

**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 X03cChueniespoort, 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 X601, Mahwelereng, 0626. 805 Rufus Seakamela Street, Mahwelereng. 0626.
- Mopani East Education District:** Private Bag X578, 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.

Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>

CLOSING DATE

- : 28 August 2026: 14 H00 (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, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. 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 /](http://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.

MANAGEMENT ECHELON

<u>POST 28/109</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ADMINISTRATION REF NO: LDOE 163/06/2026</u> Directorate: Financial Management
<u>SALARY</u>	:	R1 554 696 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Accounting/Financial Management/Cost and Management Accounting or Auditing as recognized by SAQA. Post graduate qualification in the financial management field will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. SMS Pre-Entry (Nyukela) Certificate prior to appointment. Valid driver's license with exception of person with disability. Core and Process Competencies and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word. Excel. PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The financial Public Sector management reporting requirements.
<u>DUTIES</u>	:	Oversee the management and provision of financial administration and accounting services. Oversee salary provision and expenditure management. Oversee the provision of expenditure management. Oversee the management of system control services. Oversee the preparation, analysis and submission of Departmental monthly and quarterly expenditure reports and annual Financial Statements. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; manage the performance of staff and ensure assessment of their performance; Set clear goals and performance expectations for the team, ensuring alignment with organisational objectives.
<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 28/110</u>	:	<u>CHIEF DIRECTOR: INSTITUTIONAL GOVERNANCE AND QUALITY PROMOTION & STANDARDS REF NO: LDOE 164/06/2026</u> Branch: District Management & Institutional Governance
<u>SALARY</u>	:	R1 554 696 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognised by SAQA. A relevant postgraduate qualification in education/management will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license with the exception of a person with disability. Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word. Excel. PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The Public Sector management reporting requirements.
<u>DUTIES</u>	:	Oversee the maintenance and implementation of appropriate policies and frameworks for school governance stakeholders. Oversee the management of school affairs. Oversee the management and co-ordination of norms and standards for school funding. Oversee the management of school safety and

		beautification. Oversee the management of provision of Early Childhood Development (ECD). Co-ordinate the provision of Whole School and Systemic Evaluation. Co-ordinate the management of evaluation and reporting on performance of schools. Co-ordinate the management of the setting and maintenance of standards for teaching, learning and school functionality. Oversee the annual internal evaluation of schools. Co-ordinate the development of school improvement plans. Ensure continuous improvement in the provision of quality public education.
<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 28/111</u>	:	<u>CHIEF DIRECTOR: DISTRICT MANAGEMENT & SUPPORT (CLUSTER B: VHEMBE EAST & WEST, MOPANI EAST & WEST AND CAPRICORN SOUTH DISTRICTS) REF NO: LDOE 165/06/2026</u> Branch: District Management & Institutional Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 554 696 per annum, (all - inclusive package) Head Office, Polokwane An NQF level 7 qualification as recognized by SAQA. A relevant postgraduate qualification in education/management will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license with exception of person with disability. Core and Process Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word, Excel, PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The Public Sector management reporting requirements.
<u>DUTIES</u>	:	Oversee the management and supervision of district, circuit and school performance. Oversee district planning and ensure adequate resourcing districts. Co-ordinate the setting of clear goals and performance expectations for the district, ensuring alignment with organizational objectives. Oversee district cooperative functionality and strategic capability and efficient utilization of resources.
<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 28/112</u>	:	<u>DIRECTOR: SALARIES & EXPENDITURE MANAGEMENT REF NO: 166/06/2026</u> Branch: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 317 384 per annum, (all - inclusive package) Head Office, Polokwane An NQF level 7 qualification in Accounting, Financial Management or Cost Management as recognized by SAQA. Minimum of 5 years' relevant experience at a middle or senior management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license with exception of person with disability. Core & Process Competencies and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word, Excel, PowerPoint and Outlook. In-depth knowledge of government transversal systems like BAS and PERSAL.
<u>DUTIES</u>	:	Co-ordinate the provision for salaries and wages. Co-ordinate the management of payroll. Co-ordinate transfers and subsidies. Co-ordinate the management of expenditure. Oversee the payment of creditors. Oversee the management of sundry and expenditure. Oversee the management of capital expenditure. Co-ordinate expenditure reporting which includes amongst others compile interim/annual financial statements and monthly In-Year Monitoring (IYM) reports.
<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 28/113</u>	:	<u>DIRECTOR: MOGALAKWENA DISTRICT REF NO: LDOE 167/06/2026</u> Branch: District Management & Institutional Governance
<u>SALARY</u>	:	R1 317 384 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognised by SAQA. A relevant postgraduate qualification in education/management will be an advantage. Minimum of 5 years' relevant experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license except for people living with disabilities. Core & Process Competencies. Knowledge and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word, Excel, PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The financial Public Sector management reporting requirements.
<u>DUTIES</u>	:	Manage and coordinate the provision of integrated Basic Education services in the district. Facilitate and coordinate the provision of curriculum management and delivery services, and learner support. Facilitate and coordinate the provision of examination and assessment in all school phases. Facilitate and coordinate the provision of institutional management governance and support services. Manage and facilitate the provision of corporate and financial management services to the District and Circuits. Facilitate effective and efficient interface between the District and Circuits. Ensure that District Circuits schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Ensure stakeholder management and cooperation in the district.
<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

