

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

APPLICATIONS

: Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.

For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.

For Mopani District: Private Bag X576, Giyani 0826 or hand deliver at 570 Parliamentary Building, Giyani.

For Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.

For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.

For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license Only. Failure to attach copies and required documents will result in the application not being considered/disqualification.

CLOSING DATE
NOTE

: 12 September 2025 at 16h30

: Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS posts. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates

attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

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| <u>POST 31/204</u> | : | <u>CHIEF DIRECTOR: PROPERTY AND FACILITIES MANAGEMENT REF NO: S. 4/3/36</u> Component: Property and Facilities Management |
| <u>SALARY</u> | : | R1 494 900 per annum (Level 14), (to be structured according to Individual needs) |
| <u>CENTRE</u> | : | Head Office - Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF level 7 as recognised by SAQA in Property Management / Real Estate / Property Law /Property Valuation /Bachelor of Science in Property Studies. Five (5) years of experience at senior managerial level. Valid driver's license with the exception of persons with disabilities. Core And Process Competencies: Strategic, Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication Honesty and Integrity. |
| <u>DUTIES</u> | : | Manage the provision and implementation of acquisition and disposal management services: Manage policies for leases-in and leases-out for offices, shared offices and residential needs of the province which are applicable to all Provincial Departments. Manage uniform norms and standards for leases-in and leases-out applicable to all Provincial Departments. Manage the strategies for leases-in and leases-out to optimally benefit the Province. Manage strategies to generate revenue from Government Immovable Assets in terms of rental payment. (residential, office and private entities accommodation). Manage the identification and scoping of projects to generate revenue from Government Immovable Assets, e.g. Public Private Partnerships. Manage and provide strategies pertaining to arrear rental recovery. Manage the negotiation, procurement and conclusion of all lease agreements supported by Provincial Supply Chain Management based on needs submitted by the other Chief Directorates in the Branch. Monitor that Districts comply with the norms and standards in terms of the management of lease contracts in Districts. Manage policies for acquisitions and disposals [excluding leases]. Manage the Department Disposal Committee responsible for Provincial Disposals of immovable assets. Manage the implementation of proclamations and inherent legislation applicable to acquisitions of immovable assets. Manage the coordination of the completion of vesting through the different Chief Directorates in the Branch. Manage the coordination of the zoning, subdivision and re-consolidation of land as requested by the different Chief Directorates in the Branch. Manage the provision of operations management services: Manage the provision of credible data and information in terms of land, services, and utilisation of immovable assets. Participate in the development and updating of the Limpopo Master Infrastructure Plan. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvements. Manage the Immovable Asset Register System for the Province. Manage system support for the updating of the Immovable Asset Register. Manage the provision of geographical information services and produce maps to all functional units in the Department. Manage the development of a consolidated Provincial Asset Management Plan. Manage the payment of municipal rates and taxes. Manage the provincial landscape designs and projects. Management of the delivery of prestige accommodation. [legislature and official accommodation for political office bearers]: Manage policies, norms and standards for prestige accommodation in line with National Guidelines and Handbooks. Manage norms and standards for the maintenance of prestige accommodation. Manage norms and standards for the provision of facility management services [e.g. security, landscaping] being provided for prestige accommodation in line with National Guidelines and Handbooks. Manage implementation of and reporting on prestige accommodation. Manage the rendering of maintenance work at prestige accommodation through internal staff and outsourced services. Manage the rendering of facility services at |

prestige accommodation through internal staff and outsourced services. Manage the setting of norms and standards for technical condition assessments for prestige accommodation. Provide inventory of prestige accommodation. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives: Develop action plans to execute strategic initiatives: Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES

: Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

OTHER POSTS

POST 31/205

: **CHIEF ENGINEER GRADE A REF NO: S.4/3/15/3**
Component: Provincial Maintenance Hub

SALARY

: Grade A: R1 266 449 per annum, (OSD), (to be structured according to individual needs)

CENTRE

: Head Office - Polokwane

REQUIREMENTS

: Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in B Engineering or B Sc in Engineering. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license with the exception of persons with disabilities. Generic Competencies: Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict Management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Engineering design and analysis knowledge. Research and development. Computer- aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.

DUTIES

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor management efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge

management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 31/206 : **CHIEF ARCHITECT GRADE A REF NO: S.4/3/12/4**
Component: Education Infrastructure delivery

SALARY : Grade A: R1 099 488 per annum, (OSD), (to be structured according to Individual needs)

CENTRE : Head Office, Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Architecture. Six years' architectural post qualification experience required. Compulsory registration with the SACAP as a Professional Architect. Valid driver's license with the exception of persons with disabilities. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer Literacy. People Management. Planning and organizing. Conflict Management. Negotiation skills. Change management. Knowledge of: Programme and project management. Architectural legal and operational compliance. Architectural operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Architectural principles. Research and development. Computer-aided engineering and project applications. Creating high performance culture. Technical consulting. Professional judgement.

DUTIES : Architect design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles and theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the architectural environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

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| <u>POST 31/207</u> | : | <u>CHIEF QUANTITY SURVEYOR GRADE A REF NO: S.4/3/12/5</u> Component: Education Infrastructure delivery |
| <u>SALARY</u> | : | Grade A: R1 099 488 per annum, (OSD), (to be structured according to individual needs) |
| <u>CENTRE</u> | : | Head Office - Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Quantity Survey. Six years' Quantity Survey post qualification experience required. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Valid driver's license, with the exception of applicants with disabilities. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Knowledge Of: Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgement. |
| <u>DUTIES</u> | : | Quantity Survey analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262. |
| <u>POST 31/208</u> | : | <u>SENIOR PROJECT MANAGER MAINTENANCE REF NO: S.4/3/10/77</u> Component: Roads Infrastructure Maintenance |
| <u>SALARY</u> | : | R1 059 105 per annum (Level 12), (to be structured according to Individual needs) |
| <u>CENTRE</u> | : | Capricorn District |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognize by SAQA in Civil Engineering. Five (5) years relevant experience in Roads Infrastructure Maintenance environment with at least 3 years in Junior management position. Core And Process Competencies: People Management |

