

<u>POST 01/174</u>	:	<u>DRIVER/MESSENGER REF NO: LDARD 33/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent appropriate qualification as recognised by SAQA. Minimum of 7 -12 months driving experience. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies And Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city (ies) / district in which the functions will be performed.
<u>DUTIES</u>	:	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 with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 01/175</u>	:	<u>HANDYMAN REF NO: LDARD 34/11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	ABET/AET Level 04 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage.
<u>DUTIES</u>	:	Maintenance of office buildings and furniture. Maintenance of office equipments.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<u>POST 01/176</u>	:	<u>CLEANER (X10 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mopani North Ref No: LDARD 35/11/2025 (X1 Post) Timpi Seleka College Ref No: LDARD 36/11/2025 (X1 Post) Mopani East Ref No: LDARD 37/11/2025 (X1 Post) Mopani District Office (Ref No: LDARD 38/11/2025 (X1 Post) Capricorn Northwestern Ref No: LDARD 39/11/2025 (X2 Posts) Waterberg District Ref No: LDARD 40/11/2025 (X2 Posts), Re-advert Waterberg South Central Ref No: LDARD 41/11/2025 (X1 Post), Re-advert Sekhukhune District Ref No: LDARD 42/11/2025 (X1 Post) ,Re-advert
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610.