OTHER POSTS

<u>POST 28/114</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: LDOE 168/06/2026</u> Branch: Physical Resources Management (Infrastructure)
<u>SALARY</u>	:	R1 317 108 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	B degree in Architecture or relevant qualification as recognised by SAQA. Six years' post-qualification architectural experience required. Compulsory registration with SACAP as a professional Architect. Valid driver's license except for people living with disabilities Core & Process Competencies: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional computer literacy. Knowledge & skills: Computer skills. Planning, Organising, and Execution Skills.
<u>DUTIES</u>	:	Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate - 111 - 2010#0601#OSD Engineers And Related (Annexure A) (Updated 20 July 2011).doc structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives (c) Governance (i) Allocate, control, Monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of engineering-related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of

individual development plans. operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

POST 28/115 : **CHIEF ENGINEER: ELECTRICAL GRADE A REF NO: LDOE 169/06/2026**
Branch: Physical Resources Management (Infrastructure)

SALARY : R1 317 108 per annum, (all - inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An engineering qualification (B Engineering / BSc in Engineering) at NQF level 07 as recognised by SAQA.A Government Certificate of Competency in Electrical Engineering as a Pr Eng or Pr Tech Eng will serve as an added advantage. Six 6 years' relevant experience post qualification. Valid Registration with professional Engineer - ECSA. Valid driver's license except for people living with disabilities. Core & Process Competencies: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional computer literacy. Knowledge & Skills A good understanding of all relevant legislation and construction industry contract is needed. Maintenance skills and knowledge. Thorough knowledge and experience related to electrical services to buildings, streets and area lighting as well as HT and LT reticulation systems. Knowledge of and experience in the implementation of the OHSA is highly recommended.

DUTIES : Provide electrical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, system, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement strategy the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering Installations and oversee commissioning of electrical engineering installations.

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

POST 28/116 : **CIRCUIT MANAGER (X5 POSTS)**
Directorate: District Management & Institutional Governance

SALARY : R1 151 079 per annum, (all - inclusive package)
CENTRE : Makhutswe Circuit Ref No: LDoE 170/06/2026
Lepelle Circuit Ref No: LDoE 171/06/2026
Tsimanyane Circuit Ref No: LDoE 172/06/2026
Groblersdal Circuit Ref No: LDoE 173/06/2026
Malamulele East Circuit Ref No: LDoE 74/06/2026

REQUIREMENTS : A recognized three- or four- year qualification, which includes professional teacher education. A post graduate qualification in education will be an added advantage. Nine (09) years' experience in the educational field. Registration with SACE as a professional educator. Valid driver's license except for people

		living with disabilities. Job Purpose: To ensure the effective supervision. management functionality and performance of schools, in relation to administration, governance and curriculum delivery through professional and educational leadership, guidance and development. Competencies. Knowledge & Skills: Monitoring and evaluation. Performance Management. Decision making and initiating action. Adhering to principles and values. Analysis and interpreting. Writing and reporting. Creating, conceptualising and innovating. Organizing and executing. Coping with pressures and setbacks. Time management. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Functional Computer Literacy - MS Word, MS Excel, MS PowerPoint and MS Outlook.
<u>DUTIES</u>	:	Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; e) Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives ;Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes
<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 28/117</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: LDOE 575/06/2026</u> Directorate: Legal Services
<u>SALARY</u>	:	R610 434 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in LLB/B. Proc as recognized by SAQA. A minimum of 8 years' appropriate post qualification legal experience. 5 years of which must be as a practicing Attorney/Advocate in civil litigation in the Lower and High Courts Admission as an Advocate or Attorney of the High Court of South Africa. Valid driver's license except for people with disabilities. Competencies. Knowledge and Skills: Sound and in - depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act and PFMA. Knowledge on the relevant policies/prescripts and procedures etc. Negotiation skills. Language skills and ability to communicate well with people at different levels and from different backgrounds. People management skills. Organizing skills. Time management Communication, both formal, and informal Good people skills. Problem solving. High level of reliability. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.
<u>DUTIES</u>	:	Provide legal advisory support and legal opinions to the Department. Manage litigations, audit statements of accounts/invoices, analyze litigation costs to ensure compliance and conduct targeted awareness training programs based on litigation trends. Draft, review and amend legal instruments such as

