

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

**APPLICATIONS**

- : Quoting the relevant references `applications should be forwarded to the relevant District:
- Capricorn North The District Director:** Capricorn North Education District, Private Bag X9711, Polokwane, 0700. Cnr Blaauwberg & Yster Street Ladanna, Polokwane.
- Capricorn South The District Director:** Capricorn South Education District Private, Bag X 03cChueniespoort, 0745. Old Parliament Complex, Lebowakgomo.
- The District Director Sekhukhune South Education District** Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo.
- Mogalakwena Education District:** The District Director Private Bag X 601 Mahwelereng 0626 805 Rufus Seakamela Street Mahwelereng, 0626. Mopani East Education District Private Bag X 578 Giyani 0826 Old Parliament Building. Giyani.
- Mopani West The District Director:** Mopani West Education District, Private Bag X4032, Tzaneen, 0850. 27 Peace Street, Prosperitas Building, Tzaneen, 0850.
- Sekhukhune East The Acting District Director:** Sekhukhune East Education District, Private Bag X9041, Burgersfort, 1150. 83 Aloe Street, Stand No 2314, Ext 4 Aloeridge West, Burgersfort, 1150.
- Sekhukhune South Education District:** The District Director, Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo
- Vhembe East The Acting District Director:** Vhembe East Education District, Private Bag X2250, Sibasa, 0970. Makwarela, Old Parliament Building.
- Vhembe West The District Director:** Vhembe West Education District, Private Bag X2250, Sibasa, 0970. Block D, Old Parliament Building, Thohoyandou.
- Waterberg The Acting District Director:** Waterberg Education District, Private Bag X1040, Modimolle, 051084. Limpopo Street, NTK Building, Modimolle 0510.
- Head Office The Head of Department,** Limpopo Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccarr Street, Polokwane at Records Management Directorate – Office No. H03 (Registry) Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>

CLOSING DATE

- : 11 September 2026 (Applications received after the closing date and faxed copies will not be considered)

NOTE

- : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, Only Z83 and CV submitted on application, all other documents/proofs are submitted by shortlisted candidates) If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za/ www.dpsa.gov.za/. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. 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 shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity

OTHER POSTS

<u>POST 31/218</u>	:	<u>E-CARES SYSTEM MANAGER REF NO: LDOE 10/08/2026</u> Branch: Early Childhood Development (02 Years Contract)
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF Level 7 qualification in Information Systems / ICT / Computer Science / Data or related field as recognized by SAQA. A postgraduate qualification in a relevant field will be an added advantage. Seven (7) years' relevant experience in Systems Administration and Information Systems. Experience in the education sector data (e.g., EMIS) or ECD programmes will be an added advantage. Valid driver's license with exception of people with disabilities Competencies. Knowledge and Skills: Knowledge of Cloud-based system operations. Knowledge of the provincial EMIS environment and/ or ECD system landscape. Knowledge of database management. Knowledge of business intelligence reporting. Knowledge of database management. Knowledge of business intelligence reporting. Strong computer literacy (MS Office, online systems, Excel, data entry/platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Well-developed reasoning, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, customer service orientation. Ability to work independently and travel extensively. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal and written) and stakeholder coordination skills. Strong problem-solving skills, attention to detail, and ability to work independently.
<u>DUTIES</u>	:	Provincial e-Cares system usage and performance management. Leading provincial support for system usage, performance and adoption. Monitoring user compliance with system functionality and data workflows. Advocating system utilization for decision-making. User support and access management. Managing first line helpdesk support for PED users. Managing user access, roles and permissions. Escalating issues promptly to national and service providers. User training and capacity building, which entails conducting ongoing training on New releases; Functional improvements; Reporting and dashboards. Supporting districts and circuits to drive usage. Leading provincial testing of system releases and updates. Developing test plans, recording User Acceptance Testing (UAT) outcomes, and submitting feedback to developers. Validating system enhancements before deployment. Identifying and resolving technical issues affecting provincial users. Maintaining alignment between e-Cares and EMIS Master lists. Validating EMIS number allocation in e-Cares. Supporting provincial reporting needs and accuracy.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664
<u>POST 31/219</u>	:	<u>ECD DATA QUALITY ASSURANCE ANALYST REF NO: LDOE 11/08/2026</u> Branch: Early Childhood Development (02 Years Contract)
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Head Office, Polokwane

<u>REQUIREMENTS</u>	:	NQF Level 6 qualification in Data Management, Information Systems, Statistics, Social Sciences, Monitoring and Evaluation or a related field as recognized by SAQA. A postgraduate qualification in a relevant field will be an added advantage. Five years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes will be an added advantage. Valid driver's license with exception of people with disabilities. Competencies. Knowledge and Skills: Knowledge of database management. Knowledge of business intelligence reporting. Strong functional computer literacy (MS Office, online systems, Excel, data entry/platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Well-developed reasoning, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Strong proficiency in Microsoft Excel and data validation. Strong proficiency in Business Intelligence tools (e.g., Power BI Tableau). Command of basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal and written) and stakeholder coordination skills. Strong problem-solving skills, attention to detail, and ability to work independently.
<u>DUTIES</u>	:	Monitoring and improving accuracy, completeness and consistency of ECD data in the Early Childhood Administration and Reporting System (e - Cares). Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting the preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conducting or supporting training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with a provincial training team). Reinforcing the importance of accurate data entry and maintenance. Sharing tips and guidance for improving data quality. Designing and implementing data quality and completeness reviews. Advocating for the use of e - Cares reports and dashboards to support ECD operations and planning. Advocating and training provincial and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate. Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664
<u>POST 31/220</u>	:	<u>SOCIAL WORKER (X9 POSTS)</u> Directorate: Early Childhood Development (Conditional Grant) (02 Years Contract)
<u>SALARY CENTRE</u>	:	R338 208 per annum Capricorn North District Ref No: LDoE 01/08/2026 Capricorn South District Ref No: LDoE 02/08/2026 Mogalakwena District Ref No: LDoE 03/08/2026 Mopani East District Ref No: LDoE 04/08/2026 Mopani West District Ref No: LDoE 05/08/2026 Sekhukhune East District Ref No: LDoE 06/08/2026 Sekhukhune South District Ref No: LDoE 07/08/2026 Vhembe East District Ref No: LDoE 08/08/2026 Vhembe West District Ref No: LDoE 09/08/2026
<u>REQUIREMENT</u>	:	NQF Level 7 qualification in Social Work as recognised by SAQA. Valid registration with South African Council for Social Service Professions (SACSSP). Valid driver's license with exception of people with disabilities will be an added advantage Competencies, Knowledge and Skills: Good verbal and written communication. Good report writing skills. Ability to intervene and resolve conflicts of a complex nature. Problem solving. Planning and organizing work and working independently. Non-judgmental. Understanding, Assertive and Caring. Analytical skills. Knowledge and experience in working with Children's Act. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of