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| | | and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. |
| <u>DUTIES</u> | : | Manage the regravelling of roads and construction of drainage structures: Plan and program roads regravelling and construction of drainage structures Manage and coordinate the Identification, approval and the usage of the borrow pits Manage and ensure the availability of resources (e.g. road regravelling material) Coordinate the execution of road regravelling activities. Monitor correct application and adherence to road regravelling and construction of drainage structure standards. Manage the District Roads Maintenance operations. Manage the implementation of road maintenance manual. Manage and control the utilization of heavy roads construction and maintenance plant and equipment's mainly the shifting of plant from one maintenance center to another Manage adherence to Occupational Health and Safety by: Provide specifications for camp resources (sanitation resources etc.) Provide specifications for protective clothing and equipment's Manage roads maintenance production and provide budget. Manage the provision of roads construction and maintenance inspection operations: Manage the process of conducting visual assessments on roads network and road works activities Monitor the execution of roads construction and maintenance activities. Coordinate the implementation of road projects. Manage the provision of mechanical services. Manage the acquisition and disposal of district plant and equipment Manage the district repairs and scheduled maintenance of plant and equipment Manage the mechanical maintenance systems Manage roads maintenance plant and equipment Manage the registration and renewal of licensing for plant and equipment. Manage the implementation of roads maintenance Expanded Public Works Programme Manage the district Expanded Public Works Programme need analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262. |
| <u>POST 31/209</u> | : | <u>DEPUTY DIRECTOR: EPWP MONITORING AND REPORTING REF NO: S.4/3/4/14</u> Component: EPWP Monitoring and Reporting |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (to be structured according to Individual needs) |
| <u>CENTRE</u> | : | Head Office – Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Developmental Studies/ Public Administration/Management. Five (5) years relevant experience in EPWP environment with a minimum of three (3) years at junior management level Drivers Licence Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. |
| <u>DUTIES</u> | : | Monitor the creation of work opportunities across different sectors. Coordinate and report programmes & projects that maximise on job creation and bias towards employment intensive methodologies. Support Provincial |

Departments, Municipalities and State-Owned Enterprises in the development of EPWP Business Plans, implementation and monitoring of LIC Projects. Report and Manage Programmes and Projects that create Green Jobs. Cooperate with Partner Organisations and Consultants contracted by the Department to ensure the objectives of the EPWP are met. Analyse the efficiency and effectiveness of EPWP projects and produce relevant reports in this regard. Monitor implementation of departmental EPWP projects. Develop EPWP monitoring strategies, plans and guidelines. Conduct site visits to projects to validate beneficiary information. Produce quarterly M&E reports. Manage the provision of capacity building of stakeholders and public bodies. Develop schedule for EPWP stakeholders and public bodies capacity building program. Provide capacity building and training of stakeholders and public bodies on EPWP projects reporting. Facilitate M&E system trainings to EPWP Implementing Bodies. Conduct pre-audits across all sectors. Manage EPWP Data Hub: Support EPWP projects in collecting and collating data and ensuring reporting in the appropriate EPWP systems. Analyse data captured. Management of provincial project data flow and processes. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/210 : **DEPUTY DIRECTOR: MECHANICAL SERVICES REF NO: S.4/3/10/212**
Component: Mechanical Services

SALARY : R896 436 per annum (Level 11), (to be structured according to Individual needs)

CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Mechanical Engineering. 5 years' experience in Mechanical (Plant and equipment) environment with a minimum of three (3) years at Junior management level. Drivers Licence Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Presentation skills. Conflict management. Monitoring and Evaluation processes. Coordination and negotiation skills. Logical and analytical thinking. Creativity, Problem solving and listening skills. Good leadership. Report writing. Communication and Motivation skills. Managerial knowledge in the sphere of Mechanical Plant and Equipment. Fleet management. Public Service Regulations, Public Service Act. PFMA and Treasury regulation. Public Finance Management Act. OHS Act.

DUTIES : Acquire plant and equipment: Provide specification to acquire plant and equipment. Conduct provincial needs assessment for the acquisition of plant and equipment's. Liaise with service providers. Implement mechanical management systems. Conduct inspections of plant and equipment's. Conduct withdrawals of plant and equipment from asset register and business plan. Monitor compliance to Service Level Agreement. Manage the distribution of fleet and ensure that the distribution register is updated. Monitor registration and licencing of plant and equipment. Manage repairs and maintenance of plant and equipment: Provide service schedules for plant and equipment. Provide Provincial technical evaluation of plant and equipment. Provide availability and achievability reports. Facilitate maintenance and repairs of plant and equipment. Facilitate the preventative maintenance solutions to improve availability. Audit and analyse the condition report of the existing plant and equipment. Audit plant and equipment repairs history files. Compare cumulative costs of repairs against plant and equipment productivity. Assess the physical and technical conditions of plant and equipment. Make recommendations for repairs or replacement. Update the technical report file of all plant and equipment. Facilitate the repairs and maintenance of departmental light vehicles. Provide mechanical services for light vehicles. Conduct auto body repair services. Conduct inspection relating to write off of unserviceable light vehicles. Facilitate and oversee service level agreements with mechanical services providers for light vehicles. Facilitate maintenance and repairs of light vehicle. Manage disposal of plant and equipment. Provide

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| | | technical commissioning or de – commissioning of roads maintenance plant and equipment. Verify and analyse the identified absolute and/or redundant plant and equipment by: Analysing the maintenance file, Calculating the life to date and compare with purchase price, Analysing the body conditions, Availability of maintenance spares. Serve as a secretariat of Board of Survey or disposal committee. Participate in the auctioning of plant and equipment. Manage Mechanical Services Management Processes: Analyse plant and equipment availability and budget utilization. Analyse reports from RT46 service providers. Enforce implementation of mechanical services processes in the district. Enforce compliance to plant and equipment utilization. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262. |
| <u>POST 31/211</u> | : | <u>MECHANICAL ENGINEER REF NO: S.4/3/12/2 (X3 POSTS)</u> Component: Education Infrastructure Delivery, Provincial Departments, Infrastructure Delivery and (Health/ Education/Other Provincial), Portfolio Technical Services. Re-advert |
| <u>SALARY</u> | : | Grade A: R879 342 per annum, (OSD), (to be structured according to Individual needs) |
| <u>CENTRE</u> | : | Head Office- Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Mechanical Engineering. 03 years post experience required in mechanical engineering. Compulsory valid registration with ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (mechanical), Ensure thorough evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve mechanical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the mechanical engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise and Liaise with relevant bodies/councils on mechanical engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262. |
| <u>POST 31/212</u> | : | <u>ELECTRICAL ENGINEER REF NO: S.4/3/12/3 (X4 POSTS)</u> Component: Health Portfolio Technical Services, Education Infrastructure delivery, Other Provincial Departments Portfolio Technical Services, Other Provincial Departments Infrastructure delivery Re-advert |
| <u>SALARY</u> | : | Grade A: R879 342 per annum, (OSD), (to be structured according to Individual needs) |

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| <u>CENTRE REQUIREMENTS</u> | : | Head Office, Polokwane |
| | : | Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Electrical Engineering. 03 years' experience required in Electrical engineering. Compulsory valid registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Design new systems to solve practical electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (electrical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve electrical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the electrical engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on electrical engineering technology to improve expertise and Liaise with relevant bodies/councils on electrical engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/213</u> | : | <u>CIVIL ENGINEER REF NO: S.4/3/10/96</u> Component: Roads and Bridges Maintenance Re-advert |
| <u>SALARY</u> | : | Grade A: R879 342 per annum (OSD), (to be structured according to Individual needs) |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office, Polokwane |
| | : | Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (civil), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve civil engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of |

