

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The provincial administration of the northern cape is an equal opportunity, affirmative action employer.
Persons with a disability are encouraged to apply.*

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>
- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Note that all suitable candidates will be subjected to a satisfactory personnel suitability check (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

OTHER POSTS

- POST 08/476** : **DEPUTY DIRECTOR: BUDGET & EXPENDITURE CONTROL (MANAGEMENT ACCOUNTING) REF NO: DRPW/HR01/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all - inclusive remuneration package)
: Kimberley
: B. Com degree/Diploma in Financial Management with minimum of five (5) years relevant experience in management accounting at supervisory/management level, extensive knowledge of the financial management legislative framework & related legislation, competencies in Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; A valid Code B driver's license.
- DUTIES** : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, monitor cash flow and submit cash flow reports and plans as required, monitor compliance with financial prescripts, ensure that information for planning purposes are collected and analysed properly, manage, review, analyse and quality assure the budget preparation process, co-ordinate, review, analyse and quality assure the management accounting reporting processes, ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers, ensure that all roll-over requests are considered, proposal developed and submitted to the CFO for consideration, ensure that the approved roll-overs are incorporated in the adjustment budgets, assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends, ensure the assessment of expenditure trends and the development of proposals on the virement or

shifting of funds, maintain discipline, management of performance and development, undertake human resource and other related administrative functions, serve on transverse task teams as required, procurement and asset management, planning and allocate work, quality control of work delivered by employees, functional technical advice and guidance.

ENQUIRIES

: Mr. D. van der Merwe Tel No: (053) 839 2221/2220

POST 08/477

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DRPW/HR02/2026**

SALARY

: R896 436 per annum (Level 11), (all - inclusive remuneration package)

CENTRE

: Kimberley

REQUIREMENTS

: B. Comm Degree or equivalent qualification in Risk Management; Accounting; Internal Accounting or Business Management. Five (5) years' working experience in the Risk and Internal Control. Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies; the Treasury and Public Service Regulations. Good interpersonal and communication skills. Good computer literacy and use of standard packages. Ability to liaise with and coordinate stakeholder engagement. Good Organizational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills Registration with Institute of Risk Management South Africa (IRMSA) and completed articles would be advantageous. A valid Code B driver's license.

DUTIES

: The successful candidate will be responsible for reviewing activities incorporated in the Risk, Fraud and Ethics Implementation Plans to ensure alignment to Strategic, Annual and Business plans; disseminating the Risk Implementation plan to internal management structures for Inputs; reviewing consolidated inputs on the draft Risk Implementation Plan; monitoring effectiveness of work performed as per the Risk Implementation Plan; reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation Plan; to develop the Risk Management and Anti-Fraud and corruption policies, strategies and frameworks; ensuring that fraud and risk management frameworks are work-shopped to Department's officials; managing; facilitating fraud and risk assessment workshops; ensuring the development of Departmental fraud and risk registers with mitigation strategies; monitoring the effective implementation of mitigation strategies; providing progress reports on the effective implementation of mitigation strategies to the RMC; reviewing the Risk Management Committee Charter (Terms of Reference); preparing quarterly Risk Management progress reports including Anti-Fraud and Corruption to Risk Management Committee and Audit Committee; developing and maintaining internal anti-corruption systems; reviewing alleged cases of fraud and continuously updating case management register; reviewing the results of preliminary conducted investigations; reviewing gathered and analysed relevant information.

ENQUIRIES

: Mr. D. van der Merwe Tel No: (053) 839 2221/2220

POST 08/478

: **DISTRICT ENGINEER GRADE A REF NO: DRPW/HR03/2026**

SALARY

: R879 342 per annum, (OSD)

CENTRE

: Springbok (District Office) (Road maintenance)

