

How and for what purposes can the motor vehicle be utilised and the requirements for the storage of the vehicle. Knowledge of procedures to ensure that the motor and retrieval procedures. Understanding of the work in registry. Computer operating skills. Language. Planning and organisation. Good verbal and written communication skills.	
<u>DUTIES</u>	: Render core driver functions; Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and goods handled. Render a clerical support / messenger service in the office. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	: Ms. Conny Kgadima Tel No: (015) 298 7000
<u>POST 03/108</u>	: <u>CLEANER REF NO: LPT/132</u> Directorate: Records Management & Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R138 486 per annum (Level 02) : Head Office - Polokwane : ABET / AET/ Grade 10 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing housekeeping. Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.
<u>DUTIES</u>	: Cleaning of offices daily. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bin. Cleaning of restrooms daily. Cleaning toilets. Replacing toilet paper. Emptying and washing waste bins. cleaning of corridors, elevators, and passages. Cleaning elevators. Clean corridors. Clean the passages. Keep and maintain cleaning materials and equipment's. Report broken cleaning materials and equipment's. Cleaning of machines (Microwaves, vacuum cleaners) and equipment's after use.
<u>ENQUIRIES</u>	: Ms. Conny Kgadima Tel No: (015) 298 7000

DEPARTMENT OF SPORT, ARTS AND CULTURE

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	: Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za
<u>CLOSING DATE</u>	: 02 March 2026
<u>NOTE</u>	: Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Practical Exercise (a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. (b) The assessment must comprise a formal test to determine a candidate's proficiency

in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024> Shortlisted candidates will be subjected to security clearance and pre-employment verifications. 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 their financial interest in accordance with the prescribed regulations. The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za NB: Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers.

MANAGEMENT ECHELON

POST 03/109

SALARY CENTRE REQUIREMENTS

DUTIES

ENQUIRIES

CHIEF DIRECTOR: DISTRICT COORDINATION REF NO: DSAC 2025/01

: R1 494 900 per annum (Leve 14)

: Head Office (Polokwane)

: An undergraduate Qualification (NQF level 07) Advanced Diploma / Degree/ B-Tech in Public Administration/ Management qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of five (5) years' experience in management at Senior Managerial level. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and leadership, financial management, change management, client orientation and customer focus, good communication, report writing, facilitation, co-ordination, networking, strategic capability and leadership, people management and empowerment, computer literacy, service delivery innovation, public service knowledge, negotiation and policy formulation. Knowledge and Skills: Knowledge: Knowledge and understanding of the legislative framework governing the Public Service, deep knowledge of the relevant arts and culture legislation, knowledge and understanding of the legislative framework governing the Public Service, sound understanding of the arts and culture industry and thorough understanding of policy formulation and coordination and good background in service delivery, turn around and change management strategy Skills: Interpersonal, leadership, analytical, diplomacy, planning and organization, good communication, problem solving and analysis, time management, team player, strategic planning and policy analysis and development.

: Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. Manage the development of visual arts Industry in the province: Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. Manage the development and distribution of local film and video: Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

OTHER POSTS

POST 03/110 : **DEPUTY DIRECTOR: TRANSLATIONS, EDITORIAL SERVICES REF NO: DSAC 2025/02**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.

CENTRE REQUIREMENTS : Head Office (Polokwane)
A three-year Diploma (NQF level 6) or Bachelor's Degree in Language Practice / Translation or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Language Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Skills: Translation skills, people management skills and financial skills Knowledge: Translation, management of human resource and using sub-directorate budget through proper financial management.

DUTIES : Manage translation of documents into official languages of Limpopo: Receive documents from clients, allocate source documents to officials for translation, ensure the availability of updated register of translations and ensure that translated documents are edited Manage editing of official informative documents into official languages: Receive edited documents, ensure that documents have been edited and ensure that translated documents are dispatched to clients. Manage the provision of language services offered to people with disabilities: Facilitate the provision of SASL during major events, manage SASL promotion campaigns, manage execution of SASL interpreting services and ensure that SASL service providers are paid in time. Manage projects that redress previously disadvantaged languages: Ensure that multilingualism promotion materials are available, manage the coordination of multilingualism campaigns and ensure that means of verification for the campaigns are available and report on multilingualism campaigns conducted. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor the performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/111 : **DEPUTY DIRECTOR: PROVINCIAL ARCHIVES & RECORDS REF NO: DSAC 2025/03**

Re- advertisement: Applicants who applied before are encouraged to apply again.