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| | | technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the civil engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise, and Liaise with relevant bodies/councils on civil engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/214</u> | : | <u>GEO-TECHNICAL ENGINEER GRADE A REF NO: S.4/3/15/4</u> Component: Other Provincial Departments: Infrastructure Delivery |
| <u>SALARY</u> | : | R879 342 per annum, (OSD), (to be structured according to Individual needs) |
| <u>CENTRE</u> | : | Head Office – Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering (Geotechnical or Materials). 03 years' post qualification Civil Engineering experience required. Compulsory registration with ECSA as Civil Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications (civil), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve civil engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the civil engineering work and processes, Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise and Liaise with relevant bodies/councils on civil engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/215</u> | : | <u>GIS PROFESSIONAL GRADE A REF NO: S.4/3/12/6.</u> Component: Education Portfolio Technical Services |
| <u>SALARY</u> | : | Grade A: R761 157 per annum, (OSD) |
| <u>CENTRE</u> | : | Head Office - Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 07 as recognized by SAQA in GISc. Three years of post-qualification GISc Professional experience required. Compulsory registration with the PLATO as a Professional GISc on appointment. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project |

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| | | management. GISc, legal and operational compliance. GIS implementation. Standards development. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment. Operating skills. Systems Skills. Spatial modelling and analysis knowledge. Research and development. GISc applications. Knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgment. Accountability. GENERIC Competencies: Strategic management and direction. Problem solving and analysis. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication and listening skills, computer literacy, planning, organizing and execution, conflict management, language proficiency problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Provide GISc to support institutional decision making. Plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis. Conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise Benchmarking. Develop conceptual database design. Execute high level user requirement analysis. Develop processing models and workflow diagram. Develop, implement spatial and other standards. Determine capacity requirements. Perform monitor and evaluate. Policy making and institutional strategic guidance. Identify and understand underlying strategic issues. Identify and analyse relevant strategic information. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Develop and evaluate alternative strategic solutions. Recommend the best possible policy direction. Research: Identify, Investigate and evaluate new technologies. Advice on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly. Develop appropriate plan to respond to the research problem. Compile reports and make relevant proposals. Participate and liaise with relevant bodies and councils on GISc matters. Project and Financial Management: Manage human resource requirements. Draft tender documents and terms of reference. Draft service level agreements. Determine project cost and quality level. Develop contingency plans. Adhere to financial legislations and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/216</u> | : | <u>QUANTITY SURVEYOR GRADE A REF NO: S.4/3/15/5</u> Component: Other Provincial Departments Portfolio Technical Services |
| <u>SALARY</u> | : | Grade A: R761 157 per annum, (OSD), (to be structured according to Individual needs) |
| <u>CENTRE</u> | : | Head Office – Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 07 as recognized by SAQA in Quantity Survey. Three years' Quantity Survey experience required. Compulsory registration with SACQSP as a Professional Quantity Survey. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and Project Management. Quantity Survey, principles and methodology, research and methodologies. Research and development. Computer- aided engineering applications. Knowledge of legal compliances. Technical report writing. Technical consulting. Creating high performance culture. Professional judgement. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Perform quantity survey activities on buildings, structures or facilities. Co – ordinate professional team on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solution on non – compliance on quantity determination. Review the cost determination of projects and estimates accomplished by building designers and/or sub- professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/ knowledge |

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| | | transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Keep up with new technologies and procedures. Research/literature on quantity survey and construction material, techniques and methods. Liaise with relevant bodies/ councils on project management. Follow approved programme of development for registration purposes |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/217</u> | : | <u>CHIEF ARTISAN GRADE A REF NO: S4/3/2/36 (X3 POSTS)</u> Component: Building Infrastructure Maintenance |
| <u>SALARY CENTRE</u> | : | R480 261 per annum, (OSD) Mopani (Building Maintenance & Carpentry services) (X2 Posts) Vhembe (Drainage Structures) |
| <u>REQUIREMENTS</u> | : | Appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer aided- engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic Competencies: Decision making, teamwork, analytical skills,2w creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organizing, problem solving and analysis change management and financial management. |
| <u>DUTIES</u> | : | Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities, Ensure the promotion of safety in line with statutory and regulatory requirements, provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process, Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan, Update database, Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management, Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures, Research/literature studies on technical/engineering technology to improve expertise, Liaise with relevant bodies/councils on technical/engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262. |
| <u>POST 31/218</u> | : | <u>ASSISTANT DIRECTOR: ROADS PROJECT IMPLEMENTATION REF NO: S4/3/10/179</u> Component: Roads Projects Implementation |
| <u>SALARY CENTRE</u> | : | R468 459 per annum (Level 09) Head Office - Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Project Management/ Public Management/Community Development Studies. Three (03) years' relevant experience. A Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. |

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| | | Computer skills. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of Roads Maintenance Manual. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. |
| <u>DUTIES</u> | : | Coordinate development of EPWP Business plan: Establish steering committee of Local Municipal Councilor, Community Development Workers and Transformation and ensure that this committee identifies EPWP projects to be implanted. Select projects in term of priority and suitability in line with EPWP. Manage the design and costing of EPWP projects. Ensure the setting up of database of potential participants for EPWP project implementation. Arrange the advertising of projects as well as the appointment of participants. Facilitate compliance to EPWP Guidelines. Register all planned LIC projects in the EPWP Reporting System. Ensure the signing of employment contracts by participants. Ensure Basic Life Skills Training for all labourers. Registration of participants/contractors with CETA. Monitor the performance of EPWP projects. Ensure programming of the works and strict adherence to set dates in line with the EPWP Business plan. Insist on setting of manageable daily task for workers in with Ministerial. Determination for EPWP projects. Ensure strict adherence to the carrying out of activities according to specifications. Ensure performance of tasks is done under proper supervision to ensure quality production and application of correct approved materials. Ensure similarity in scope of work for all districts. Ensure the application of civil construction industry guidelines, viz general conditions of contract 2000, SABS and EPWP Ministerial Determination. Encourage registration of participants/contractor with standards authorities such as CIDB. Ensure the establishment of code of best practice for EPWP. Develop projects specification and contracts for service providers. Ensure project design is per Labour Intensive Construction Methods. Draw up specifications and terms of reference that will govern the operations of the projects. Provide OHS training for participants. Ensure that consultants appointed have CETA Accreditation and are registered with recognized bodies controlling civil construction industry, e.g. SAICE. Confirm validity of contract documentation drawn up by consultants with departmental legal directorate. Facilitate community participation in the projects with the relevant directorate. Ensure good relations and closer cooperation between the Roads Projects Implementation Directorate, Departmental District Offices, Cost Centers and Local Authorities through Social Facilitation. Convene and conduct EPWP workshops and seminars during project identification on community participation. Compile an analysis of household status of projects participants in line with EPWP targeted demographics i.e. %women, %youth and %disabilities. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262. |
| <u>POST 31/219</u> | : | <u>ASSISTANT DIRECTOR: IMMOVABLE ASSETS REGISTER REF NO: S4/3/3/116</u> Component: Immovable Assets Register |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Head Office - Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Property Management/ Property Law/ Real Estate and Property Valuation. Three (03) years' experience at Supervisory level in property management environment. A Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Strategic capability and leadership. |
| <u>DUTIES</u> | : | Provide for reconciliation of Immovable Asset Register (IAR). Reconcile IAR with Deeds records interim and final deeds download. Reconcile IAR with DRDLR vesting data (LAW). Reconcile IAR with Chief Surveyor General |