		legislation. compliance framework. policies. prescripts etc. Draft and vet contracts. MOU/MOAs etc. for legal compliance in line with the provincial. national. regional and international instruments etc. Manage the effective utilization of resources (Financial. Physical and Human) in the sub-directorate in line with the relevant legislation and prescripts etc.
<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 28/118</u>	:	<u>CHIEF SPEECH THERAPIST GRADE 1 REF NO: LDOE 306/06/2026</u> Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools)
<u>SALARY</u>	:	R598 260 per annum
<u>CENTRE</u>	:	Setotolwane LSEN School. Capricorn South District
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Speech Therapy and Audiology as recognised by SAQA. Valid and active registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist. Minimum of 3 years' appropriate experience after Health Professions Council of South Africa (HPCSA) in Speech Therapy and Audiology field. Competencies. Knowledge and Skills: Good communication skills. Good Customer Care. Time Management. Group dynamics. working under pressure. Diversity Management. Change and knowledge. Willingness to work after - hours. Knowledge of inclusive Education guidelines and protocols. Ability to use health information for planning. Ability to work under pressure. Knowledge of the application of clinical Speech therapy & Audiology in Education Setting. Knowledge of current inclusive education & public service legislation. Regulations and policies. Knowledge of appropriate assessments and treatment procedures for specific conditions. Good communication. report writing. facilitation. liaison. coordination. networking and decision – making skills. Project management skills and analytical thinking. Functional Computer literacy - MS Outlook. Word. Excel and PowerPoint.
<u>DUTIES</u>	:	Render speech therapy and audiology services to all learners in need. Support Educators and support staff on implementation of SIAS policies. Facilitate Screening and assessment of learners for enrolment. transfer purposes. Compilation of medical reports for social grant. Sports and administrative purposes. Compilation of speech therapy monthly reports and statistics of all schools. Compilation of Speech therapy needs for all schools. Stakeholder engagement and participation for advocacy. e.g. disability forums. Facilitate Speech therapy and audiology Assistive devices procurement and management for all Schools. Support SIAS support structures, school-based support teams SBST. District-based support teams (DBST). Provincial & National programs. Training and Support of Junior School-based Therapists and other support staff. Training of school-based. Circuit and District Education officials.
<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 and Maupi MJ at 081 530 8921.
<u>POST 28/119</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 (X2 POSTS)</u> Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools)
<u>SALARY</u>	:	R598 260 per annum
<u>CENTRE</u>	:	Letaba Special School Mopani West District Ref No: LDoE 307/06/2026 Bosele School for the Blind Sekhukhune South District Ref No: LDoE 308/06/2026
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Occupational Therapy as recognised by SAQA. Valid and active registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Minimum of 3 years' appropriate experience after Health Professions Council of South Africa (HPCSA) in the Occupational Therapy field. Competencies. Knowledge and Skills: Have knowledge and understanding of education legislation and policies especially Inclusive education and principles (White paper 6, SIAS etc. In-depth knowledge and understanding of Occupational therapy and treatment of learners at designated schools and Care Centre's. Must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Should have experience in working as

	part of a team and collaborating with stakeholders. Should be able to take initiative. work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to special schools that include learners with severe to profound intellectual disability (LSPID). Preferably be able to communicate effectively. The job involves travelling, and therefore a valid driver's licence is a requirement. Functional computer literacy (MS Word, MS Excel, MS PowerPoint & MS Outlook).
<u>DUTIES</u>	: As a member of the transversal team. the incumbent will collaborate with team. members in the provision of support to designated schools. Supervisory work to all the therapists or professionals at a school. Support to be provided will include Assessment of LSPID enrolled in the schools; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress. training on learning programme for LSPID. Monitoring and reporting implementation of the learning programme for LSPID. Training and supporting teachers for proper assessment and therapeutic session. Monitoring and reporting on the implementation of the intervention for therapeutic purposes in designated schools; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. Provide support to other learners in the community as and when needed. Support the District in the development, review, implementation of Inclusive Education for the benefit of designated schools and care center's in the district.
<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 and Maupi MJ at 081 530 8921.
<u>POST 28/120</u>	: <u>SOCIAL WORKER SUPERVISOR (X10 POSTS)</u> Directorate: Learner Social Support Programmes: Early Childhood Development
<u>SALARY CENTRE</u>	: R496 668 per annum : Capricorn North District Ref No: LDoE 565/06/2026 (X1 Post) Capricorn South District Ref No: LDoE 566/06/2026 (X1 Post) Mogalakwena District Ref No: LDoE 567/06/2026 (X1 Post) Mopani East District Ref No: LDoE 568/06/2026 (X1 Post) Mopani West District Ref No: LDoE 569/06/2026 (X1 Post) Sekhukhune East District Ref No: LDoE 570/06/2026 (X1 Post) Sekhukhune South District Ref No: LDoE 571/06/2026 (X1 Post) Vhembe East District Ref No: LDoE 572/06/2026 (X1 Post) Vhembe West District Ref No: LDoE 573/06/2026 (X1 Post) Waterberg District Ref No: LDoE 574/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	: NQF level 7 qualification in Social Work as recognised by SAQA. Minimum of seven (07) years' experience as a Social Worker. Experience in the field of ECD and Partial Care will serve as an added advantage. Valid registration with South African Council for Social Service Professions (SACSSP). Valid driver's license with exception of people with disabilities. Competencies. Knowledge and Skills: Knowledge of ECD Conditional Grants, Education and Social Development strategies and programmes pertaining to ECD. Government policies and approach to ECD and Children's Act. Programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Planning and organizing skills. Policy implementation skills. Business ethics skills. Good verbal and written communication. Good report writing skills. Ability to intervene and resolve conflict of a complex nature. Problem solving skills. Planning and organizing work skills and working independently. Compassion. Analytical skills.
<u>DUTIES</u>	: Manage and facilitate the implementation of ECD policies. strategies. minimum technical norms and standards. including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centre's. Supervise Social workers. Social auxiliary workers and data capturers.