human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Functional Computer literacy (excel skills will be an added advantage).

- DUTIES** : Register and Monitor Early Childhood Development programmes. Maintain and update databases of registered and funded ECD centres. Render social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts. Persons whose appointment will promote representativity (specifically Persons with Disabilities and Women in line with the Employment Equity Act No. 55 of 1998), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. Should there be no suitable candidates from the represented groups who can be recruited, the candidates from the unrepresented groups can be considered.

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 28 September 2026 @ 16h00 for hand delivered applications and 23h59 electronic applications
- NOTE** : All costs associated with an application will be the responsibility of the applicant. The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. The applicant confirms and comes to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submits the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016). The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. NB No faxed or emailed applications will be considered. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability

assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate 'refer to Curriculum Vitae (CV) or see attached', this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). The position and the reference number of the post for which you are applying for, as stated in the advert, must be quoted in the spaces provided on the new Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. 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. Personal suitability checks shall be conducted in line with Public Service Regulation 57(1)(c). The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. The selection panel will, following the interview recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within 4 months of the closing date. However, should there be any dissatisfaction, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within 4 months, in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be

considered. The Department shall not carry any related costs (transport, accommodation or meals) for invited candidates attending interviews. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on / or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za and social media platforms.

MANAGEMENT ECHELON

<u>POST 31/221</u>	:	<u>DIRECTOR REF NO: C6/26/1</u> Directorate: Environmental Quality Management
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	Grade 12 plus an undergraduate qualification (NQF7) in Natural Science / Environmental Sciences / Environmental Management / Air Quality Management / Atmospheric Sciences or equivalent as recognized by SAQA. A post graduate qualification in the related field will be an added advantage. Five (5) years of experience at middle / senior managerial level. Extensive experience in the related field. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). EAPASA Registration in terms of S24H of NEMA as Environmental Assessment Practitioner (EAP). Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation. Skills And Knowledge: In-depth knowledge and application of the National Environmental Management Act and SEMA's, Public Finance Management Act, Public Service Act and its associated reputation, and other related environmental legislation, policies and procedures that affect the environment. Must have proven verbal written communication and computer skills. Ability to timeously produce thorough and informative documents, and formulate clear, concise and legally defensible decisions. Analytical thinking and ability to identify, analyse, synthesize and communicate environmental related issues. Must be able to work both independently and in a team, ability to work under strenuous conditions and able to interact with a diversity of clients and staff. Ability to mediate in and resolve conflict resolution situations. Strong organisational, coordination and planning ability. Diplomacy and professional conduct.
<u>DUTIES</u>	:	Ensure implementation of an integrated environmental management system through various tools inter alia Environmental Impact Assessments, and environmental authorisation systems and Environmental Management Frameworks (EMFs) and other planning tools. Manage the implementation of air quality management legislation, policies and systems at provincial level and provide support air quality management interventions at local, national and international levels. Manage and implement air quality management tools such as the declaration of air quality priority areas, ambient air quality monitoring systems, and emission source inventories. Oversee the development and implementation of integrated waste management plans and support local government to render the appropriate waste management services. Manage the processing and authorisation of solid waste disposal sites and other waste management authorisations as required by legislation. Develop waste information systems to improve implementation of programmes to reduce and recycle waste. Manage environmental impact services. Manage and utilize resources (financial, human & physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