Information on surveyed land. Reconcile IAR with Asset Management Plans. Reconcile IAR with National and other provincial IAR. Align IAR with municipality valuation rolls. Align IAR with rental register. Align IAR with rates and taxes schedules. Provide for immovable assets reporting. Update the Tracking Templates. Capitalisation of completed projects in the IAR. Prepare Service Delivery Improvement Plan. Prepare Quarterly Progress Reporting for monitoring and evaluation. Prepare IAR disclosure notes for Interim and Annual Financial Statements reporting. Coordinate Physical Verification and Immovable Assets Valuation. Identify immovable assets which need to be valued. Facilitate collection of the municipal valuation rolls. Request professional valuers to value the immovable assets which are not included in the valuation roll. Update the immovable assets values. Identify immovable assets which need to be physically verified. Request for verification team to verify. Update the immovable asset register. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 31/220 : **ASSISTANT DIRECTOR: LEASE & MUNICIPAL SERVICES REF NO: S4/3/3/97**
Component: Lease & Municipal Services

SALARY : R468 459 per annum (Level 09)
CENTRE : Sekhukhune district
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Real Estate / or a qualification at NQF Level 07 as recognized by SAQA in Property Studies. 03 years of experience at a Supervisory level in property management environment. Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.

DUTIES : Manage accommodation (residential). Develop accommodation plans. Manage and provide accommodation in the district. Establish accommodation allocation committee. Manage applications for accommodation. Manage and update accommodation allocation register. Manage leases: Manage the administration of leases. Provide lease escalation reports in terms of lease agreements. Monitor and liaise with tenants on conditions of the lease agreements. Manage adherence to lease agreements. Provide advice on the terms and conditions of lease contracts. Manage rentals. Manage and monitor rental collection in terms of the lease agreements. Advise tenants on stipulated rental fees. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Manage and reconcile PERSAL payment reports against the residential accommodation register. Manage matters pertaining to refunds and arrears rental recovery. Analyse rental collection reports to identify defaulters and make arrangements with defaulters. Monitor and analyse the arrear patterns. Investigate and facilitate payment of refunds. Manage payment of rates, taxes and services: Manage and compile rates and taxes reports. Manage and inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates and taxes. Monitor the submission of requisitions and invoices to finance for payment purposes. Manage the compilation of municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. Manage property inspections: Develop property inspection plan. □□Verify and identify state residential properties. Monitor the property in terms of lease register to identify tenants vacating the residence before end of

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| | | contract /subletting. Monitor adherence to lease agreements. Provide property inspections before leasing to tenants and provide report. Compile property upkeep reports. Liaise with inspectorate for detailed property conditional assessments. Provide resources (human, financial, & physical): Provide inputs on planning of resources for future requirements (human, finance, equipment's etc.) Provide budget inputs in line with operational plan. Implement the budget by monitoring, projecting & reporting expenditure. Set targets and monitor performance and task completions. Report on the utilisation of equipment. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job descriptions to subordinates. Manage leave matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262. |
| <u>POST 31/221</u> | : | <u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (X2 POSTS)</u> Component: Acquisition Management |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Waterberg Ref No: S.4/3/9/192 Sekhukhune districts Ref No: S.4/3/9/191 |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Supply Chain Management. 03-05 years of experience at a lower managerial level. Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication Computer skills. People Management, Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and Understanding of the following: Supply chain management procedures, Procurement procedures, Public Finance Management Act, Division of Revenue Act, Preferential Procurement Policy Framework Act. |
| <u>DUTIES</u> | : | Manage the district demand for goods and services.: Manage the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Monitor that goods and services is rendered according to the procurement plan. Monitor the compilation of budget projection as per the district needs analysis. Monitor the procurement of goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Manage the acquisition of goods and services: Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. Issue purchase order. Provide approval of received goods as per the specification. Provide BAC secretariat: Monitor the implementation of guidelines for appointment of bids evaluation committee. Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Monitor the implementation of BEC. Provide bids evaluation: Facilitate and monitor evaluation of bids and quotations. Develop and define processes for bids evaluation. Monitor adherence to advertised criteria in the evaluation process. Facilitate and verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job. |
| <u>ENQUIRIES</u> | : | For Sekhukhune district: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Waterberg district: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |

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| <u>POST 31/222</u> | : | <u>GEOTECHNICAL ENGINEERING TECHNOLOGIST REF NO: S.4/3/10/65</u> Component: Roads & Bridges |
| <u>SALARY</u> | : | Grade A: R453 576 per annum, (OSD) |
| <u>CENTRE</u> | : | Head Office - Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in Civil Engineering (Geotechnical or Materials). Three years' post qualification in Civil Engineering Technologist experience required. Compulsory registration with ECSA as Civil Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical designs and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Professional judgement. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Provide technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; - 126 – Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/223</u> | : | <u>ARCHITECTURAL TECHNOLOGIST GRADE A REF NO: S.4/3/15/6</u> Component: Provincial Maintenance Hub |
| <u>SALARY</u> | : | Grade A: R453 576 per annum, (OSD) |
| <u>CENTRE</u> | : | Head Office - Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in Architecture. Three years post qualification Architectural technologist experience required. Registration with SACAP as an Architectural Technologist appointment. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Architectural planning. Research and development. Computer aided-Architectural applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking and professional judgement. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management. |
| <u>DUTIES</u> | : | Provide technological advisory services. Support Architect and associates in site surveying, preparing measured drawings of existing buildings, collecting practical information relating to the proposed project and prepare presentation drawings and models of the design. Detail design, landscape design and preparation of working drawings will serve as legal instructions to the building contractor and in the process supervise buildings to ensure that the buildings is built according to the working drawings and other legal documents. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimise technical solutions by applying architectural principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development. Keep up with new technologies and procedures. |