<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 28/121</u>	:	<u>ASSISTANT DIRECTOR. CONDITIONS OF SERVICE REF NO: LDOE 541/06/2026</u> Directorate: Capricorn South
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Capricorn South
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Human Resource Management or Public Administration/ Public Management as recognised by SAQA. Minimum of five (5) years' experience, of which two (3) years must be at a lower management or supervisory level of 7/8 within the related field. Results/Certificate/Proof for introductory PERSAL is compulsory. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. Close attention to detail and organisational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word. MS Excel. MS PowerPoint and MS Outlook.
<u>DUTIES</u>	:	Coordinate and facilitate the conditions of service for Employment of Educators Act and Public Service Act staff. Supervise and management of leave of absence (annual/Vacation. sick. special. PILIR. etc.). Supervise and manage termination of service. Supervise and manage allowances in line with national policies and directives. Provide guidance and advice to line managers or employees on HR policies and directives. Authorize /Approve transactions on PERSAL according to departmental delegations.
<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 28/122</u>	:	<u>ASSISTANT DIRECTOR. FINANCIAL MANAGEMENT & ACCOUNTING SERVICES REF NO: LDOE 542/06/2026</u> Directorate: Finance
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Mogalakwena
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy: MS Word. Excel. Powerpoint and Outlook.
<u>DUTIES</u>	:	Ensure compliance with the Public Finance Management Act (PFMA). Treasury Regulations. and related financial policies and procedures. Implement financial administration and accounting policies and processes. Manage financial information and accounting services. Verify documents and process documents. Manage financial deductions.
<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 28/123</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT & REPORTING SERVICES REF NO: LDOE 543/06/2026</u> Directorate: Finance
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Sekhukhune East
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. Close attention to detail and organisational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy: MS Word. Excel. PowerPoint and Outlook.
<u>DUTIES</u>	:	Coordinate financial planning and budgeting processes. Provide medium-long-term financial planning in line with MTEF processes. Compile budget estimates focuses and project planning. Monitor and report on expenditure trends. Coordinate and provide input for financial reporting. Monthly reconciliation of Bank accounts. ledger accounts. Revenue for the compilation of the certificate. Attend and answer audit queries and ensure submission of information on request. Assist in analysing and interpreting monthly management reports.
<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 28/124</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X4 POSTS)</u> Directorate: Finance
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Sekhukhune East Ref No: LDoE 544/06/2026 Sekhukhune South Ref No: LDoE 545/06/2026 Vhembe East Ref No: LDoE 546/06/2026 Waterberg Ref No: LDoE 547/06/2026
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Supply Chain Management/ Assets Management and Financial Management as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license (except for people with disability). Competencies. Knowledge and Skills Knowledge and understanding of the Public Service legislative environment. policies. regulations. frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word. MS Excel. MS PowerPoint and MS Outlook.
<u>DUTIES</u>	:	Ensure effective and compliant supply chain management processes in line with PFMA and other regulations. Implement and monitor supply chain policies and procedures. Manage procurement. contract management. asset management. and inventory control functions. Ensure proper record-keeping and reporting as required by the PFMA.
<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 28/125</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (HRD) AND PERFORMANCE MANAGEMENT SYSTEM (PMS) REF NO: LDOE 548/06/2026</u> Directorate: Corporate Management
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Mopani West
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Human Resources Management/ Development as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license except for people with disability. Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.
<u>DUTIES</u>	:	Coordinate and monitor the provision of implementation of Performance Management System (PMS). Manage the performance assessment and payment of incentives. Coordinate and facilitate the implementation of Skills Development. Coordinate and facilitate provision of training development processes and programmes. Coordinate the provision of learnership and internship programmes.
<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 28/126</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT SERVICES REF NO: LDOE 549/06/2026</u> Directorate: HRD & Performance Management Services
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF Level 6 in Human Resource Development/Human Resource Management/ Public Administration/Education Management/Training and Development/Management Services or related qualification as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the Skills Development, Human Resource Development, Training Coordination and Workplace Learning fields. Valid vehicle driver's license, except for people with disabilities. Competencies. Knowledge & Skills: Knowledge of Skills Development Act, Skills Development Levies Act, National Skills Development Plan, Public Service Regulations, Employment Equity Act, Labour Relations Act, ETDP SETA requirements and applicable DPSA policies. Public Service legislative and regulatory framework & Human Resource Development policies and practices. Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs). Skills audits and competency assessments. Planning for Learnerships, internships and workplace-based learning programmes. ETDP SETA and National Skills Fund requirements. Performance Management and Development System (PMDS). Strategic planning, monitoring and evaluation and financial management and budgeting principles. Strategic and analytical thinking skills. Planning and project management skills. Leadership and supervisory skills. Stakeholder and partnership management. Report writing and presentation skills. Communication and interpersonal skills. Data analysis and statistical reporting. Problem-solving and decision-making abilities. Ability to work under pressure and meet deadlines. Monitoring, evaluation and compliance management skills. Functional computer literacy: MS Word, Excel, PowerPoint and HRD systems.
<u>DUTIES</u>	:	Co-ordinate the implementation of the Departmental Workplace Skills Plan and Annual Training Report. Facilitate skills audits and identifying organizational skills gaps. Co-ordinate training, development and capacity-building initiatives. Manage relationships with ETDP SETA, institutions of higher learning and training providers. Coordinate bursary, internship, learnership and experiential