<u>POST 31/222</u>	:	<u>DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: C6/26/2</u> Directorate: Consumer Affairs
<u>SALARY</u>	:	R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane Grade 12 plus an NQF 6 qualification in Law / Management / Economics or equivalent as recognized by SAQA. Five (5) years' relevant functional experience in consumer inspectorate and investigation of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of consumer matters, dealing with LPCA, CPA legislations, inspectorate and investigation environment. Detailed knowledge of consumer legislation including the following: Consumer Protection Act (National and Provincial), National Credit Act, Access to Information Act. Sound knowledge of regulatory framework for the public service regulations, Public Service Act. Ability to interpret and apply policies, advance knowledge and application general management and project management principles. Reasonable knowledge of the various pieces of legislation to assist in conducting inspections, investigations and persecutions. Ability to communicate and negotiate at all levels. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy.
<u>DUTIES</u>	:	Manage and facilitate the consumer complaints handling, adjudication and ADR's. Facilitate the prohibition of unfair business practices and port of entries in the province. Mediate and negotiate with suppliers of goods and services in terms of LPCA, CPA no 68 of 2008 and the other relevant and applicable legislations on behalf of the consumer. Manage and facilitate consumer court activities. Manage resources of the sub directorate. Represent consumers in the consumer court and provide secretariat services.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/223</u>	:	<u>DEPUTY DIRECTOR: CONSUMER INSPECTORATE REF NO: C6/26/3</u> Directorate: Consumer Affairs
<u>SALARY</u>	:	R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane Grade 12 plus an NQF 6 qualification in Law / Management / Economics or equivalent as recognized by SAQA. Five (5) years' relevant functional experience in consumer inspectorate and investigation of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of consumer matters, dealing with LPCA, CPA legislations, inspectorate and investigation environment. Detailed knowledge of consumer legislation including the following: Consumer Protection Act (National and Provincial), National Credit Act, Access to Information Act. Sound knowledge of regulatory framework for the public service regulations, Public Service Act. Ability to interpret and apply policies, advance knowledge and application general management and project management principles. Reasonable knowledge of the various pieces of legislation to assist in conducting inspections, investigations and persecutions. Ability to communicate and negotiate at all levels. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy.
<u>DUTIES</u>	:	Manage and facilitate the business compliance inspections. Conduct investigations on consumer complaints, business and port of entries in the province. Establish and maintain network and partnership with service providers and industry regulators aimed at protecting consumer rights. Develop policies and strategies and ensure proper complementation of consumer protection law aimed at improving service delivery. Manage resources of the sub-directorate.

<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/224</u>	:	<u>DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: C6/26/4</u> Directorate: Trade and Investment Promotion
<u>SALARY</u>	:	R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane Grade 12 plus an NQF 6 in Economics / Development Economics / Marketing / Business Studies / Entrepreneurship or equivalent as recognised by SAQA. Five (5) years of experience within investment promotion/facilitation landscape of which three (3) years must be at supervisory level (Assistant Director level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Good knowledge and understanding of legislative framework governing public service, Sound and in-depth knowledge and experience of relevant macro and micro economic policies. Strategic and analytical thinking skills. Financial and human resource management skills. Computer literacy. People management and empowerment skills, Negotiating skills. Report writing skills. Presentation skills. Communication skills. Interpersonal skills. Problem solving and decision-making skills.
<u>DUTIES</u>	:	Ensure formulation and review of investment promotion/facilitation strategies and plans. Facilitate the implementation of investment promotion/facilitation programs. Facilitate the uptake of support offerings aimed at investment promotion. Research on existing and emerging provincial investment opportunities for packaging and marketing. Collaborate with key stakeholders in utilising strategic partnerships (multi- and Bilateral agreements) for marketing our provincial investment opportunities. Ensure optimal participation at investment promotion platforms. Liaise with a wide spectrum of stakeholders on policy issues related to promotion of investment opportunities. Ensure the management and monitoring of customised incentive packages. Enhance update of national trade promotion incentives by provincial enterprise. Establish and maintain appropriate internal controls within the unit.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/225</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT REF NO: C6/26/5</u> Directorate: Information Technology Management
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane Grade 12 plus an NQF 6 qualification in Information Technology or equivalent as recognised by SAQA. Five (5) years' experience within Information and Technology fields of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Information Technology strategic management. Knowledge of financial management. Knowledge of HR practice & procedures. Knowledge of administrative procedures. Knowledge of Project management. Knowledge of Personnel Management. Knowledge of Information Technology. Information Technology Security skills. Sound organising and planning skills. Good written communication. Good communication skills. Listening skills. Writing skills. Interpersonal skills.
<u>DUTIES</u>	:	Ensure that anti-virus software is installed on all Departmental desktops, laptops and is centrally managed and updated at least 2 times a week. Maintain Web Security Gateways for all relevant Departmental offices. Administer unified threat management appliances for all relevant Departmental offices. Maintain intrusion prevention and anti-spam systems for all relevant Departmental offices. Develop and implement IT Security policies. Facilitate the implementation of biometric security solution. Develop IT Risk Register in conjunction with Risk Management unit. Compile Risk Mitigation Plan for all

relevant Departmental offices. Compile and submit quarterly report for Risk Management and mitigation plan. Minimise IT Risk for the Department. Analyse previous audit report. Implement recommendations from previous report. Co-ordinate internal and external audit activities. Conduct Review audit report. Implement audit recommendations. Minimise / Reduce the number of audit findings. Subscribe to relevant for a. Attend IT Security Summits and workshops. Engage with subject matter experts. Conduct Proof Concept where applicable. Compile appropriate reports. Engage with State Security Agency for vulnerability assessment scans. Compile Quarterly Reports. Develop plan to mitigate identified vulnerabilities. Implement mitigation plan to reduce vulnerabilities.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/226 : **DEPUTY DIRECTOR: SPECIAL PROGRAMMES REF NO: C6/26/6**
Directorate: Strategic Management

SALARY : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE REQUIREMENTS : Head Office: Polokwane
Grade 12 plus an NQF 6 qualification in Gender Studies / Disability Studies / Public Administration/Public Management / Development Studies / Human Resource Management, or equivalent related technical field as recognised by SAQA. Five (5) years' experience in Special Programmes of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of integrated special programs, planning, budgeting, development and implementation and monitoring of special programmes. Knowledge and understanding of Employment Equity, Affirmative Action measures including gender and disability mainstreaming policies. Strong supervisory skills, negotiation, networking and relationship building skills. Problem-solving skills. Excellent communication and presentation skills. Organisational skills (planning, leading, budgeting, coordination, time management, work prioritisation). Excellent research, analytical, reporting writing skills. Programme and project management skills. Capable of maintaining quality whilst working under pressure and adhering to deadlines. Ability to work independently and as a team player. Results and performance driven.

