

<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)

<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)