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| | | Research/literature on quantity survey and construction material, techniques and methods. Liaise with relevant bodies/ councils on architectural – related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/224</u> | : | <u>ROAD WORKS SUPERINTENDENT REF NO: S.4/3/10/39</u> Component: Roads Infrastructure Maintenance: Roads Maintenance |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08) Waterberg District (Tolwe Roads Maintenance) Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Civil Engineering or Construction Management. Six (06) years road works maintenance/Construction experience required. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Computer literacy. Planning and Organising. Good verbal and written communication. Generic Competencies: Job knowledge, communication, Interpersonal relations. Flexible teamwork. Accuracy. aptitude of figures. |
| <u>DUTIES</u> | : | Monitor the maintenance and repair of road surfaces on all surface route such as surfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurfacing gravel on loose top roads. Develop schedules maintenance for assets (roads, plant, equipment etc). Plan and prepare a weekly/ monthly programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/225</u> | : | <u>ENGINEERING TECHNICIAN GRADE A: FIRE MECHANICAL REF NO: S.4/3/15/7</u> Component: Other Provincial Departments |
| <u>SALARY CENTRE</u> | : | R391 671 per annum, (OSD) Head Office - Polokwane A qualification at NQF Level 06 as recognized by SAQA in Engineering. Three years post qualification experience Technical required. Compulsory registration with the ECSA Professional Engineering. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer aided- engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organizing, problem solving, change management and people management. |
| <u>DUTIES</u> | : | Render technical services. Assist Engineers, Technologists and associates in field, workshops and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions. Provide input into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/226</u> | : | <u>ENGINEERING TECHNICIAN GRADE A: OHS REF NO: S4/3/15/8</u> Component: Infrastructure delivery: Other Provincial Departments |
| <u>SALARY CENTRE</u> | : | R391 671 per annum, (OSD) Head Office - Polokwane |

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| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Engineering. Three years post qualification experience Technical required. Valid driver's license. Compulsory registration with the ECSA Professional Engineering Technician. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer aided- engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organizing, problem solving, change management and people management. |
| <u>DUTIES</u> | : | Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required: Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. |
| <u>ENQUIRIES</u> | : | Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/ 7627,7262. |
| <u>POST 31/227</u> | : | <u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/2/91</u> Component: Building Maintenance |
| <u>SALARY</u> | : | R382 047 per annum, (OSD) |
| <u>CENTRE</u> | : | Vhembe district (Makhado building maintenance) |
| <u>REQUIREMENTS</u> | : | Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management. |
| <u>DUTIES</u> | : | Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. |
| <u>ENQUIRIES</u> | : | Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790 |
| <u>POST 31/228</u> | : | <u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/2/92</u> Component: Makhado Mechanical Workshop |
| <u>SALARY</u> | : | R382 047 per annum, (OSD) |
| <u>CENTRE</u> | : | Vhembe district |
| <u>REQUIREMENTS</u> | : | Appropriate Trade Test Certificate in Mechanical. Five years post qualification experience as an Artisan in mechanical. Valid driver's license with the |

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| | | exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management. |
| <u>DUTIES</u> | : | Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions. Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. |
| <u>ENQUIRIES</u> | : | Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790 |
| <u>POST 31/229</u> | : | <u>ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/180</u> Component: Roads Infrastructure Maintenance: Drainage Structures |
| <u>SALARY</u> | : | R382 047 per annum, (OSD) |
| <u>CENTRE</u> | : | Waterberg district |
| <u>REQUIREMENTS</u> | : | Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management. |
| <u>DUTIES</u> | : | Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions. Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/230</u> | : | <u>PROPERTY INSPECTOR: LAND MANAGEMENT REF NO: S4/3/3/117</u> Component: Land Management |
| <u>SALARY</u> | : | Grade A: R325 101 per annum, (OSD) |
| <u>CENTRE</u> | : | Mopani district |
| <u>REQUIREMENTS</u> | : | Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Property Management/ Property Law/Real Estate/Property Valuation. Two (02) years' experience in Property Management. Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: |

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| | | Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. |
| <u>DUTIES</u> | : | Verify and identify state land: Verification of provincial properties through vesting process, conduct regular inspection, provide information on the verified and identified land. Inspect land for acquisition purposes: identify redundant land, submit list of redundant land to Head Office, verify as to whether the land is vested nationally, provincially and locally, assist with the implementation of listing of properties, verify National rural legislative data in terms of land information. Inspect land for disposal purposes: conduct land assessment for disposal purposes, compile the report for lands status, Inspect land for transferring land Municipalities: conduct land assessment for disposal purposes, compile the report for lands status, |
| <u>ENQUIRIES</u> | : | Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 |
| <u>POST 31/231</u> | : | <u>ADMIN OFFICER: FACILITIES SERVICES REF NO: S.4/3/118</u> Component: Facilities Services |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Waterberg District |
| <u>REQUIREMENTS</u> | : | A qualification at NQF Level 06 as recognized by SAQA in Office Administration /Public Administration/Public Management. Two (02) years of experience in Facilities Management. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitations. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, knowledge and understanding of office management. |
| <u>DUTIES</u> | : | Provide landscaping services, Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsman to serve the district office and cost centres. Provide cleaning services, Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. Provide waste management services, Implement waste management plan. Facilitate sorting and shredding of wastepaper. Liaise with service provider with regards to collection of packaged wastepaper. Provide resource (Human, Financial and Equipment) Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/232</u> | : | <u>WORKS INSPECTOR: ELECTRICAL REF NO: S.4/3/2/91</u> Component: Building Infrastructure Maintenance: Inspectorate Services |
| <u>SALARY</u> | : | R269 499 per annum (Level 06) |
| <u>CENTRE</u> | : | Waterberg district |
| <u>REQUIREMENTS</u> | : | National Diploma (T/N/S streams) or equivalent, or N 3 and a trade test (Electrical Trade Diploma) in the building environment, or Registration as an Engineering Technician, and Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising. Job |

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| | | Knowledge. Communications. Interpersonal. Flexibility. Teamwork. Computer. Planning and organising. Language. Good verbal and written communication. Accuracy. Flexibility. Co-operative. Team player. |
| <u>DUTIES</u> | : | Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are following all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is following all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works Programme. Gather and submit information in terms of the extended public works Programme. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/233</u> | : | <u>WORKS INSPECTOR (X5 POSTS)</u> Component: Building Infrastructure Maintenance: Inspectorate Services |
| <u>SALARY CENTRE</u> | : | R269 499 per annum (Level 06) |
| | : | Mopani Ref No: S.4/3/2/27 (X1 Post) |
| | : | Capricorn Ref No: S.4/3/2/29 (X2 Posts) |
| | : | Vhembe Ref No: S.4/3/2/28 (X2 Posts) |
| <u>REQUIREMENTS</u> | : | National Diploma (T/N/S streams) or equivalent, or N 3 and a trade test in the building environment, or Registration as an Engineering Technician, and Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Teamwork. Computer. Planning and organising. Language. Good verbal and written communication. Accuracy. Flexibility. Co-operative. Team player. |
| <u>DUTIES</u> | : | Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are following all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is following all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works Programme. Gather and submit information in terms of the extended public works Programme. |
| <u>ENQUIRIES</u> | : | For Mopani district: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 |

For Capricorn district: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
For Vhembe district: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790.