DUTIES : Draft calendar of events for a financial year and maintain effective and efficient development and management of coordinated gender and disability mainstreaming programs. Provide strategic support and advice to the Director on gender, youth and disability mainstreaming related programs. Facilitate mainstreaming of gender, youth and disability into organisational planning, budgeting, monitoring, evaluation and reporting to ensure high level of compliance with policy. Promotion of the rights of women, persons with disabilities, older persons, children and youth. Facilitate and coordinate mainstreaming of gender, disability and youth into other directorates' policies, project designs and activities. Facilitate effective implementation of gender and disability frameworks for achieving gender parity and empowerment of persons with disability and youth. Facilitate and coordinate Change Management engagements. Lead in the development, review and amendment of organisational policies and strategies related to mainstreaming of gender and disability to ensure organisational policies and strategies are gender sensitive and responsive. Coordinate departmental participation in national campaigns. Prepare and present monthly and/ or quarterly special programs reports for management engagement. Research and disseminate gender and disability related information to all staff.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/227 : **ASSISTANT DIRECTOR: ECONOMIC EMPOWERMENT REF NO: C6/26/7**
Directorate: Economic Empowerment

SALARY : R605 742 – R713 535 per annum (Level 10)
CENTRE : Head Office: Polokwane

<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Business Management or equivalent as recognized by SAQA. Minimum of three (3) years of relevant experience of which two (2) years must be at supervisory level. Valid driver's license (with exception of person(s) with disability). Skills And Knowledge: Knowledge of MSMES Development, Cooperatives Development, MSMES finance and Aftercare services for MSMES, Business Planning, Managerial skills. Computer literacy. Knowledge of relevant acts, directives and resolutions. Communication and negotiation skills. Policy formulation skills. Conflict management and problem-solving skills.
<u>DUTIES</u>	:	Provide appropriate business development information to MSMES and cooperatives as well as sector Departments and local municipalities. Ensure implementation of business development support programmes. Increase competitiveness of businesses through implementation of Training programmes, quality and productivity programmes, Technology support programmes. Monitor the provision of funds to Enterprises. Ensure provision of infrastructure to cooperatives. Increase institutional compliance to relevant statutes. Monitor implementation of marketing programmes. Assist enterprises to participate in exhibitions/trade shows. Implement entrepreneurship awareness campaigns. Monitor the implementation of business development programmes by parastatals. Ensure the provision of financial and non-financial services. Monitor compliance to financial and corporate governance by parastatals. Monitoring the performance of all the District Services of Enterprise Development
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/228</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C6/26/12</u> Directorate: Environmental Quality Management
<u>SALARY</u>	:	R518 769 – R717 846 per annum, (OSD)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognised by SAQA. EAPASA registration in terms of S24H of NEMA. Minimum of three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license. Skills and Knowledge: Good working knowledge of environmental legislation, Environmental Impact Assessment Regulations of 2014 as amended in April 2017, Environmental Impact Assessment Guidelines and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem-solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.
<u>DUTIES</u>	:	Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691

<u>POST 31/229</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: C6/26/8</u> Directorate: Human Resources Management and Development
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Human Resource Management / Public Administration or equivalent as recognised by SAQA. Minimum of three (3) years of experience within Human Resources Management, of which two (2) years must be at supervisory level (Personnel Practitioner). Proven successful completion of PERSAL Administration. Valid driver's license (with exception of person(s) with disability). Skills And Knowledge: Knowledge of the relevant acts, directives and determinations, policies, regulations and resolutions. Facilitation and presentation. Management and leadership. Analytical thinking. Budget and financial management. Policy development. Conflict management and problem solving. Interpersonal relations. Planning and organization. Communication skills. Strategic thinking. Adaptability. Administrative. Delegation and leading. Numeracy and literacy skills. Computer literacy. Language skills. Strategic planning (incl. operational planning). Training. HR matters. Labour relations. Technical procedures.
<u>DUTIES</u>	:	Administer leave utilisation and termination of services. Administering the process of service benefits. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/230</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT AND BURSARIES REF NO: C6/26/9</u> Directorate: Human Resources Management and Development
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Human Resource Development / Human Resource Management / Public Administration / Public Administration or equivalent as recognised by SAQA. Minimum of three (3) years of experience within Human Resources Management, of which two (2) year must be at supervisory level (Personnel Practitioner). Valid driver's license (with exception of person(s) with disability). Skills And Knowledge: Knowledge of the relevant acts, directives and determinations, policies, regulations and resolutions. Facilitation and presentation. Management and leadership. Analytical thinking. Budget and financial management. Policy development. Conflict management and problem solving. Interpersonal relations. Planning and organisation. Communication skills. Strategic thinking. Adaptability. Administrative. Delegation and leading. Numeracy and literacy skills. Computer literacy. Language skills. Strategic planning (incl. operational planning). Training. HR matters. Labour relations. Technical procedures.
<u>DUTIES</u>	:	Participate and contribute to policy development and strategic and operational planning. Develop and co-ordinate skills development plans. Administration of bursaries, internship and learnership programme. Manage and utilise resource (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/231</u>	:	<u>ASSISTANT DIRECTOR: PRODUCT DEVELOPMENT REF NO: C6/26/10</u> Directorate: Commercial Development
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Tourism / Marketing/ Hospitality/ Business Management / Project management or equivalent commerce related qualification as recognised by SAQA. Minimum of three (3) years' working experience in Tourism / Marketing / Hospitality/ Business Management / Project management fields, of which two (2) years must be in supervisory position. No criminal record. Valid driver's license (with the exception of persons with disability). Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines and environmental legislation. Analytical skills. Knowledge and experience in preparing and interpreting feasibility studies. Expertise and experience in tourism planning and management.