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

CENTRE REQUIREMENTS : Head Office (Polokwane)
A three-year National Diploma (NQF level 6) or Bachelor's Degree in Archives / Records Management / Library Studies or equivalent qualification related to the field as recognised by SAQA. A minimum of 5 years of experience in Archives & Records Archives & Records Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures, administration procedures including norms and standards, organizing and planning, Skills: Basic interpersonal relations, analytical skills, written and verbal communication, computer literacy research skills, presentation skill, training and presentation skills, project management and interviewing skills.

DUTIES : Manage provincial records classification, appraisal and disposal services: Preserving corporate memory and heredity, ensuring implementation of retention and disposal schedules, responding to internal and external information enquiries. Provide management, monitoring, evaluation and training: advising on and implementing new records management policies and classification systems, setting up maintaining, reviewing, and documenting

records systems, storing, arranging, indexing, and classifying records. Collecting and appraisal of records: conduct inspections on records and archives management, recommend issuing of disposal authority. Conduct information research: Document provincial heredity and research historic topics. Management of human resource and physical resources in the division: manage performance and development of employees within the division, develop and review the division's plans, ensuring adherence to the service delivery standards, compliance to applicable Acts, policies and strategies, proper management and accountability for assets of the division, motivate and inspire employees to attain organisational objectives.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/112 : **DEPUTY DIRECTOR: ACADEMY OF SPORT REF NO: DSAC 2025/09**
(for a period of One (1) Year contract)

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

CENTRE REQUIREMENTS : Head Office
A three-year National Diploma (NQF level 6) or bachelor's degree in Sport Management or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge: Knowledge of Public Service administration Procedures and Policies, knowledge of Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / Diversity management. Skills: Research skills, computer literacy, good Communication skills, client orientated skills, report writing skills; Facilitation skills, co-ordination skills, liaison skills, typing skills and networking.

DUTIES : Sport Science and medicine support: Coordinate sport specific testing using scientific protocols, facilitate physiotherapy services for athletes, facilitate medical services for athletes and facilitate rehabilitation programmes for athletes. Coaching: Train elite coaches, provide qualified elite coaches to selected talented athletes, deploy head coaches during training camps and championships, provide access to information and the latest trends on coaching performance squad and events: Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programmes and coordinate exchange programmes. Talent identification: Deploy scouts, facilitate access to conducive facilities, monitor usage of correct selection criteria and capture data of the selected athletes into the academy database. Management of human and financial capital in the division: Manage performance and development of employees within the division, develop, implement and monitor service standards and operational plans, develop, review and ensure compliance to applicable policies and strategies, conduct budget planning and monitor utilisation in accordance with applicable prescripts.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/113 : **DEPUTY DIRECTOR: TRANSPORT REF NO: DSAC 2025/04**

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

CENTRE REQUIREMENTS : Head Office (Polokwane)
A three-year National Diploma (NQF level 6) or Bachelor's Degree in Transport Management or Logistics or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in transport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of variety of work and procedures on fleet ranging from: Management functions, interpretation of reports, report writing, investigation and interpretation of policies. Skills: People management, planning and organizing, time management, strategic planning, policy analysis and development, good communication skills, leadership skills,