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| <u>POST 31/234</u> | : | <u>ARTISAN PRODUCTION GRADE A (X13 POSTS)</u> Component: Building Infrastructure Maintenance |
| <u>SALARY CENTRE</u> | : | R243 597 per annum, OSD |
| | : | Capricorn: (X1 Post) Polokwane Building Maintenance S Ref No: 4/3/2/93 (X1 Post) |
| | : | Waterberg: (X4 Posts) Thabazimbi- Plumber Ref No: S.4/3/2/94 (X1 Post) Thabazimbi Painter Ref No: S.4/3/2/95 (X1 Post) Thabazimbi Bricklayer Ref No: S.4/3/2/96 (X1 Post) Bakenberg- Bricklayer Ref No: S.4/3/2/97 (X1 Post) |
| | : | Vhembe: (X3 Posts) Thohoyandou Building Maintenance Ref No: S.4/3/2/98 (X1 Post) Malamulele Building Maintenance Ref No: S.4/3/2/99 (X1 Post) Mutale Building Maintenance Ref No: S.4/3/2/100 (X1 Post) |
| | : | Sekhukhune: (X3 Posts) Ephraim Mogale Building Maintenance (Electrical) Ref No: S.4/3/2/101 (X2 Posts) Nebo Building Maintenance (Carpentry Ref No: S.4/3/2/102 (X1 Post) |
| | : | Mopani: (X2 Posts) Giyani Building Maintenance Ref No: S.4/3/2/103 (X1 Post) Tzaneen Building Maintenance Ref No: S.4/3/2/104 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management. |
| <u>DUTIES</u> | : | Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. |
| <u>ENQUIRIES</u> | : | For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No (015) 636 8300/8330. For Vhembe: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 |
| <u>POST 31/235</u> | : | <u>ARTISAN PRODUCTION GRADE A (X2 POSTS)</u> Component: Roads Infrastructure Maintenance: Mechanical Workshop |
| <u>SALARY CENTRE</u> | : | R243 597 per annum, (OSD) |
| | : | Capricorn district (Polokwane Mechanical Workshop) Ref No: S.4/3/10/181 Vhembe district (Sibasa Mechanical Workshop) Ref No: S.4/3/10/182 |
| <u>REQUIREMENTS</u> | : | Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. |

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| | Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management. |
| <u>DUTIES</u> | : Perform services and repairs to roads related plant and equipment: - Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boots bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. Provide civil expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing job cards after completing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of worn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Perform per-inspection for additional defects before repairs: Dismantling, Lay-out, Check condition of worn out parts, Repair or replace where necessary and assemble, clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan. |
| <u>ENQUIRIES</u> | : For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600. For Vhembe: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790. |
| <u>POST 31/236</u> | : <u>ARTISAN PRODUCTION GRADE A: (DRAINAGE STRUCTURES, CONCRETE & SHUTTERING) REF NO: S.4/3/10/73 (X3 POSTS)</u> Component: Drainage structures |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R243 597 per annum, (OSD) : Waterberg District : Appropriate Trade Test Certificate in Bricklaying/Plumbing/Steel & shuttering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management. |
| <u>DUTIES</u> | : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. |
| <u>ENQUIRIES</u> | : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. |

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| <u>POST 31/237</u> | : | <u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Roads Infrastructure Maintenance |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) |
| | : | Vhembe district: Malamulele Roads Maintenance Ref No: S.4/3/10/183 Mutale Roads Maintenance Ref No: S.4/3/10/184 |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. |
| <u>DUTIES</u> | : | Render administration clerical support of Roads maintenance: Receive documentation for roads maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. |
| <u>ENQUIRIES</u> | : | Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790 |
| <u>POST 31/238</u> | : | <u>ROAD WORKS FOREMAN (X2 POSTS)</u> Component: Routine Maintenance |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) |
| | : | Sekhukhune district (Hoeraroep Roads Maintenance) Ref No: S.4/3/10/185 Waterberg (Roedtan Roads Maintenance) Ref No: S.4/3/10/186 |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Acts and regulations, road maintenance manual, roads operating machinery, health and safety measures, roads production procedures and processes. |
| <u>DUTIES</u> | : | Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program. |
| <u>ENQUIRIES</u> | : | For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. |
| <u>POST 31/239</u> | : | <u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Building Infrastructure Maintenance: Routine Maintenance |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) |
| | : | Vhembe district: Thohoyandou building maintenance Ref No: S.4/3/2/105 Malamulele building maintenance Ref No: S.4/3/2/106 |

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| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. |
| <u>ENQUIRIES</u> | : | Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790 |
| <u>POST 31/240</u> | : | <u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Mechanical services |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) |
| | : | <u>Vhembe district:</u> Sibasa Ref No: S.4/3/2/107 Malamulele Mechanical Workshop Ref No: S.4/3/2/108 |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, keep and maintain personnel |

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| | | records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790 |
| <u>ENQUIRIES</u> | : | |
| <u>POST 31/241</u> | : | <u>ADMINISTRATION CLERK REF NO: S.4/3/9/182 (X3 POSTS)</u> Component: Finance: Acquisition Management |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Sekhukhune district |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Provide the acquisition of goods and services: Render acquisition clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. Provide supplier database: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Provide bids: Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Provide bids evaluation: Make arrangements for evaluation of bids and quotations. Captured information for all bids and quotations. Customise changes on standard evaluation criteria. |
| <u>ENQUIRIES</u> | : | Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. |
| <u>POST 31/242</u> | : | <u>ADMINISTRATION CLERK REF NO: S.4/3/9/193</u> Component: Finance |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Sekhukhune district (Elias Motswaledi stores) |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Place order: Receive request of goods from the end user. Receive stock from the supplier. Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form. |
| <u>ENQUIRIES</u> | : | Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. |
| <u>POST 31/243</u> | : | <u>ADMINISTRATION CLERK REF NO: S.4/3/9/181</u> Component: Finance: Logistics & Asset Management |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Sekhukhune District |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job |

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| | | knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Render asset management clerical support: Bar code new assets. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Conduct assets verification. Update the inventory list. Order stores: Place orders for goods. Receive and verify goods from suppliers. Capture goods in the system, or item registers. Issue stores: Receive Logis requisition form. Check and verify the form with the requester. Issue goods to end users. Issue goods out of the system. Update and maintain register of suppliers. Render stock-taking services: Count the stock level in the stores. Verify the stock against the issuing reports. Balance the stock level. |
| <u>ENQUIRIES</u> | : | Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. |
| <u>POST 31/244</u> | : | <u>ADMINISTRATION CLERK REF NO: S.4/3/9/119</u> Component: Lease and Municipal services |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Waterberg district |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer. Planning and organising. Language. Good verbal and written communication. |
| <u>DUTIES</u> | : | Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts for the component. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/245</u> | : | <u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Finance: Logistics & Asset Management |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Capricorn Ref No: S.4/3/9/66 Sekhukhune Ref No: S4/3/9/195 |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 4 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Place order: Receive request of goods from the end user. Receive stock from the supplier. Verify stock received against the invoice. Sign off the invoice for |

