>OHS PRACTITIONER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani (Giyani) Ref No: LDTCS 036/2025
<b><u>REQUIREMENTS</u></b>	:	Sekhukhune (Lebowakgomo) Ref No: LDTCCS 037/2025 Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, COIDA, Public Finance Management Act, Occupational Health and Safety Act. Knowledge of DPSA EHWP Strategic Framework. Ensure proper hygiene system, Communicate and manage health and safety training and awareness campaigns; and ensure that all Accidents / Incidents are thoroughly investigated and reported. Knowledge And Skills: Computer literacy, Financial Management skills, Communications Skills (Verbal & Written Skills, Problem solving skills. Planning and organizing skills, Report writing skills, Presentation skills, Interpersonal Relations Skills, Diversity management, Teamwork & Collaboration skills.
<b><u>DUTIES</u></b>	:	Facilitate the promotion & implementation of Safety, Health, Environment, Risk and Quality (SHERQ) measures in the District Facilitate the promotion and Implementation of Occupational Injuries and Diseases (COID) Programme in the District Conduct & Implement the Disaster Management Contingency Plan for the District and Facilities/Institutions Facilitate the functioning of all OHS Act Statutory Governance Structures (Committees & management structures)
<b><u>ENQUIRES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022
<b><u>POST 28/232</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT REF NO: LDTCS 038/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani (Giyani)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate customer care and service delivery Conduct customer satisfaction survey Co-ordinate research, investigations on service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 3094
<b><u>POST 28/233</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FACILITIES AND AUXILIARY MANAGEMENT REF NO: LDTCS 039 /2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum. (Level 07)
<b><u>CENTRE</u></b>	:	Vhembe (Thohoyandou)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills,

		negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Render photocopying services Render telecommunication services Handle office furniture.
<b><u>ENQUIRIES</u></b>	:	Mr. Chabani T Tel No: (015) 960 3094 Ms. Ravele T Tel No: (015) 960 3029
<b><u>POST 28/234</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: NATIS REF NO: LDTCS 040/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum. (Level 07)
<b><u>CENTRE</u></b>	:	Sekhukhune (Moutse)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<b><u>DUTIES</u></b>	:	Registration and licensing of vehicles Issue drivers and learner's licenses Issue roadworthy certificates Issue special vehicles permits, motor trade numbers and allocate license numbers.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/235</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani (Giyani) Ref No: LDTCS 041 /2025 Sekhukhune (Lebowakgomo) Ref No: LDTCS 042/2025 Waterberg (Modimolle) Ref No: LDTCS 043/2025)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge and Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.
<b><u>DUTIES</u></b>	:	Investigate matters related to illegal public transport operations Inspect subsidized contract agreement and general permits Monitor bus timetable and routes Inspect bus and taxi routes Monitor scholar transport and animal-drawn carts
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/236</u></b>	:	<b><u>TRANSPORT SAFETY OFFICER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sekhukhune (Makhuduthamaga) Ref No: LDTCS 044/2025 Waterberg (Lephalale) Ref No: LDTCS 045/2025
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management/Road Safety will be an added advantage A minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Performance management, Research conducts, Public Relations, Community Development studies, financial management and PFMA, Labour Relations Act, Supply Chain management. Knowledge And Skills: Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.
<b><u>DUTIES</u></b>	:	Gather information of hazardous locations where and when required and do research to find solutions. Implement, facilitate and co-ordinate the implementation of roads safety education programs. Help with the planning of road safety awareness campaigns and projects, e.g Arrive Alive campaigns. Facilitate and coordinate the establishment of community road safety forums