	change and knowledge management and workshops presentation and facilitation.
<u>DUTIES</u>	Provide fleet (Both subsidized and state vehicle): Make submission for the purchasing of new cars, arrange private registration, allocation and registration numbers for the new cars with Department of Transport, ensure that state vehicle are inspected before issued to the drivers, facilitate hiring of buses for the departmental activities, plan and coordinate usage of fleet for the drivers within the department, receive and check all applications for subsidized motor vehicle from the Directorate, present applications to Transport Advisory Committee for evaluation, submit applications to the service provider for acquisition of cars after approval and inform applicants to collect their subsidized cars and prepare submission for approval to authorize officials to participate under scheme B. Management of vehicles in operation (both GG and subsidized vehicles): Ensure that quarterly inspection for both GG and subsidized motor vehicles are carried out, monitor monthly inspection of subsidized motor vehicles that have not honoured their contracts before fuel claims are paid, monitor usage of subsidized motor vehicle, issue directives on proper usage of subsidized motor vehicle, ensure that fuel claims are submitted within three months for payment, ensure that fuel claims accompanied by the log-sheets, itinerary form or monthly plan for payment, advise department on matters related to transport, formulate departmental policies, procedure manuals and circulars on transport related matters, attend all meetings relate to transport matters, train staff members within the department on new transport policies and ensure that officials interested in participate under scheme B and obtain approval. Manage GG vehicle: approve exemption letters for use of GG vehicle after working hours, weekends and holidays, analyse report/statement from the service provider on usage of GG vehicle before running costs are paid, facilitate disposal of GG vehicle that belong to the department, ensure that only authorized drivers are allocated with GG vehicles for use, liaise with the Provincial Department of Transport regarding competency test driving skills for our department drivers, issue directive on proper usage of GG vehicle, facilitate insurance cover for cars, ensure that accidents are reported to the police immediately after the happen, ensure that accident forms are properly completed by the driver concern and signed by his/her supervisor or responsible manager, ensure that accident form are submitted to Legal service directorate for legal opinion and ensure that GG vehicle are sent to the Merchants for repair after approval. Ensure maintenance of GG vehicles: Ensure that damaged GG vehicles are repaired, ensure that GG vehicles are serviced cleaned on regular basis, ensure that license discs for GG vehicles are renewed and compile quarterly maintenance reports on state vehicle.
<u>ENQUIRIES</u>	:
<u>POST 03/114</u>	:
	<u>DEPUTY DIRECTOR: COMMUNICATIONS, PUBLIC RELATIONS AND MARKETING REF NO: DSAC 2025/05</u>
<u>SALARY</u>	:
<u>CENTRE REQUIREMENTS</u>	:
<u>DUTIES</u>	:

that departmental programmes receive media coverage, manage the departmental website and promote good image of the department. Provide advice on communication needs: Facilitate the development of departmental communications strategy, manage and promote special projects and campaigns, strengthen good relationship with both internal and external stakeholders, development of communication legislative frameworks and ensure newsletter in order. Management of Human and Physical Resources: Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate and monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts and ensure proper management of assets within the division.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/115 : **DEPUTY DIRECTOR: STRATEGY AND POLICY DEVELOPMENT REF NO: DSAC 2025/06**
Re-advertisement: Applicants who applied before are encouraged to apply again.

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

CENTRE REQUIREMENTS : Head Office (Polokwane)
A three-year National Diploma (NQF level 6) or Bachelor's Degree in Strategy and Policy Development / Development Studies / Public Policy or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Sounds and knowledge of PFMA, governance planning framework, government planning cycle (MTEF and strategic planning), knowledge and understanding of public service legislation and policy framework, national and provincial development plans, government planning, policy and research development frameworks, strategic planning and policy development, research, understanding of Batho Pele Principles. Skills: Computer literacy (MS Office: Word, Excel, Power Point, outlook etc). Policy formulation, coordination, research, compilation of management reports, formulation and editing, facilitation and presentation, interpersonal relations and ability to work under pressure.

DUTIES : Facilitate the Batho Pele programmes within the department: Facilitate the implementation of Batho Pele principle by following up on issues raised during consultative meetings on a regular basis, attend and record issues raised during the stakeholder's forum and submit to relevant offices for follow up, coordinate the process of conducting customers survey, record issues and ensure they are attended by relevant departments, facilitate the monitoring process of suggestion boxes. Facilitate the development and implementation of service standards and service delivery plan: Coordinate development, monitoring and evaluation of service standards, management of reports for monitoring and evaluation of SDIP and facilitate feedback, coordinate development and review of SDIPs as per DPSA template, provide administrative and institutional support for all directorates to improve services to the people as per the SDIP cycle, communicate service standards to the public, conduct all awareness or advocacy projects and service complaints programme e.g. Presidential and Premier hotline. Co-ordinate change management and service delivery improvement mechanisms: Facilitate implementation of changes management interventions, manage customer relations and frontline services improvement including complaint mechanisms, queue and reception management, facilitate development of service standards charter, facilitate implementation of Batho Pele programmes, facilitate service delivery improvement planning. Coordinate mainstreaming of gender and women, people with disability, youth and older persons, as well as human rights programmes: Facilitate the presentations, awareness sessions and capacity development with regard to special groups, coordinate the impact of services within the department with regard to youth, children, older persons and people with disabilities, facilitate the integration of HDI's and special groups within the

department programmes, collaboration and partnership with institutions that are responsive to department programmes for special group. Management of Human and Physical Resources: Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate and monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts, ensure proper management of assets within the division.