		learning programmes. Monitor implementation of HRD programmes and interventions. Compile management reports. statistics and compliance reports. Coordinate the Governance and Consultative Skills Development Committee Structures. Manage the training budgets and monitor expenditure. Provide technical advice on human resource development initiatives. Supervise and develop staff within the component. Ensure compliance with all relevant legislative and policy frameworks. Coordinate provincial and district skills development projects and programmes.
<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 28/127</u>	:	<u>ASSISTANT DIRECTOR: LEARNERSHIPS, INTERNSHIPS AND EXPERIENTIAL PROGRAMMES REF NO: LDOE 550/06/2026</u> Directorate: HRD & Performance Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Head Office, Polokwane A relevant NQF level 6 qualification in Human Resource Development/ Human Resource Management/ Public Administration/Labour Relations/Training and Development or related qualification as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the internship, learnership, workplace learning, youth development or skills development programmes fields. Valid vehicle driver's license except for people with disability. Competencies. Knowledge and Skills: Sound knowledge of: Skills Development Act and Skills Development Levies Act, Public Service Human Resource Development Framework, National Skills Development Plan, ETDP SETA grant regulations and reporting requirements. Internship and Learnership Framework for the Public Service. Occupational qualifications and workplace-based learning methodologies. Labour legislation and employment practices. Monitoring and evaluation systems. Project and programme management principles and internship. learnership and experiential learning frameworks within the Public Service. Programme coordination and administration skills. Stakeholder engagement and relationship management. Project planning and implementation skills. Report writing and data management. Communication and presentation skills. Research and analytical skills. Financial administration and budgeting skills. Problem-solving and innovation. Ability to coordinate multiple projects simultaneously. Functional computer literacy (MS Word, Excel, PowerPoint, and Outlook) and database management.
<u>DUTIES</u>	:	Coordinate the implementation of departmental internship programmes. Coordinate and monitor learnership implementation across districts and Head Office. Manage experiential learning placements for students from universities and TVET colleges. Liaise with ETDP SETA. institutions of higher learning and other stakeholders. Develop and maintain a database of interns. learners and students participating in workplace-based learning. Facilitate recruitment. placement. induction and monitoring of programme beneficiaries. Monitor compliance with programme requirements. agreements and reporting obligations. Compile monthly. quarterly and annual programme performance reports. Coordinate mentor and supervisor training and support. Monitor stipend administration and programme expenditure. Conduct programme evaluations and recommend improvement initiatives. Promote youth employability and workplace learning opportunities. Ensure alignment of programmes with departmental Human Resource Development priorities.
<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 28/128</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES. PROVISIONING REF NO: LDOE 551/06/2026</u> Directorate: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Waterberg A relevant NQF level 6 qualification in Human Resource Management/Public Administration/ Public Management as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Results/Certificate/Proof for introductory PERSAL is compulsory. Valid vehicle driver's license (except for