		Assist with road safety education and communication product development Evaluate progress and submit monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/237</u></b>	:	<b><u>REGISTRY PRACTITIONER: RECORDS AND REGISTRY SERVICES (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07) Mopani (Giyani) Ref No: LDTCS 050 /2025 Sekhukhune (Lebowakgomo) Ref No: LDTCS 051/2025 Vhembe (Thohoyandou) Ref No: LDTCS 052/2025
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Archives and Records management will be an added advantage A minimum of 2 years' experience in the same or related field. Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations, Client orientation, Customer Focus, Computer literacy, Communication, Interpersonal relations, Teamwork, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Administer records management services Safe custody of Human Resource records. Compliance with Minimum information requirements Implementation of systematic disposal of terminated records.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 3094
<b><u>POST 28/238</u></b>	:	<b><u>PERSONAL ASSISTANT: HEAD OF DEPARTMENT AND GITO (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum. (Level 07) Head Office (Polokwane): Hod Ref No: LDTCS 053/2025 Gito Ref No: LDTCS 054/2025)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 6 or equivalent qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Management Assistant or related qualification will be an added advantage. A minimum of 2 year's experience in the same or related field. Valid Driver's Licence (Except for persons with disabilities). Core and Process Competencies: Problem solving, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience, Record Management. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, and problem-solving skills.
<b><u>DUTIES</u></b>	:	Provide secretarial/receptionist support service to the Hod. Render administrative support services, Support the Head of Department with the administration of the budget of the office, Provide all administrative support to the Head of Department.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<b><u>POST 28/239</u></b>	:	<b><u>FINANCE CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LDTCS 055/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05) Waterberg (Modimolle)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Computer Literacy (Microsoft Office Package) A qualification in Financial Management/SCM will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

<b><u>DUTIES</u></b>	:	Provide demand and management services Provide acquisition management services Provide logistics management services.
<b><u>ENQUIRIES</u></b>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<b><u>POST 28/240</u></b>	:	<b><u>ADMIN CLERK: NATIS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mopani (Tzaneen) Ref No: LDTCS 056/2025 Sekhukhune (Moutse)Ref No: LDTCS 057/2025
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Computer Literacy (Microsoft Office Package) A qualification in Administration will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<b><u>DUTIES</u></b>	:	Registration and licensing of vehicles Issue drivers and learner's licenses Issue roadworthy certificates Issue special vehicles permits, motor trade numbers and allocate license numbers Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022
<b><u>POST 28/241</u></b>	:	<b><u>ACCOUNTING CLERK: ASSET AND INVENTORY REF NO: LDTCS 058 /2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Vhembe (Thohoyandou)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Computer Literacy A qualification in Financial Management will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<b><u>DUTIES</u></b>	:	Conduct stock taking Update inventory registers Maintain and update relevant register. Provide a consolidated report on obsolete assets.
<b><u>ENQUIRIES</u></b>	:	Mr. Chabani T Tel No: (015) 960 3094 Ms. Ravele T Tel No: (015) 960 3029
<b><u>POST 28/242</u></b>	:	<b><u>ADMIN CLERK HR (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office Ref No: LDTCS 059 /2025 (X2 Posts) Capricorn Ref No: LDTCS 060/2025 Mopani Ref No: LDTCS 061/2025
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent as recognised by SAQA. An undergraduate qualification in Human Resource Management / Development will be an added advantage. Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.
<b><u>DUTIES</u></b>	:	Administration of recruitment, selection processes, implementation of personal data. Administration of transfers, placement, relocation, secondments, and implementation of allowances. Administration and monitoring of leave matters. Administration of service benefits (long service, housing allowance, state guarantee, financial) and termination.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Baloyi C Tel No: (015) 811 7022
<b><u>POST 28/243</u></b>	:	<b><u>SECRETARY (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn Ref No: LDTCS 062 /2025 Mopani Ref No: LDTCS 063/2025 Sekhukhune Ref No: LDTCS 064 Vhembe Ref No: LDTCS 065/2025

<b><u>REQUIREMENTS</u></b>	:	Waterberg Ref No: LDTCS 066/2025 Grade 12 or equivalent qualification Computer Literacy A qualification in Management Assistant will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills.
<b><u>DUTIES</u></b>	:	Provide administrative support to the District Director Manage the Director's diary Arrange meetings Facilitate accommodation bookings and other travellings Manage the flow of documents in and out of the Director's office.
<b><u>ENQUIRIES</u></b>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 94 Ms. Maja M Tel No: (014) 718 2335
<b><u>POST 28/244</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: LDTCS 067/2025</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Sekhukhune (Lebowakgomo)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 qualification/ABET/AET or equivalent qualification as recognized by SAQA. Public Driver Permit (PDP) will be an added advantage. 7-12 months driving experience. Valid driver's license Core and Process Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, knowledge of the procedure to correct utilization of motor vehicle.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles transporting passengers and other departmental items (mail and documents) Do routine maintenance on allocated vehicles and report defect timely Complete all required and prescribed records and log books with regard to the vehicle and goods handled. Render messenger service in the relevant office.
<b><u>ENQUIRIES</u></b>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401