<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/116</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO. DSAC 2024/07</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) A three-year National Diploma (NQF level 6) or Bachelor's Degree in Labour Relations / Labour Law or equivalent qualification related to the field. A minimum of 5 years of experience in Labour Relations environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge: Sound and knowledge of relevant prescripts such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Skills: Negotiation skills, people management, financial management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics and diversity management, facilitation skills, leadership skills, change and knowledge management and disciplinary management.
<u>DUTIES</u>	:	Disciplinary code and procedure, dispute resolution procedure councils and chambers resolutions in the department: Conduct a survey on the status of grievance rules ,disciplinary code and procedure, dispute procedure councils and chambers resolutions in the department, advise the hod on grievance rules ,misconduct, disputes and resolutions, collect statistics on grievances, misconduct and disputes and analyse the trend, compile a consolidated report on grievances, misconduct and disputes for submission to management and other relevant stakeholders, make recommendations to the hod on intervention strategies, develop intervention strategies to address the challenges and coordinate the flow of information on grievances, misconduct, disputes and resolutions to the key stakeholders. Handle and facilitate grievances, misconduct cases, dispute resolution and capacity building in the department: Receive allegations of misconduct from supervisors and or managers, secure attendance of witnesses to be present at the hearings, advise the Head of Department on all matters related to labour remedial service/misconduct cases, recommend the appointments of employer representative and chairperson of the disciplinary hearing, represent the employer during disciplinary hearings, draft allegations in terms of clauses 6 and 7 of the disciplinary code and procedure, PSCBS Resolution 1 of 2003, and inform the alleged offender about his/her rights, communicate the outcome of the disciplinary hearing with the alleged offender, preside over disciplinary hearings in terms of clause 7.3 of code, raise with the offending employee to submit an appeal, refer the appeal to the Executive Authority, receive complaints and grievances lodged including referrals of disputes declared, analyse issues in disputes surrounding grievances and disputes, advise and seek mandate from Head of Department for resolution of disputes, advise management on the validity of the complaints and or grievances, investigate the grievance and seek a fair resolution thereof, advise the aggrieved and management on the status of the grievance, advise the aggrieved employee on the outcome thereof if finalized and conduct research on the subject for capacity development, conduct capacity development and compile a report to the HOD thereof. Coordinate, monitor and evaluate the implementation of collective agreements in the Department: Facilitate and monitor implementation of collective agreements concluded in bargaining councils, coordinate, monitor and participate in the activities of task teams established in bargaining councils, conduct capacity building on collective agreements,

report to the HOD and Management on the implementation of collective agreements. Coordinate, manage and monitor public service industrial action in the department, manage and monitor strike action in the department, develop a strike management plan, establish a departmental task team to manage the strike action, develop a contingency plan to minimize the harmful effects of strike action on service delivery, collect statistics on employees affected by the strike action, compile a report to Office of the Premier and other relevant stakeholders on the management of strikes, Coordinate, monitor, facilitate and evaluate capacity building on grievance rules and disciplinary code and procedure in the department: Coordinate capacity building sessions for the department, organise capacity building documents or manuals on grievance rules, disciplinary code and procedure and other relevant resolutions/collective agreements, develop capacity building programmes and advise and recommend to the HOD on Labour Relations capacity building needs.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/117 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION**
REF NO: DSAC 2024/08