		people with disability). Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively. Functional Computer Literacy - MS Word. MS Excel, MS Power Point and MS Outlook.
<u>DUTIES</u>	:	Manage provisioning of Employment of Educators Act and Public Service Act staff. Coordinate and manage recruitment of staff. Facilitate the maintenance of statistical information. Manage provisioning of Employment of Educators Act and Public Service Act staff. Coordinate and manage recruitment of staff. Facilitate the maintenance of statistical information. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Inform. guide and advice line managers or employees on HR policies. legislative frameworks and directives. Approve/Authorize transactions on PERSAL according to delegations. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Inform. guide and advice line managers or employees on HR policies. legislative frameworks and directives. Approve/Authorize transactions on PERSAL according to delegations.
<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 28/129</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROJECTS: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) REF NO: 552/06/2026</u> Directorate: Special Projects
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification as recognised by SAQA. Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field. Valid vehicle driver's license except for people with disability. Competencies. Knowledge and Skills: Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical. planning. and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook. Leadership and team management abilities. Excellent communication and interpersonal skills. with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.
<u>DUTIES</u>	:	Manage and facilitate the development and implementation of Nutrition policy. Manage the NSNP budget. Monitor and support NSNP projects. Manage sustainable food production.
<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 28/130</u>	:	<u>ASSISTANT DIRECTOR: ESTABLISHMENT & HR SYSTEMS REF NO: LDOE 553/06/2026</u> Directorate: Organisational Development. HR Planning & HR Systems
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	NQF level 6 qualification in Human Resource Management/ Human Resource Development / Public Administration/ Public Management as recognised by

		SAQA. PERSAL Certificate. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Competencies. Knowledge & Skills: Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), PSCBC Resolutions, Labour Relations Act HR Policy and Procedures. Employment of Educators Act (EEA). Personnel Administrative Measures (PAM), PFMA and PERSAL system. Strong organizational and leadership. Ability to work under pressure and within deadlines. Knowledge Management. Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Client orientation & Customer focus. Communication. Functional computer literacy: MS Word, MS Excel, MS Power Point & MS Outlook.
<u>DUTIES</u>	:	Establishment Administration: Management of matrix. Provide monthly reports. Do audit on establishment matters. Provide PERSAL information. System Administration: Act as HR PERSAL Controller. Register SCC to National Treasury. Conduct District visits on system matters. Create and terminate PERSAL users. Log calls for users via Help Desk. Reset revoked Users. Monitor PERSAL access violations. Attend to AG enquiries on system matters
<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 28/131</u>	:	<u>ASSISTANT DIRECTOR: TELECOMMUNICATIONS REF NO: LDOE 554/06/2026</u> Directorate: Information Technology Services
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 or 7 qualification in Public Management/Administration, Information Science, Logistics or related telecommunications qualification as recognised by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within the Telecommunications field. Valid driver's license with exception of person with disability Competencies. Knowledge and Skills: People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge and Project Management. Public Service Legislations. Telecommunications Services and Mobile Contracts such as RT15. Negotiation. Communication. Writing. Leadership. Strategic Planning. Diversity Management. Computer Literacy. Facilitation and Coordination.
<u>DUTIES</u>	:	Provide telecommunications services. Manage contracts for mobile devices, SIM cards, Wi-Fi routers and landlines, support mobile device issues. Maintain the telecommunications account. Coordinate service-provider meetings and install work-related software on departmental mobile devices.
<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 28/132</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ANALYST REF NO: LDOE 555/06/2026</u> Directorate: Information Technology Services
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 or 7 qualification in Software Development/ IT. Information Systems/ Computer Science/ Computer Engineering or related field as recognised by SAQA. Qualification/s in Microsoft Azure Developer Expert/Specialty certification will be an advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within the ICT Applications and Systems Analysis. Valid driver's license with exception of person with disability. Competencies. Knowledge and Skills: People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge and Project Management. Knowledge of Public Service Legislation. ICT Prescripts. SDLC. Systems Development Methodologies and Systems Analysis for Value-For-Money Outcomes. Negotiation. Communication. Writing. Leadership. Strategic Planning. Diversity Management. Database. OLA Architecture. Computer Literacy. Facilitation and Coordination Skills.
<u>DUTIES</u>	:	Provide application and systems requirements. develop and maintain IT application systems. Manage systems development projects. Provide application and user support. work with vendors. maintain systems and licence