		Conflict management and problem solving. Client orientation and customer focus. Research. Negotiation skills. Report writing. Project management. Communication skills (verbal and written). Customer Relationship Management. People Management. Leadership Skills. Stakeholder Management.
<u>DUTIES</u>	:	Develop framework to guide commercial development in each reserve. Develop commercial development strategies with clear and practical revenue potentials for each reserve. Develop commercial master plans as part of integrated reserve management plan for each reserve in line with Municipal IDP's. Conduct eco-tourism business analysis (feasibilities) and market trends within eco-tourism industry. Prepare commercialization procurement documentation in accordance with best industry practice and in compliance with public sector procurement legislation, policies and guidelines. Preparation of CPPP draft agreements. Maintain close liaison with Government Technical Advisory Centre (GTAC) Include mechanisms in the draft agreements to measure performance of each concession. Develop the necessary investor communication and mobilization. Provide technical support and professional management of the entire procurement process as well as the quality and integrity thereof. Research and profile products and their commercial attributes in each reserve. Research and develop tourism activities and facilities in the reserves. Develop products packages and pricing strategies to enhance revenue. Manage, analyze concession performance and beneficiation. Conduct and facilitate commercial resources use in relevant reserves. Facilitate the participation of affected stakeholders in all planned projects to ensure project sustainability. Contribute to the development of infrastructure necessary to implement the integrated master plan for each reserve.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/232</u>	:	<u>SENIOR RESORT OFFICER REF NO: C6/26/11</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501 per annum (Level 08) Masebe Nature Reserve Grade 12 plus an NQF level 6 or National diploma in hospitality/ Tourism and Eco-tourism Management. Degree/ BTech in Hospitality/ Tourism and Eco-tourism will be an added advantage. Minimum of five (5) years' experience in Hospitality/Tourism and Eco Tourism Management of which two (2) years must be supervisory experience in hospitality/ tourism industry. Applicants must be physically fit with No criminal record. Must in possession of a valid driver's license with valid PDP. Skills And Knowledge: Problem solving and analysis, client orientation, customer focus and demonstrate communication skills. Knowledge and understanding of relevant legislations affecting consumers and South Africa. Customer care. Presentation skills. Report writing. Communication skills. Negotiation skills. Administrative management. Planning and organization. Analytical thinking. Interviewing skills. Attention to detail. Public speaking skills. Computer literacy. Delegation. Interpretation skills. Project management skills. Facilitation skills.
<u>DUTIES</u>	:	Manage and monitor the effective and efficient provisioning of hospitality and tourism services. Maintain the highest possible standard in relation to guests, staff, business associates, and professional contacts. Directs, organises, and controls the efforts of all personnel to operate in accordance with these objectives, ensuring the delivery of service is the primary focus. Ensure that the Resort complies with and adheres to all statutory law's regulations. Responsible for maximising the sales potential of the Resort through the Marketing Plan and utilising all the facilities available through the LWR system. Implementing corporate objectives in sales, standards, and profitability by demonstrating one's commitment to the financial, marketing and quality plans. The successful candidate will be responsible for management of the resort, for the day-to-day operations of the resort.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/233</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C6/26/13</u> (Environmental Governance & Municipal Support) Directorate: Environmental Empowerment Services
<u>SALARY CENTRE</u>	:	R357 597 – R395 352 per annum, (OSD) Waterberg District: Modimolle