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

CENTRE REQUIREMENTS : Head Office (Polokwane)
A three-year National Diploma (NQF level 6) or Bachelor's Degree in Administration or equivalent qualification related to the field. A minimum 5 years of experience in Administrative Support and Co-ordination environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa. Skills: Proven management competencies, planning & organizing, report writing skills; facilitation skills, co-ordination skills, liaison skills, networking, interpersonal skills, leadership skills, analytical skills, change and knowledge management.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required, study, edit and comment on submissions to be submitted to the executive authority for consideration, manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority's, manage logistical support in the office of the Executive Authority's, develop, implement and maintain a filing system for the office of the executive authority, manage the registry of the office of the Executive Authority's and ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the Executive Authority. This would, inter alia, entail the following: Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of Executive Council, liaise with Senior managers in the institutions within the Executive Authority's portfolio and co-ordinate the activities of the Executive Authority's office. Render support service to the Executive Authority. This would, inter alia, entail the following: Manage the distribution of memorandum to Executive Authority, manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and keep record of decisions of Executive Council and alert the Head of Office and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority, quality control of the work delivered by supervisees, advise supervisees with regard to all aspects of the work, serve as the formal disciplinary authority with regard to supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/118</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HR PLANNING REF NO: DSAC 2025/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Head Office
	:	A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management or Human Resource Management or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in the Organisational Planning and HR Practice environment at salary level 7/8. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service, good application of work study techniques as well as the Job evaluation equate system, knowledge of organisation development practices, process and change management, project management and research. Skills: General consultation skills, people management, financial management, negotiation skills, problem solving, planning and organising, strategic planning, policy analysis and development, good communication skills, coordination skills, leadership skill and diversity management and facilitation skills.
<u>DUTIES</u>	:	Administer the development and compilation of job descriptions and job profiling: Facilitate the establishment and maintenance of job descriptions and job profiling for all posts/jobs, review job descriptions and job profile for all posts/jobs as well as newly-defined posts, advise the department on the proper development of job descriptions, ensure the alignment of job profiles and job descriptions to the strategic plans and structural functions and ensure the agreement of job description between the supervisor and the supervisee. Facilitate the implementation of the operations management framework: ensure compilation of the service delivery model, conduct investigations related to business process management, ensure all services are fully documented and mapped, provide advice/recommendations for service delivery improvement, advise on office accommodation, build capacity and organize awareness on work-study processes, maintain workflow delivery loops and advise on improved value chains and ensure an organizational culture that is conducive to good business process. Facilitate HR Planning and Employment Equity processes: Compile the Employment Equity Plan, HR Plan and reports, liaising and partnering with relevant stakeholders on development EE and HE plans, conduct consultations and implement initiatives to support attainment of HR Strategy and EE Targets, administer forum meetings and organise EE annual submissions with the relevant stakeholders. Provide job evaluation services: Conduct job evaluation and facilitate workshops, render secretariat services to the job evaluation panel, develop a data base for job evaluation, facilitate the development of an annual job evaluation action plan and policies, advise the department on job evaluation matters. Facilitate the development and review of organisational structures: Conduct investigations related to the organizational structures, establishment requirements, service delivery, efficiency improvement programs, change intervention and facilitate the implementation thereof, conduct BPM investigations with a view to redesign the structure, advise management on the identified process inefficiencies, improvements and standardization of processes, review and redesign the organizational structures, render advisory service to management and conduct organisational structure implementation audits. Administer personnel costing and post establishment: Capture and maintain organizational structure on the PERSAL system, manage and follow-up HR review report, ensure accurate personnel costing and supervise employees to ensure an effective organisational development & HR Planning Service.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/119</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM CONTROLLER REF NO: DSAC 2025/11</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09)
	:	Head Office

<u>REQUIREMENTS</u>	:	A three-year National Diploma (NQF level 6) or Bachelor's Degree in Financial Management or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in Finance Management environment at salary level 7/8. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge: Managerial functions, finance, Human Resource matters, planning and organizing and compilation of reports Skills: BAS and LOGIS, ability to interpret policy, Financial Management, analytical and innovative thinking, report writing, ability to operate computer, leadership, organizing and conflict management.
<u>DUTIES</u>	:	Manage user registration on BAS and LOGIS: Facilitate and ensure that users are trained before registration, ensure that there is documented request for the system, ensure that indemnity form is completed before granting access to the system, ensure that only access to the relevant user area is granted, manage LOGIS user profiles, IDIC,SADC,SACP,SASP,ENUP and advice on the LOGIS and BAS challenges. Creation of new user profile: The system controller should ensure that there is correct allocation of functions, issue a statement to users explaining their access rights, safeguarding of all users documentations for audit purposes, prepare monthly, quarterly and annual management reports, RR101, RR102&RR103 and analyses LOGIS reports. Review of user access rights: To ensure that there is effective control over access to data and information services, ensure that system users commit themselves for every financial year by completing indemnity form, ensure that access to the system is terminated upon termination of employment or resignation, ensure that new form for change of functions is completed upon appointment to a new post, download report to LOGIS users daily and ensure that all reports, commitment, accruals and payments are analysed and sent to managers for verification and ensure monitoring of annual closure batch printing. Monitor actions of system users: Perform random checks to ensure that no compromise of segregation of duties by users, follow up with users on repeated failed log in attempts, all inactive users should be removed from the systems, make follow up on any blocked or suspended user ID to ensure that the user is the authorized owner, adding and authorizing the ICN on LOGIS,LSCT,LSLG,LSRM,MGAT,MGCP, ensuring the issuing and receiving process is effective and efficient, handling of budget and interfaces between LOGIS and BAS, ensure that Logistics processes and procedures are effective and efficient and prepare inputs for the preparation of the financial statement.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/120</u>	:	<u>ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: DSAC 2025/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Head Office (Polokwane)
	:	A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management / HRM or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in the Organisational Planning and HR Practice environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures, administration procedures including norms and standards, basic numeracy, organizing and planning Skills: computer literacy, basic interpersonal relations, problem solving and maintaining discipline.
<u>DUTIES</u>	:	Assistance with the development and maintenance of the organisational structure: Conduct research on organisational structures, identify the needs for changes on the organisational structure, request, gather and analyse organisational structure, establishment investigation and design organisational staff establishment structure. Conduct job evaluation: Conduct job analysis and interviews, analyse jobs on the evaluating system and present analysed posts to the job evaluation panel. Provide advice and assistance in the development of job descriptions: Conduct research and continuous consultations on job descriptions related matters and finalize job descriptions. Assistance with the provision of work efficiency services: Analyse procedure manuals and propose process / procedure improvements, design and document work processes and procedures, design Departmental forms and assist in facilitation of business process re-engineering projects. Provide secretariat and administrative