		registers. Assist the Deputy Director: Applications and Systems and identify software needs for procurement and development.
<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 28/133</u>	:	<u>ASSISTANT DIRECTOR: LAN TECHNICIAN REF NO: LDOE 556/06/2026 (X3 POSTS)</u> Directorate: Information Technology Services
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 or 7 qualification in IT. Information Systems/ Computer Science/ Computer Engineering or related field as recognised by SAQA. A qualification/s in CISP, Microsoft Azure Expert/Speciality, and ITIL certification will be an advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within the ICT Infrastructure field. Valid driver's license with exception of person with disability. Competencies. Knowledge and Skills: People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge And Project Management. Knowledge Of Public Service Legislation. ICT Prescripts. Servers. Networks. Endpoint Support. Microsoft Cloud Services and SITA Systems. Including BAS. PERSAL. Logis And Examination. Troubleshooting. ICT Security. Cybersecurity. Negotiation. Communication. Leadership. Strategic Planning. Diversity Management. OLA. Computer Literacy. Facilitation And Coordination Skills.
<u>DUTIES</u>	:	Create/update AD user profiles and provide IT support to offices and schools Support ICT security, Infrastructure, equipment, software, servers and cloud services. Participate in ICT projects and work with vendors. including SITA and the Microsoft LSP. Assess donated assets and connect devices and officials to the network. Assist the Deputy Director: ICT Infrastructure and support departmental. SITA and OTP transversal systems.
<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 28/134</u>	:	<u>ASSISTANT DIRECTOR: IT PROGRAMMER REF NO: LDOE 557/06/2026</u> Directorate: Information Technology Services
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 or 7 qualification in Software Development. IT/ Information Systems / Computer Science / Computer Engineering as recognized by SAQA. Qualification/s in Microsoft Azure Developer Expert / Specialty certification will be an added advantage Five (5) years' experience of which three (3) years must be at Lower Management post / Supervisory level 7/8 within ICT Applications and Systems Development field. Valid driver's license with exception of people with disabilities. People Management. Planning. Organizing. Time Management. Policy Analysis. Financial. Change. Knowledge and Project Management. Knowledge of Public Service Legislation. ICT Prescripts. SDLC. Systems Development Methodologies and Systems Development for Value-For-Money Outcomes. Negotiation. Communication. Writing. Leadership. Strategic Planning. Diversity Management. Database. OLA. Architecture. Computer Literacy. Facilitation and Coordination Skills.
<u>DUTIES</u>	:	Develop ICT systems. gather requirements and maintain IT application systems. Manage systems development projects. work with vendors while securing source code and access keys. Maintain systems and licence registers. Assist the Deputy Director: Applications and Systems and identify software needs for procurement and development.
<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 28/135</u>	:	<u>ASSISTANT DIRECTOR: ECD INFRASTRUCTURE POSTS REF NO: LDOE 558/06/2026</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Polokwane

<u>REQUIREMENTS</u>	:	NQF level 6 or 7 qualification in Quantity Survey or a relevant equivalent qualification as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 in the Building Construction and Building Maintenance field. A valid South African driver's licence (with exception of person with disability Competencies and Skills: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional Computer literacy - MS Word. Excel. Power point and Outlook.
<u>DUTIES</u>	:	Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning. implementation monitoring. reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource- management.
<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 28/136</u>	:	<u>OCCUPATIONAL HEALTH OFFICER (X4 POSTS)</u> Directorate: Information Technology Services
<u>SALARY CENTRE</u>	:	R413 001 per annum Mopani West District Ref No: LDOE 01/06/2026 Capricorn North District Ref No: LDOE 02/06/2026 Vhembe West District Ref No: LDOE 03/06/2026 Waterberg District Ref No: LDOE 04/06/2026
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification in Safety Management / Environmental Health Management as recognised by SAQA. Qualifications in Safety Management / Environmental Health Management or related qualifications will be an added advantage. A training Course in Safety Management Training Course (SAMTRAC) and Environmental Health Awareness will be an added advantage. Registration with a professional body, the South African Institute of Occupational Safety and Health (SAIOSH). Minimum of 3 years relevant experience in Occupational Health and Safety and related field. Valid driver's license except for people with disabilities. Knowledge and skills: Knowledge of Employee Health and Wellness Strategic Framework. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHSA) and its regulations. Understanding and application of Hazard Identification and Risk Assessment (HIRA). Knowledge of Incident Cause Analysis Method (ICAM). Root Cause Analysis Technique (RCAT) for accident investigations. First Aid Training. International Organization for Standardizations (ISO) 45001 & 14001 awareness. Sound verbal and written communication skills. Health & Safety Management System implementation. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Implement & monitor all safety processes. Participate in the internal risk assessment process. Conduct OHS inspections. Investigate accidents and incidents. Conduct internal audits according to organizational procedures & legislation. Maintain SHE RISK system. Emergency Preparedness and Response. Effective Contractor safety management. Coordinate and participate in SHE-related meetings and safety campaigns. Gather input/data for SHE reports & statistics.
<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 28/137</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION</u> Directorate: Finance
<u>SALARY CENTRE</u>	:	R413 001 per annum Capricorn North District Ref No: LDOE 05/06/2026 Mogalakwena District Ref No: LDOE 06/06/2026 Vhembe West District Ref No: LDOE 07/06/2026