REQUIREMENTS

: Engineering degree (B Eng/BSC (Eng), a minimum of 3 years post qualification engineering experience in road maintenance required, compulsory registration with ECSA as a Professional Engineer, a valid code B driving license. Knowledge: All road related acts, ordinance, policies, standards and norms. Project management, technical design and analysis, advertising on Roads and Ribbon Development Act of 1940, South African Road Traffic Sign Manual, Occupational Health and safety. Public Finance Management Act. 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.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, plan, design, operate and maintain engineering projects, Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate

new technology, Ensure training and development of technicians, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District. Perform management function in relation to routine road maintenance of provincial roads in the district, Manage, supervise, and control technical related personnel and assets, Supervision of all road maintenance activities to ensure quality production. Wayleave investigations and approvals, Ensure Job creations through labour intensive projects, Management of administrative and related functions in the District Maintenance unit, Ensure the promotion of safety in line with statutory and regulatory requirement. Investigate road user complaints received in the district. Compiling and submitting reports as required.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 08/479 : **ENGINEERING TECHNOLOGIST REF NO: DRPW/HR04/2026**

SALARY : R453 576 per annum, (OSD)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a Bachelor of Technology in Engineering (B Tech) with 3 years' post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Computer literacy is a further prerequisite. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to be able to liaise with contractors, consultants, public, and all government departments.

DUTIES : The successful candidate will be responsible for the following: Provide technological advisory service; Support Engineers, Technicians and associates in field, workshop and office activities and Promote safety standards in line with statutory and regulatory requirements. Develop, maintain and manage current technologies, and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions, research and development.

ENQUIRIES : Mr. C. Bailey Tel No: (053) 839 2172

POST 08/480 : **CHIEF WORKS INSPECTOR (BUILDING) REF NO: DRPW/HR05/2026**

SALARY : R397 116 per annum (Level 08)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma in Building/Construction and 3 - 5 years' experience or a N3 Certificate and a passed trade test in the building environment. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors, Support Staff and client Departments.

DUTIES : The successful candidate will be responsible for the following: To plan and execute inspections for minor new and maintenance work on project sites and to ensure that work is being done in compliance with relevant regulations and legislation, Compilation of technical specifications for maintenance and minor works, Project inspection and reporting on quality, cost, time and contractor performance, Contract management and administration, Compliance to relevant regulations, policies, works procedures and methods on building projects, facility condition auditing and reporting for planned and unplanned programmes.

ENQUIRIES : Ms. K.N. Ndaba Tel No: (053) 861 9600

POST 08/481 : **CHIEF WORKS INSPECTOR (MECHANICAL) REF NO: DRPW/HR06/2026**

SALARY : R397 116 per annum (Level 08)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma in Mechanical Engineering/ 5 years mechanical experience or N3 Certificate with a completed apprenticeship and/or hold proof of passing an official mechanical trade test. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to

- be able to liaise with different Directorates, Private Service Providers, and Client Departments.
- DUTIES** : The successful candidate will be responsible for the following: To plan and execute inspections for minor, new and maintenance works on project site and to ensure that work is being done in compliance with relevant regulations and legislation, specifically machinery compliance to conduct and it survey, to compile estimates, prepare specification, compile technical reports, handing new sites, compile payments, conduct regular routine inspections, take first and final deliveries under supervision.
- ENQUIRIES** : Ms. K.N. Ndaba Tel No: (053) 861 9600
- POST 08/482** : **CHIEF REGISTRY CLERK REF NO DRPW/HR08/2026**
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Upington
REQUIREMENTS : Senior Certificate with 3 - 5 years' experience. Knowledge on the design of the filing plan, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of registry duties, practices as well as the ability to capture data, good communication and written skills, good interpersonal and problem-solving skills.
- DUTIES** : Monitoring of all incoming and outgoing correspondence, administer the distribution and allocation of duties, ensure that messengers distribute documentation to relevant offices in the organization, and dispatch of documents to other departments/bodies, update the register of files opened to avoid duplication, ensure that revision and amendments to the file plan are reported to the file plan users, check files for misfiling, ensure the correct reference numbers are assigned on incoming and outgoing correspondence, ensure that correspondence is filed on the correct subject file.
- ENQUIRIES** : Mr. T. Nyongwana Tel No: (054) 3324473
- POST 08/483** : **WORKS INSPECTOR REF NO: DRPW/HR07/2026**
- SALARY** : R269 499 per annum (Level 06)
CENTRE : Kuruman
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent or a N3 and a passed trade test in the building environment, a valid driver's license.
- DUTIES** : Check if new and/or maintenance work undertaken on project sites are in compliance with 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 work and maintenance work to be undertaken, maintain an electronic record system for work being done and work that was finalized, develop progress reports on outstanding and finalized work, develop and interpret 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, inspect work done by contractors to determine whether it is in compliance with all relevant prescribed standards, advise 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.
- ENQUIRIES** : Mr. L.J. May Tel No: (053) 773 9400
- POST 08/484** : **FOREMAN REF NO: DRPW/HR09/2026**
- SALARY** : R228 321 per annum (Level 05)
CENTRE : Griekwastad
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Three (3) years road work maintenance experience. Competencies: Be able to operate all machinery utilised by the Road maintenance teams.
- DUTIES** : The successful candidate will be responsible support road construction and/or maintenance work through the 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/signs, install road signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through application of safety and