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| | | received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form. |
| <u>ENQUIRIES</u> | : | For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600. For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. |
| <u>POST 31/246</u> | : | <u>ADMINISTRATION CLERK REF NO: S.4/3/9/194</u> Component: Logistics and Asset Management |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Waterberg district |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Technical Competencies: Computer Skills. Planning and organization. Language. Good verbal and written communication skills. |
| <u>DUTIES</u> | : | Place order: receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/247</u> | : | <u>ACCOUNTING CLERK REF NO: S.4/3/9/39</u> Component: Financial Management |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Capricorn District |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Valid driver's licence, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be captured on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Identify and specify state liabilities on pension funds. Provide revenue. Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Day-end receipts on BAS. Facilitate debt Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Close Debt files. |
| <u>ENQUIRIES</u> | : | Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 |
| <u>POST 31/248</u> | : | <u>PERSONNEL OFFICER REF NO: S.4/3/8/52</u> Component: Human Resource Management |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Capricorn district |

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| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills. |
| <u>DUTIES</u> | : | Render administration clerical support of recruitment services. Receive application forms from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district. Capture appointment on PERSAL system. Verify qualifications with academic institutions and other authorised bodies. Update PERSAL system in terms of personnel qualifications. Render administration clerical support of conditions of services. Receive notification of service termination due to death/ resignation, retirement (normal and early retirement). Circulate route form to relevant section for liabilities. Effect termination on the PERSAL system upon receipt. Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms. Verify correctness of the forms and attachments. Capture benefits. Facilitate state guarantees. Issue the leave forms. Verify correctness of the forms and attachments. Acknowledge the receipt of leave applications. Capture leave on the PERSAL system. Conduct districts leave auditing. Render administration clerical support for post establishment and HR system. Receive transfer application letter. Verify correctness of the application and attachments. Verify the availability of post. Capture PERSAL transaction. Compile monthly statistics on transfers. Conduct district head count. Render administration clerical support for district human resource development services. Create a training/ learning programmes database according to the WSP. Make logistical arrangements for the training programme. Liaise with personnel about the training logistics in time. Issue and receive the course attendance form from personnel. Capture the certificate(s) on PERSAL system. Liaise with head office on schedule of courses to be attended. Verify the compilation of performance management and development system documentation. Make logistical arrangements for performance management and development system moderation. Implement rewards on the PERSAL systems. |
| <u>ENQUIRIES</u> | : | Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 |
| <u>POST 31/249</u> | : | <u>FOREMAN: CLEANING AND GROUNDS (X3 POSTS)</u> Component: Facilities Services |
| <u>SALARY CENTRE</u> | : | R193 359 per annum (Level 04) |
| | : | <u>Waterberg District:</u> Thabazimbi Cost Centre Ref No: S.4/3/3/120 Bela-Bela Cost Centre Ref No: S.4/3/3/121 Modimolle District Office Ref No: S.4/3/3/122 |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Core And Process Competencies: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising. Flexibility. Co-operative. Team player. |
| <u>DUTIES</u> | : | Supervise cleaners: Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Provision and monitor of cleaning services: Oversee and monitor cleaning of: Offices. Corridors. General kitchen. Restrooms. Elevators. Boardrooms. Provision and monitor of grounds services: Oversee and monitor cleaning of: Surroundings. Premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment's: Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/250</u> | : | <u>ROAD WORKER (X24 POSTS)</u> Component: Roads Infrastructure Maintenance |
| <u>SALARY</u> | : | R163 680 per annum (Level 03) |

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| <u>CENTRE</u> | : | Capricorn: (X3 Posts) Alldays Ref No: S.4/3/10/187 (X2 Posts) Dendron Ref No: S.4/3/10/142 (X1 Post) Sekhukhune: (X11 Posts) Drainage Structures Ref No: S.4/3/10/188 (X1 Post) Groblersdal Roads Ref No: S.4/3/10/189 (X1 Post) Hoeraroep Roads Ref No: S.4/3/10/135 (X2 Posts) Mecklenburg Roads Ref No: S.4/3/10/190 (X2 Posts) Nebo Roads Ref No: S.4/3/10/191 (X1 Post) Tsimanyane Roads Ref No: S.4/3/10/192 (X2 Posts) Veeplaas Roads Ref No: S.4/3/10/193 (X2 Posts) Waterberg: (X9 Posts) Drainage structures Ref No: S.4/3/10/194 (X2 Posts) Mookgophong Ref No: S.4/3/10/195 (X2 Posts) Tolwe Ref No: S.4/3/10/196 (X1 Post) Marken Ref No: S.4/3/10/197 (X1 Post) Roedtan Ref No: S.4/3/10/198 (X2 Posts) Alma Ref No: S.4/3/10/199 (X1 Post) Mopani: (X1 Post) Drainage structure Ref No: S.4/3/10/168 (X1 Post) |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and regulations. Operation roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organizing. Flexibility. Co-operative. Team player. |
| <u>DUTIES</u> | : | Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting. |
| <u>ENQUIRIES</u> | : | For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330. For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 |
| <u>POST 31/251</u> | : | <u>TRADESMAN AID (X3 POSTS)</u> Component: Roads Infrastructure Maintenance |
| <u>SALARY CENTRE</u> | : | R163 680 per annum (Level 03) |
| | : | Capricorn district: (X1 Post) Polokwane Mechanical Workshop Ref No: S4/3/19/200 (X1 Post) Waterberg district: (X2 Posts) Mokopane Ref No: S.4/3/10/136 (X1 Post) Lephalale Ref No: S.4/3/10/201(X1 Post) |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Cleaning equipment. Safety Health and safety measures. Working procedures in respect of work environment. |
| <u>DUTIES</u> | : | Perform services and repairs to roads related plant and equipment. Assist in carrying out services as per service category and complete standards. Assist in performing per-inspection for additional defects before repairs. Safekeeping of machinery and tools. |
| <u>ENQUIRIES</u> | : | For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/252</u> | : | <u>TRADESMAN AID (X12 POSTS)</u> Component: Building Infrastructure Maintenance |
| <u>SALARY CENTRE</u> | : | R163 680 per annum (Level 03) |
| | : | Capricorn District: (X1 Post) Polokwane building maintenance S.4/3/2/109 (X1 Post) Waterberg: (X3 Posts) |