	functions to the unit: Make logistical arrangements for all consultation meetings of the component, arrange and maintain filing systems of the component, update and maintain components database, draft and maintain components database, draft acknowledgement letters to correspondences addressed to the component and assist the Assistant Director with drafting submissions for approval of job evaluation results, organizational structure and procedure manuals.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/121</u>	: <u>LIBRARIAN CPU REF NO: DSAC 2025/13</u> (For a period of One (1) Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07), plus 37% of lieu benefit : Head Office : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library & information Studies / Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	: Online cataloguing of library materials: Analyse the library material, formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23) to determine the call number, consult the Resource Description and Access (RDA) standards to determine the applicable cataloguing rules. Online classification of library materials on Library Management System (SLIMS): Check the existence of a library material on the SLIMS database, analyse the library material, determine the type, audience and language, analyse and determine the subject content and use Sears List of Subject Headings to determine the subject headings. Printing catalogue cards using REMORA system: Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on REMORA, verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search existing library materials from the SLIMS database: Search the library material by ISBN, author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards. Confirm the information on the cards.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/122</u>	: <u>ACTIVE RECREATION COORDINATOR (X6 POSTS)</u> (for a period of One (1) Year contract)
<u>SALARY</u>	: R269 499 per annum (Level 06), plus 37% of lieu benefit : Head Office Ref No: DSAC 2025/14 : Vhembe District Ref No: DSAC 2025/15 : Capricorn District Ref No: DSAC 2025/16 : Mopani District Ref No: DSAC 2025/17 : Sekhukhune District Ref No: DSAC 2025/18 : Waterberg District Ref No: DSAC 2025/19
<u>REQUIREMENTS</u>	: NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Recreation and Leisure studies / Sport Management / Sports Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. 1 -2 years of experience in Sport environment and administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge: Relevant legislations governing Sport and Recreation services, Public Service Act and legislative frameworks. Skills: Problem solving, leadership, conflict resolution, project management, planning and organising, computer literacy, report writing and good communication.
<u>DUTIES</u>	: Co-ordinate mass participation in Sport: Number of people actively participating in active Recreation activities. Coordinate and integrate stakeholders' activities. To ensure that the stakeholders are involved in all the districts events and activities. Distributing equipment and attires to Hubs: To