precautionary measures, conduct inspections, exercise control over tools, supplies and other equipment, allocate tasks and oversee work performance and maintenance of equipment, co-ordinate blading program.

ENQUIRIES : Mr. V. Mhlauli Tel No: (053) 861 9600

POST 08/485 : **ROAD WORKER (X5 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTRE : Carnarvon Ref No: DRPW/HR010/2026 (X2 Posts)
Prieska Ref No: DRPW/HR011/2026 (X3 Posts)

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent).
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 6311355

POST 08/486 : **ROAD WORKER (X2 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTRE : Springbok Ref No: DRPW/HR012/2026 (X1 Post)
Calvinia Ref No: DRPW/HR013/2026 (X1 Post)

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent).
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 08/487 : **ROAD WORKER REF NO: DRPW/HR014/2026**

SALARY : R163 680 per annum (Level 03)
CENTRE : Kuruman

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent)
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. L.J. May Tel No: (053) 773 9400

POST 08/488 : **OPERATOR (GRADER) REF NO: DRPW/HR015/2026**

SALARY : R163 680 per annum (Level 03)
CENTER : De Aar

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Driver's license Code EC and operating certificate five (5) years' experience in operating specialized equipment, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 631 1355

POST 08/489 : **OPERATOR (GRADER) REF NO: DRPW/HR016/2026 (X3 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTER : Upington/Kakamas

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Driver's license Code EC and operating certificate five (5) years' experience in operating specialized equipment, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. G. Keyser Tel No: (054) 3324473

POST 08/490 : **CLEANER REF NO: DRPW/HR017/2026**

SALARY : R138 486 per annum (Level 02)

CENTRE : De Aar

REQUIREMENTS : ABET.

DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Mr. E.T. Jobe Tel No: (053) 631 1355

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department

APPLICATIONS : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Southern Life Building, Cnr Du Toitspan and Chapel Street, Kimberley, 8300. "Note" in line with DPSA Circular 19 of 2022, applicants should submit applications on the new Z83 form only. Applications should be done on the following link <https://form.jotform.com/260552809018558>

FOR ATTENTION : Ms J.J Jafta

CLOSING DATE : 20 March 2026

NOTE : Note" in line with DPSA Circular 19 of 2022, (Only Z83 and CV are submitted, on other documents) the form which can be downloaded at www.dpsa.gov.za vacancies or obtained at any government department. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The department reserves the right not to make appointments to the advertised post. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form will lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POSTS