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| | Thabazimbi Ref No: S.4/3/2/65 (X2 Posts) |
| | Bakenberg Ref No: S.4/3/2/110 (X1 Post) |
| | Sekhukhune: (X8 Posts) |
| | Carpentry Services Ref No: S.4/3/2/62 (X2 Posts) |
| | Thabamopo Building Maintenance Ref No: S.4/3/2/62 (X4 Posts) |
| | Ephraim Mogale Building Maintenance Ref No: S.4/3/2/111 (X1 Post) |
| | Tubatse Building Maintenance Ref No: S.4/3/2/112 (X1 Post) |
| <u>REQUIREMENTS</u> | : A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising. |
| <u>DUTIES</u> | : Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean service and safekeeping of equipment and tools according to standards. |
| <u>ENQUIRIES</u> | : For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Sekhukhune: For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330 |
| <u>POST 31/253</u> | : <u>DRIVER OPERATOR (X16 POSTS)</u> Component: Roads Infrastructure Maintenance |
| <u>SALARY CENTRE</u> | : R163 680 per annum (Level 03) |
| | : <u>Mopani: (X2 Posts)</u> Phalaborwa Roads Maintenance Ref No: S.4/3/10/122 (X2 Posts) |
| | : <u>Capricorn: (X5 Posts)</u> Regravelling Ref No: S.4/3/10/205 (X1 Post) Sandriver Ref No: S.4/3/10/204 (X1 Post) Matlala Ref No: S.4/3/10/203 (X1 Post) Lebowakgomo Ref No: S.4/3/10/202 (X1 Post) Alldays Ref No: S.4/3/10/127 (X1 Post) |
| | : <u>Waterberg: (X3 Posts)</u> Bela-Bela Ref No: S.4/3/10/206 (X1 Post) Vaalwater Ref No: S.4/3/10/207 (X1 Post) Dwaalboom Ref No: S.4/3/10/208 (X1 Post) |
| | : <u>Sekhukhune: (X4 Posts)</u> Groblersdal Roads Maintenance Ref No: S.4/3/10/155 (X1 Post) Hoeraroep Roads Maintenance Ref No: S.4/3/10/209 (X2 Posts) Mecklenburg Roads Maintenance Ref No: S.4/3/10/169 (X1 Post) |
| | : <u>Vhembe: (X2 Posts)</u> Regravelling Ref No: S.4/3/10/210 (X1 Post) Makhado Roads Maintenance Ref No: S.4/3/10/211 (X1 Post) |
| <u>REQUIREMENTS</u> | : A qualification at NQF level 04 as recognized by SAQA. Valid Driver's Code EC. Operating certificate (Grader Operator). Generic Competencies: Communication, ability to read and write, good eyesight and Teamwork. Technical Competencies: Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles and interpret and follow operating manuals, maintenance manuals and service charts. |
| <u>DUTIES</u> | : Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machinery. Application of safety and precautionary measures. Cleaning and lubrication of machinery / equipment. Grading of gravel roads re-gravelling/shoulder maintenance. Render driving services. Render driving services perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipment's. Detect and repair minor civil problems on the vehicles and take steps to have it repaired (check level and conditions of oil, fuel, tyres and water). Inspection of the vehicles/ equipment and report defects. Complete vehicles logbook, trip authorization for the vehicles. |
| <u>ENQUIRIES</u> | : For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 |

For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
 For Vhembe: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

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| <u>POST 31/254</u> | : | <u>DRIVER (X2 POSTS)</u> Component: Building Maintenance |
| <u>SALARY CENTRE</u> | : | R163 680 per annum (Level 03) |
| | : | Waterberg District: Thabazimbi building maintenance Ref No: S.4/3/2/113 (X1 Post) Mokopane building maintenance Ref No: S.4/3/2/114 (X1 Post) |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 02/Grade ten (10) / ABET / AET as recognized by SAQA. A valid drivers license with 7 – 12 months experience. Skills And Knowledge: Procedures to operate motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship. |
| <u>DUTIES</u> | : | Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handled. |
| <u>ENQUIRIES</u> | : | Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 |
| <u>POST 31/255</u> | : | <u>GROUNDSMAN (X12 POSTS)</u> Component: Roads Maintenance |
| <u>SALARY CENTRE</u> | : | R138 486 per annum (Level 02) |
| | : | Mopani (X1 Post) Giyani Cost Centre Ref No: S.4/3/3/95 (X1 Post) |
| | : | Capricorn: (X4 Posts) Mankweng Cost Centre Ref No: S.4/3/3/126 (X2 Posts) Molemole Cost Centre Ref No: S.4/3/3/127 (X1 Post) Blouberg Cost Centre Ref No: S.4/3/3/128 (X1 Post) |
| | : | Waterberg: (X3 Posts) Thabazimbi Cost Centre Ref No: S.4/3/3/129 (X1 Post) Lephalale Cost Centre Ref No: S.4/3/3/130 (X1 Post) Modimolle Cost Centre Ref No: S.4/3/3/131 (X1 Post) |
| | : | Sekhukhune: (X4 Posts) Facilities Services Ref No: S.4/3/3/99 (X3 Posts) Fetakgomo Tubatse Ref No: S.4/3/3/99 (X1 Post) |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 02 as recognised by SAQA. Core And Process Competencies: Knowledge of: Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment. Skills: Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising. |
| <u>DUTIES</u> | : | Maintain premises and surroundings: Clean premises and surroundings. Empty dirty bins. Maintain the garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipments and tools: Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipments and tools. Keep gardening materials and equipment: Cleaning of machines and equipment's after use. Request gardening materials. |
| <u>ENQUIRIES</u> | : | For Mopani: Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600. For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. |

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| <u>POST 31/256</u> | : | <u>CLEANER (X13 POSTS)</u> Component: Property and Facilities Management |
| <u>SALARY</u> | : | R138 486 per annum (Level 02) |
| <u>CENTRE</u> | : | <u>Capricorn: (X4 Posts)</u> Mankweng Ref No: S.4/3/3/132 (X1 Post) Blouberg Ref No: S.4/3/3/133 (X1 Post) Molemole Ref No: S.4/3/3/124 (X1 Post) Polokwane Cost Centre S.4/3/3/125 (X1 Post) <u>Sekhukhune: (X6 Posts)</u> Facilities Services Ref No: S.4/3/3/101 (X3 Posts) Elias Motsoaledi Cost Centre Ref No: S.4/3/3/133 (X1 Post) Fetakgomo Tubatse Cost Centre Ref No: S.4/3/3/134 (X1 Post) Makhuduthamaga Cost Centre Ref No: S.4/3/3/135 (X1 Post) <u>Waterberg: (X3 Posts)</u> Thabazimbi Cost Centre Ref No: S.4/3/3/110 (X1 Post) Lephalale Cost Centre Ref No: S.4/3/3/110 (X1 Post) Modimolle Cost Centre Ref No: S.4/3/3/110 (X1 Post) |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 02 as recognised by SAQA. |
| <u>DUTIES</u> | : | Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by , clean basins, wash and keep stock of kitchen utensils, Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines(microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials. |
| <u>ENQUIRIES</u> | : | For Capricorn: Ms Mothiba MM, Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600 For Sekhukhune: Ms Makalela RC, Ms Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330 For Waterberg: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. |