<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognised by SAQA. Minimum of one (1) to two (2) years' working experience in the Environmental Services field. Valid driver's license. Skills and Knowledge: Knowledge of Environmental legislation and protocols. Knowledge of Municipalities Integrated Development Planning (IDP) process and legislations. Knowledge of environmental capacity building approaches and programmes. Knowledge of community development and conservation. Ability to facilitate stakeholder's engagement process. Computer literacy. Excellent communication skills (verbal and written). Report writing skills. Planning and organising skills. Interpersonal relations and project/program management. Presentation skills. Field work and data analysis. Ability to work under pressure.
<u>DUTIES</u>	:	Develop and manage the implementation of environmental capacity building programmes. Facilitate multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Environmental Branch in the district environmental management multi stakeholders forum. Manage and facilitate formation and functioning of environmental stakeholder forum in the district. Compile sub-directorate reports. Support implementation framework for environmental governance in Waterberg District. Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/234</u>	:	<u>NETWORK CONTROLLER REF NO: C6/26/14 (X2 POSTS)</u> Directorate: Information Technology Management
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07) Vhembe District Waterberg District Office: Modimolle
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Information Technology or equivalent as recognised by SAQA. Appropriate training in Computer networking. A+ and N+ or MCSE. Minimum of one (1) to two (2) years' working experience in Information Technology field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Microsoft programmes. Networking concepts. Compilation/writing of reports. Information security. Procurement procedures. Configuring and troubleshooting the desktop environment. Third party software. Troubleshooting network printers and shares. Communication. Decision making. Team building. Policy formulization. Conflict management and problem solving. Adaptability. Administrative. Management. Planning and organisation.
<u>DUTIES</u>	:	Manage local area network cabling projects and maintenance and repairs of network points. Rectification of faults (WAN) by liaison with the external stakeholder, i.e. SITA. Provide first level support of transversal systems. Manage and maintain repairs of hardware. Update and upgrade machines with the latest software. Assist with the compilation of software and hardware specifications where required to manage and create user profiles on the network. To manage the software update and antivirus server. Maintenance of physical components, file server setup and management. Assist in the formulation of technical support operating policies about emergency action, back-up, data protection and management reports. Timeous rectification of faults by liaison with users, colleagues and external IT service providers. Planning and implementation of new installations. Operate helpdesk and ensure maximum productivity by speedy, accurate and early response to user problems. Provide feedback to colleagues and users on regular basis with regard to technical problem solving, customer needs, environmental problems and resources Liaise with the service providers in respect of new technologies and upgrades. Keep and maintain records and statistics of hardware and support information, network infrastructure, user location hardware, software and media. Registering and keeping record of all problem analysis and rectification transactions.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/235</u>	:	<u>PERSONAL ASSISTANT REF NO: C6/26/15</u> Chief Directorate: Financial Management
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	Grade 12 plus an NQF 6 qualification in Office Administration / Public Management / Management Assistant or equivalent as recognized by SAQA. A Bachelor's degree will be an added advantage. Minimum of one (1) to two (2) years' experience providing support to SMS/Executive Management. Experience in diary management, travel coordination, and secretarial services. Exposure to basic financial administration and procurement processes. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Basic knowledge of PFMA, Treasury Regulations, and DPSA prescripts. Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Excellent communication skills (verbal and written). High-level organisational and time management skills. Ability to handle confidential information with discretion. Professionalism, courtesy, and strong interpersonal skills.
<u>DUTIES</u>	:	Manage the CFO's diary, schedule appointments, and coordinate engagements. Handle correspondence, prepare briefing notes, and draft official documents. Ensure effective flow of information and documents to and from the CFO's office. Organise meetings, prepare agendas, take minutes, and follow up on decisions. Coordinate travel arrangements, logistics, and event planning for the CFO. Maintain safekeeping of all documentation in line with legislation and policies. Collect, collate, and coordinate documents related to the CFO's unit budget. Assist the CFO's unit in determining funding requirements for MTEF submissions. Keep records of expenditure commitments, monitor expenditure, and alert the CFO of possible over/under spending. Check and correlate BAS/financial system reports to ensure expenditure is correctly allocated. Draft memos for shifting of funds (movement of funds between budget items) for CFO's review. Compare MTEF allocations with requested budgets and inform the CFO of variances. Handle procurement of standard items (stationery, refreshments, etc.) for the CFO's office. Obtain necessary signatures on procurement advices and salary reports. Coordinate logistical arrangements for CFO's meetings, workshops, and official events. Collect, analyse, and compile information requested by the CFO. Prepare briefing notes and meeting packs for CFO engagements. Record minutes/decisions of CFO meetings and follow up on progress.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/236</u>	:	<u>PERSONAL ASSISTANT REF NO: C6/26/16</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	Grade 12 plus an NQF 6 qualification in Office Administration / Public Management / Management Assistant or equivalent as recognised by SAQA. Minimum of one (1) to two (2) years' experience in rendering support. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of variety of work ranges and procedures such as: Finance, Human Resource matters. Planning and organizing. Computer Literacy. Technical/standards/procedures. Knowledge of policies. Ability to interpret and apply policy. Analytical and innovation. Ability to operate computer. Organizing. Adaptability during changes to meet the goals. Customer relation. Telephone Etiquette. Communication Skills (Verbal and Written)
<u>DUTIES</u>	:	Manage and maintain the Chief Director's diary, appointments, and travel arrangements and official engagements. Arrange and coordinate meetings through preparation of the meeting agendas, take minutes, and ensure follow-up on action items. Prepare briefing notes, presentations, and reports for meetings. Screen calls, emails, correspondence and ensure timeous responses Ensure compliance with office protocols and Public Service Regulations. Ensures the effective flow of information and documents to and from the office of the Chief Director. Responds to enquiries received from internal and external stakeholders. Manage office supplies and ensure resource availability. Compile monthly/quarterly reports for the Chief Director. Collects and coordinates all the documents that relate to the Chief Director's budget. Assists Chief Director in determining funding requirements for the purpose of submissions to relevant authority. Keep records of expenditure commitments, monitors expenditure and alerts Chief Director of possible over and under spending. Checks and correlates BAS reports to ensure that

expenditure is allocated correctly. Draft memos for shifting of funds (movement of funds between budget items) for Chief Director's review. Ensure that every document, memo, or request processed in the office aligns with the legal and procedural framework of the public service. Ensure effective flow of information within the directorate. Ensure confidentiality, accuracy, and professionalism in all tasks. Ensure deadlines and procedural timelines are respected and complied with.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/237 : **PERSONAL ASSISTANT REF NO: C6/26/17**
Chief Directorate: Trade and Sector Development

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an NQF 6 qualification in Personal Assistant / Secretarial / Office Management / Public Administration / Management Assistant or equivalent as recognised by SAQA. Minimum of one (1) to two (2) years' working experience in the following: rendering support to the Executive Management, in minutes taking, in managing traveling arrangements, namely: developing travelling itineraries, arranging flights and accommodation. Two (2) years' experience in electronic calendar management, in Microsoft Office Suite; namely: Outlook and Excel and in other relevant software, namely: Zoom and MS Teams. Skills and Knowledge: Basic knowledge of the relevant legislation/policies / prescripts, and procedures governing public service. Basic knowledge of financial administration. Exceptional organisational skills: Ability to manage multiple tasks simultaneously with meticulous attention to detail. Strong communication skills: Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information with utmost discretion. Anticipatory thinking: Proactive ability to anticipate needs and proactively address potential issues. Professionalism and courtesy: Ability to maintain a professional demeanour, demonstrating excellent interpersonal skills. Good grooming and presentation. Self-management and motivation.