<p>ensure that distribution registers are correctly recorded and reported after distribution. Rendering administrative functions: To ensure that project plan and specifications are submitted on time. Compilation of reports, data collection and capturing: To ensure that participants and stakeholders complete the attendance register, so that monitoring and evaluation can verify.</p>	
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/123</u>	: <u>SPORT AND RECREATION GRANT ADMINISTRATOR REF NO: DSAC 2025/20 (X2 POSTS)</u> (for a period of One (1) Year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum (Level 05), plus 37% of lieu benefit : Head Office : NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management / Sport Science/ Administration or equivalent qualification related to the field as recognised by SAQA Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, knowledge of grant framework, Computer literacy, Project planning, Problem solving Communication and Report writing.
<u>DUTIES</u>	: Coordinate Sport and Recreation grant reports: Receive monthly and quarterly reports, liaise with internal Monitoring and Evaluation Sub-Directorate on grant reports, receive submission of reports by districts and facilitate submission of reports to various stakeholders. Administer sport and recreation business plan system: Update Sport and recreation business plan system, capture Sport and Recreation grant expenditure, consolidate sport and recreation grant business plan, capture portfolio of evidence and attend sport and recreation grant meetings. Provide support for women and disabled sport programmes: Provide administrative support, render logistical arrangements for special sport meetings and events and update the database for women and people with disabilities participating in sport in the province. Monitor utilisation of sport and recreation facilities: Update the database for Sport and Recreation facilities, compile monthly records of utilised sport and recreation facilities, render logistical arrangements of sport and recreation facilities meetings and render administrative support for MIG projects.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 03/124</u>	: <u>SPORT ACADEMY COORDINATOR (X3 POSTS)</u> (for a period of One (1) Year contract)
<u>SALARY CENTRE</u>	: R228 321 per annum (Level 05), plus 37 % of lieu of benefit : Vhembe District Ref No: DSAC 2025/21 : Capricorn District Ref No: DSAC 2025/22 : Mopani District Ref No: DSAC 2025/23
<u>REQUIREMENTS</u>	: Grade 12 and Certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management/Administration or/ sport science or equivalent qualification related to the field as recognised by SAQA will be an added advantage, Valid driver's license (except for persons with disabilities). Knowledge And Skills Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.
<u>DUTIES</u>	: Coordinate sport activities in District Academies; Ensure the functionality of District Academy; liaise with District Confederations and federations in ensuring that Talent Identification programmes are implemented; Support athletes from districts through the academy system; Ensure that team preparation in terms of academy requirements is implemented in Districts; Establish relations with Municipalities , District Municipalities , District Confederations and Federations, Roll – out Academy capacity building programmes ; ensure that District sport and recreation activities are supported

<p>through the Academy system; Support identified sport focus schools and maintain database of coaches and elite athletes.</p>	
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<p><u>POST 03/125</u></p>	
<p><u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u></p>	
<p>: R193 359 per annum (Level 04) : Hoedspruit Library : NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education or equivalent qualification from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library and Information Studies / Library and Information Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.</p>	
<u>DUTIES</u>	: Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186
<u>POST 03/126</u>	: <u>CLEANER REF NO: DSAC 2025/25</u>
<p><u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u></p>	
<p>: R138 486 per annum (Level 02) : Head Office (Polokwane) : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Acknowledge And Skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.</p>	
<u>DUTIES</u>	: Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<p style="text-align: center;">INTERNSHIP PROGRAMME (24 Months)</p>	
<u>APPLICATIONS</u>	: Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za
<u>CLOSING DATE</u> <u>NOTE</u>	: 02 March 2026 : Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational

qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

OTHER POSTS

POST 03/127

: **COMMUNICATIONS, IT AND EVENTS MANAGEMENT INTERN REF NO: DSAC 2025/26**

Branch: Corporate Services

**STIPEND
CENTRE
REQUIREMENTS**

: R7 860.50 per month

: Head Office (Polokwane)

: Diploma/Degree in Information Technology / Computer Application Technology/ Computer Networking/ Computer Studies or equivalent qualification related to the field as recognised by SAQA.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 03/128

: **HUMAN RESOURCE DEVELOPMENT INTERN REF NO: DSAC 2025/27**

Branch: Corporate Services

**STIPEND
CENTRE
REQUIREMENTS**

: R7 860.50 per month

: Head Office (Polokwane)

: Degree or National Diploma in Management of Training, Human Resource Development/Management or equivalent qualification related to the field as recognised by SAQA.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186

POST 03/129

: **SUPPLY CHAIN MANAGEMENT REF NO: DSAC 2025/28 (X2 POSTS)**

Branch: Chief Financial Office

**STIPEND
CENTRE
REQUIREMENTS**

: R7 860.50 per month

: Head Office (Polokwane)

: Degree/National Diploma in Supply Chain Management, Logistics or Finance related or equivalent qualification related to the field as recognised by SAQA.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186

POST 03/130

: **ARTS AND CULTURE REF NO: DSAC 2025/29 (X1 POST)**

Branch: Cultural Affairs

**STIPEND
CENTRE
REQUIREMENTS**

: R7 860.50 per month

: Head Office (Polokwane)

: Degree/National Diploma in Arts and Cultural Studies or equivalent qualification related to the field as recognised by SAQA.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186