<u>POST 08/491</u>	:	<u>CASHIERS (REVENUE CLERKS)</u> Sub Directorate: Revenue Management Re- advertisement
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Registering Authority: Ref No: S4.1/02/26: Kimberley: Sol Plaatje Municipality (X10 Posts) Ref No: S4.1/02/27: Barkly West: (Dikgatlong Local Municipality) (X2 Posts) Ref No: S4.1/02/28: Jan Kempdorp: (Phokwane Local Municipality) (X2 Posts) Ref No: S4.1/02/29: Churchill: (Joe Morolong Local Municipality) (X4 Posts) Ref No: S4.1/02/30: Mothibistad: (Ga-Segonyana Local Municipality) (X2 Posts) Ref No: S4.1/02/31: Olifantshoek: (Gamagara Local Municipality) (X2 Posts) Ref No: S4.1/02/32: Kathu: (Gamagara Local Municipality) (X2 Posts) Ref No: S4.1/02/33: Postmasburg: (Tsantsabane Local Municipality) (X2 Posts) Ref No: S4.1/02/34: Danielskuil: (Kgatelopepe Local Municipality) (X2 Posts) Ref No: S4.1/02/35: Upington: (Dawid Kruiper Local Municipality) (X3 Posts) Ref No: S4.1.02/36: Gbblershoop: (! Kheis Local Municipality) (X2 Posts) Ref No: S4.1.02/37: Keimoes: (Ka!Garib Local Municipality) (X2 Posts) Ref No: S4.1.02/38: Kakamas: (Ka!Garib Local Municipality) (X2 Posts) Ref No: S4.1.02/39: Pofadder: (Khai-Ma Local Municipality) (X2 Posts) Ref No: S4.1.02/40: Calvinia: (Hantam Local Municipality) (X2 Posts) Ref No: S4.1.02/41: Loriesfontein: (Hantam Local Municipality) (X2 Posts) Ref No: S4.1.02/42: Springbok: (Namakhoi Local Municipality) (X2 Posts) Ref No: S4.1.02/43: Colesberg: (Umsobomvu Local Municipality) (X2 Posts) Ref No: S4.1.02/44: De Aar: (Emthanjeni Local Municipality) (X2 Posts) Ref No: S4.1.02/45: Carnavon: (Kareeberg Local Municipality) (X2 Posts) Ref No: S4.1.02/46: Richmond: (Ubuntu Local Municipality) (X2 Posts) Ref No: S4.1.02/47: Hopetown: (Thembelihle Local Municipality) (X2 Posts) Ref No: S4.1.02/48: Fraserburg: (Karoo Hoogland Local Municipality) (X2 Posts) Ref No: S4.1.02/49: Sutherland: (Karoo Hoogland Local Municipality) (X2 Posts) Ref No: S4.1.02/50: Williston: (Karoo Hoogland Local Municipality) (X2 Posts) Ref No: S4.1.02/51: Garies: (Kamiesberg Local Municipality) (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12. Computer Literacy. No criminal record. Good interpersonal skills, verbal and written communications skill. Ability to work under pressure and display initiative, time management and innovation to promote service delivery.
<u>DUTIES</u>	:	Perform the Motor vehicle licensing renewal function Perform daily cash-up duties Filing and safeguarding of all revenue documents generated or received Performing Transaction on National Traffic Information System (NaTIS) Handling general and NaTIS related enquiries from clients To maintain high level of professional ethics The successful candidates will be expected to sign a contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and the NaTIS Undertaking (NUU).
<u>ENQUIRIES NOTE</u>	:	Ms.K Paai at 081 2383 332 Woman and persons with disabilities are encouraged to apply People, who applied before, may reapply Clearly state the registering authority applied for Submit separate application for each registering authority applied for.
<u>POST 08/492</u>	:	<u>REVENUE CLERK REF NO: S4.1.02/52 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>REQUIREMENTS</u>	:	Kimberley (Head Office) Grade 12. Computer literacy. No criminal record. The following are the functions to be performed by the revenue clerk which will be working closely with the cashiers.
<u>DUTIES</u>	:	Clear bank adjustment and safeguard the revenue documents Perform the face value verification, and report any discrepancies Handle NaTIS related enquiries from the cashiers Assist with daily reconciliations between bank receipts and system records Consolidate data from registering authorities and address data inaccuracies Manage stationary and office equipment request and ensure delivery thereof Print and process leave documents of cashiers and

ENQUIRIES
NOTE

- supervisors Request leaves credits and submit for approval Perform office administration duties.
- : Ms.K Paai at 081 238 3332
- : Woman and persons with disabilities are encouraged to apply.