

		by SAQA. One (1) to Two (2) years working experience in Logistics / Supply Chain Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Research \ analysing. Computer. Technical/standards/procedures. Needs and priorities of the Department. Ability to interpret. and apply policy. Analytical and innovative thinking. Ability to operate computer. Organizing. Conflict Management. Financial Management. Adaptability during changes to meet the goals. Change/ diversity management.
<b><u>DUTIES</u></b>	:	Capture information on the memorandum of goods and services. Check three quotation or letter of award attached to the memorandum of goods and services. Check supporting documents attached to the memorandum of goods before capturing. Check budget allocation. Check specimen signatures. Capturing and committing orders on the LOGIS and BAS systems. Capturing of orders. Capture information from the requisition on the LOGIS system. Verify captured information and modify quotation. Link quotation on the LOGIS system. Capture procurements advise. Approve procurements advise. Administrative duties, Fax entity forms to suppliers, Fax orders to service providers and ensure that they been received. Confirm services with the service providers. Enter accounts copies in the prescribed register and submit to accounts division. File copies of orders in the relevant files. Clearing of outstanding commitments. Cancel orders. Modify orders. Make enquires on outstanding orders.
<b><u>ENQUIRIES</u></b>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<b><u>POST 03/106</u></b>	:	<b><u>TELECOM OPERATOR REF NO'S: LPT/124 &amp; LPT/123 (X2 POSTS)</u></b> Directorate: Records Management & Auxiliary Services Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Matric / An NQF level 4 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing switchboard operation. Ability to operate switchboard machines. Teamwork. Good interpersonal relations. Able to work under pressure.
<b><u>DUTIES</u></b>	:	Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take message and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department.
<b><u>ENQUIRIES</u></b>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<b><u>POST 03/107</u></b>	:	<b><u>DRIVER REF NO: LPT/211</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	ABET / AET or Grade 10 as recognised by SAQA. Driving experience. Valid vehicle driver's license plus Professional Driving Permit (PDP). Knowledge & Skills: Knowledge of procedures to operate a motor vehicle e.g., procedures to obtain trip authorities, complete the logbooks of motor vehicle, obtain consumables (e.g., petrol) and obtain basic services (e.g., fixing a flat tire). knowledge of the prescripts for the correct utilization of the motor vehicle e.g.

		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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. Conny Kgadima Tel No: (015) 298 7000
<b><u>POST 03/108</u></b>	:	<b><u>CLEANER REF NO: LPT/132</u></b> Directorate: Records Management & Auxiliary Services
<b><u>SALARY</u></b>	:	R138 486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Head Office - Polokwane
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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.***

<b><u>APPLICATIONS</u></b>	:	Applicants should apply using E-Recruitment system at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	02 March 2026
<b><u>NOTE</u></b>	:	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 <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> , 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