DUTIES : Receive and screening phone calls, emails and drafting professional correspondence. Responds to enquiries received from internal and external stakeholders. Acting as the primary point of contact, greeting visitors, and directing inquiries to the appropriate Directorates, Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Ensures the safekeeping of all documentation in the office by organising and maintaining secure digital and physical filing systems for easy retrieval. Preparations and proofreading of submissions, and collating reports, memos, and presentation materials. Collects, analyses and collates information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Coordinating meeting schedules, booking appointments, and resolving scheduling conflicts for the Chief Director. Coordinates logistical arrangements for the meetings, which entail preparing agendas, booking meeting rooms, arranging catering, and taking accurate meeting minutes/decisions and communicates to relevant role-players. Follows up on progress made. Organises travel itineraries, books flights, and arranges corporate accommodation. Manages the leave register submissions for the unit. Ordering and managing office supplies, stationery, equipment and refreshments to prevent shortages. Keeps record of expenditure commitments and monitor BAS report to ensure efficient financial management. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director.

ENQUIRIES : Ms. WA Klaassen Tel No: (015) 293 8691

POST 31/238 : **FINANCIAL ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: C6/26/18**
Directorate: Supply Chain and Assets Management

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Head Office: Polokwane

<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Inventory/ Economics / Public Management/ Internal Auditing as recognised by SAQA. A Minimum of 1 - 2 years' experience in a Supply Chain Management environment. Drivers' license, except for people with disability. Experience in LOGIS and CSD functionality systems will be an added advantage. Skills And Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), The Constitution of the Republic of South Africa, Communication skills (verbal & written, be able to work in high pressure environment and Batho Phele Principles knowledge, Ability to accept responsibility and to work independently and ability to work under pressure.
<u>DUTIES</u>	:	Processing of quotations for goods and services: Request quotation for goods and services, Source quotations from Preferential Service Providers listed on CSD and compliance on tax issues. Processing of requisitions for procurement: Check if the requisitions for purchase was signed by Responsibility Manager, ensure that required goods and services are included in Procurement Plan. Check if the availability of the budget was confirmed by the relevant programme manager. Compile Comparative schedule and evaluation report for consideration by the bid committees. Administration of bids: Prepare bid documentation for advertising. Assist in compiling bid documents in line with standard bid document requirement. Ensure that the bid documentation is in line with applicable SCM prescripts and processes. Review the scope of the terms of reference and integrate the compliance requirements into the bid documentation as required. Distribute the draft bid advert template to the line manager for verification. Submit advert for placement in the e-tender portal and website where necessary for the required period. Monitor validities of closed bids. Provide admin support in the coordination and execution of the bidding process. Render secretariat services to the Bid Committee. Arrange bid committee meetings (bid adjudication/evaluation/sub-bid). Organise logistics and prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Record and compile meeting minutes. Prepare evaluation reports. Attend to queries on bids administration phase. Receive and analyse all submissions to SCM committees.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/239</u>	:	<u>ACCOUNTING CLERK REF NO: C6/26/19</u> Directorate: Financial Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 – R279 708 per annum (Level 05) Head Office: Polokwane
	:	Grade 12 qualification with Accounting as a subject or equivalent as recognised by SAQA. An NQF 6 qualification in Financial Management/Accounting/Cost Management Accounting/Economics will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy Valid driver's license (with exception of persons with disability). Skills And Knowledge: Basic understanding of Public Sector Financial Administration and the prescription / Provision of PFMA and Treasury Regulations. Basic understanding of LOGIS, BAS and PERSAL. Communication skills and interpersonal relations. Ability to accept responsibility and to work independently. Ability to work under pressure.
<u>DUTIES</u>	:	Receive and record all Invoices and claims in the claims/invoices register. Reconcile and verify all claims/Suppliers Invoices received before payments. Capture LOGIS, BAS and PERSAL payments. Ensure that all payments are processed within prescribed timelines. Clear all salary related suspense accounts. Clear all PERSAL exceptions on daily basis. Reconcile payroll and key accounts on monthly basis. Prepare accruals and payables. Administer payment stubs. Ensure readiness of documents for audit purposes. Perform filling of all documents in the section.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/240</u>	:	<u>FIELD RANGER REF NO: C6/26/20 (X2 POSTS)</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04)

<u>CENTRE</u>	:	Nzhelele Nature Reserve
<u>REQUIREMENTS</u>	:	Grade 12 qualification or equivalent as recognised by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Experience in conservation management programmes will be an added advantage. Conservation training certificate / qualification is essential from accredited institution. Experience in conservation management programs will be an added advantage. Skills And Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Assist with the protection of the nature reserve and its natural resources. Conduct law enforcement operations / programmes (nature conservation patrols). Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/241</u>	:	<u>FIELD RANGER REF NO: C6/26/21 (X2 POSTS)</u> Directorate: Wildlife Resources Management
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04)
<u>CENTRE</u>	:	Thabazimbi Service Centre (Waterberg District) Lephalale Service Centre (Waterberg District)
<u>REQUIREMENTS</u>	:	Grade 12 qualification as recognised by SAQA. Game ranging certificate. Valid Firearm competency certificate (handgun, rifle, shotgun). A valid driver's license (except people with disabilities). An NQF 6 qualification in Nature Conservation will be an added advantage. An EMI certificate will be an added advantage. Skills And Knowledge: Knowledge of Tracking and firearm handling. Report writing skills. Verbal and written communication skills. Be able to work irregular hours (weekends, public holidays). Be able to travel as and when required.
<u>DUTIES</u>	:	Management of damage causing animals. Assist in gathering relevant and accurate information regarding damage causing animals complaints. Processing of damage causing animals' carcasses. Conduct field patrols and observation posts. Regulate the wildlife resources industry. Monitoring of hunting related activities. Conduct game farm inspections. Monitor game capture operations. Liaise with stakeholders and clients. Monitor and regulate taxidermists. Investigate cases where Professional hunters and Hunting outfitters are involved. Regulate and monitor the game translocation industry. Monitor game reduction processes in protected areas managed by Provincial Protected Areas Management.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/242</u>	:	<u>GUEST SERVICES ASSISTANT REF NO: C6/26/22</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04)
<u>CENTRE</u>	:	Nylsvlei Nature Reserve
<u>REQUIREMENTS</u>	:	Grade 12 qualification as recognised by SAQA. National Diploma in Travel and Tourism, Diploma Eco tourism, Diploma Tourism Management and Diploma Hospitality management (B-tech will be an added advantage). Computer certificate will be an added advantage. Two (2) years Tourism/ hospitality services experience will be an added advantage. Skills and Knowledge: Strong knowledge of hospitality services operations. Ability to supervise a team. Ability to work under sustained pressure. Computer literacy. Excellent communication and people skills. Willingness to work long extraordinary hours. Strong knowledge of hospitality operations. Well-presented and guest focused. Excellent communication and people skills. Conflict resolution, proactivity, and

		hospitality experience. Strong organizational and time management skills, with the ability to thrive in a challenging environment. Computer Skills.
<u>DUTIES</u>	:	Manage check in and check out processes efficiently. Assist guests with reservations and activity bookings. Handle guest requests and resolve any issues promptly. Maintain accurate guest billing and records. Ensure reception and public areas are always guest ready. Coordinate with all departments to deliver exceptional service. Monitor guest satisfaction and follow up on feedback. Manage telephone calls and keep record. Facilitate readiness of the resort facilities. Coordinate housekeeping and maintenance team. Supervise hospitality staff. Compile reports. Collect revenue. Provide accurate information about the resort activities. Front office management.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/243</u>	:	<u>CLEANER REF NO: C6/26/23</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R144 024 – R169 656 per annum (Level 02)
<u>CENTRE</u>	:	Nylsvlei Nature Reserve
<u>REQUIREMENTS</u>	:	An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognised by SAQA. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.
<u>DUTIES</u>	:	Cleaning of offices, reception area, corridors, boardrooms, kitchen, restrooms, equipment, state property, and assets daily. Provide routine general work and compliance services. Clean other facilities in the reserve to the highest standards. Keep and maintain cleaning materials and equipment. Empty dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Report safety and hazard threats in the environment. Remove and store waste in a designated area. Assist in keeping the grounds, terrace room, front and back of facilities clean and organised. Report any maintenance work or issues, damages, or missing items to supervisor promptly. Check bathrooms cleanliness regularly. Request and replace toilet papers and hand soap. Clean windows on the inside and outside. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance with the preparations of meetings in boardrooms. Request and manage cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/244</u>	:	<u>ROOM ATTENDANT REF NO: C6/26/24 (X3 POSTS)</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R144 024 – R169 656.per annum (Level 02)
<u>CENTRE</u>	:	Nylsvlei Nature Reserve (X2 Posts) Masebe Nature Reserve
<u>REQUIREMENTS</u>	:	An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. A housekeeping certificate will be an added advantage. Physically fit. No criminal record. Skills And Knowledge: Ability to work independently and under sustained pressure. Excellent communication and customer relations services skills. Ability to interact with guests and address their needs according to job resources. Flexibility in working hours, including weekends and holidays. Room attendants need to manage the time effectively. Ability to complete tasks efficiently and prioritize workload. Must have knowledge of cleaning products and equipment. Ability to execute instruction. Ability to work effectively as a part of a team. Ability to adjust to different situations, such as managing unexpected requests or dealing with difficult guest. Be physical fit to perform tasks like lifting, carrying, and moving heavy items. Work under extreme weather conditions (cold and hot). Be cheerful, outlook, initiative-taking, attitude to contribute to a more enjoyable and efficient work environment. People skills. Ability to organise. Integrity. Professionalism. Service Orientation. Decision-making ability. Delivering results and meeting standards and expectations. Ability to manage Conflict. Be self-motivations. Innovation.

<u>DUTIES</u>	:	Cleaning tourism facilities, ensuring that guests rooms are thoroughly cleaned, empty waste bins, rooms are properly prepared with clean linen. Clean kitchen, crockery, and cutlery. Housekeeping services- remove, wash, iron, pack, and store linen properly. Guest suppliers are provided and regularly cleaned. Cleaning public areas- all tourists' facilities and surroundings are always clean and ready for use by guests. Always adhere to hospitality standards. Ensure records of stock and amenities.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691
<u>POST 31/245</u>	:	<u>WAITRON REF NO: C6/26/25</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R144 024 – R169 656 per annum (Level 02)
<u>CENTRE</u>	:	Nylsvlei Nature Reserve
<u>REQUIREMENTS</u>	:	Grade 12 qualification as recognised by SAQA. Certificate in food and beverage management will be an added advantage. One (1) to two (2) years' experience in Food and Beverages will be an added advantage. Skills And Knowledge: Ability to multitask in high pressure environments. Communication and active listening skills. Professional client-driven attitude. Customer service. Ability to accurately remember orders. Ability to interpret and apply policy. Ability to operate computer. Financial Management. Adaptability during changes to meet the goals. Customer relations. Telephone Etiquette. Communication Skills (Verbal and Written)
<u>DUTIES</u>	:	Setting up tables and ensuring that dining tables are clean and correctly arranged. Stock service station with condiments, menus, and glassware. Review daily specials and understand the menu to make recommendations to guests. Welcoming, greeting and seating guests. Accurately taking and relaying food and drink orders. Deliver orders promptly. Ensure exceptional dining experience. Checking on guests' satisfaction. Processing payments. Clearing tables and cleaning dishes. Cleaning the dining area and restocking supplies. Cleaning dining facilities. Assist with meal preparations.
<u>ENQUIRIES</u>	:	Ms. WA Klaassen Tel No: (015) 293 8691