<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognised by SAQA. A qualification in Finance / Accounting / Cost / Management Accounting / Finance Management will be an added advantage. Minimum of 3 years relevant experience in the finance environment and related field. A valid driver's license, except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Knowledge of BAS and PERSAL systems. Knowledge of Financial Administration. Functional Computer Literacy (MS Word, Excel, Power point, Outlook). Ability to compile report. Strong communication skills (written and verbal), good interpersonal skills, problem-solving skills, planning and organisational skills. Good record keeping.
<u>DUTIES</u>	:	Provide financial and accounting services. Monitor the management of revenue and debt services. Facilitate the management of the revenue and debt services. Generate reports on revenue and debt. Monitor systems and procedures on managing revenue and debt.
<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 28/138</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT & REPORTING (X4 POSTS)</u> Directorate: Finance
<u>SALARY CENTRE</u>	:	R413 001 per annum Capricorn North District Ref No: LDOE 08/06/2026 Capricorn South District Ref No: LDOE 09/06/2026 Mogalakwena District Ref No: LDOE 10/06/2026 Vhembe East District Ref No: LDOE 11/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA Qualification/s in Accounting / Cost / Management Accounting / Finance Management will be an added advantage. Minimum of 3 years relevant experience in the finance environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Computer literacy: Ms word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills (written and verbal), good interpersonal skills, problem-solving skills, planning and organisational skills. Good record keeping.
<u>DUTIES</u>	:	Develop financial management policies processes and procedures. Provision of support and advise programme and responsibility managers with regard to allocation, additional re- allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile financial statement for Annual reporting. Provide support for the budget preparation process.
<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 28/139</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES AND WAGES REF NO: LDOE 12/06/2026</u> Directorate: Salaries and Expenditure Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA. Qualification in Accounting /Cost / Management Accounting / Internal Auditing / Finance Management will be an added advantage. Minimum of 3 years relevant experience in the finance environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Knowledge of BAS and PERSAL systems. Functional computer literacy: MS word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills (written and verbal), good interpersonal skills, problem-solving skills, planning and organisational skills. Good record keeping.
<u>DUTIES</u>	:	Administer payroll management services. Maintain filing storage of payroll reports and handle queries related payroll. Administer the reconciliation of tax matters on a monthly basis. Monitor the payment of transfers and subsidies. Monitor, investigate and clear salary administration suspense account.

<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 28/140</u>	:	<u>SENIOR STATE ACCOUNTANT: NORMS & STANDARDS REF NO: LDOE 13/06/2026</u> Directorate: Norms & Standards for School Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Head Office, Polokwane NQF level 6 qualification as recognized by SAQA A qualification in Accounting / Cost / Management Accounting / Internal Auditing / Finance Management will be an added advantage. Minimum of 3 years relevant experience in Financial / Accounting environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the relevant financial legislative policies, procedures and legislative frameworks and Treasury instructions and regulations. Analytical, report writing, and financial management skills. Communication (verbal and written) and problem-solving skills. Functional computer literacy: MS word, PowerPoint, Excel and Outlook.
<u>DUTIES</u>	:	Administer school funding norms for public and special schools Monitor the compliance of usage of allocated subsidies in line with legislative frameworks. Monitor the submission of audited financial statements. Evaluate and analyses the annual financial statements for schools.
<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 28/141</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT</u> Directorate: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Head Office, Polokwane NQF level 6 qualification as recognized by SAQA A qualification in Archives and Records Management / Information Science / Public Management or any related fields will be an added advantage. Minimum of 3 years relevant experience in Records Management or related field. A valid driver's license except for people with disabilities. Knowledge and skills. Essential skills will include the following: knowledge of filing systems (manual and computerised), document life cycle management (creation, storage, retrieval, disposal), archival procedures, and the relevant national archives and records management prescripts. Functional computer literacy: MS word, PowerPoint, Excel and Outlook.
<u>DUTIES</u>	:	Monitor the creation, maintenance, usage, scanning, replenishing and disposal of records. Monitor and maintain personnel files. Provide and maintain internal records management services. Monitor and attend to clients and register hand delivered mail/files.
<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 28/142</u>	:	<u>SENIOR LABOUR RELATION OFFICER (X4 POSTS)</u> Directorate: Corporate Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Waterberg District Ref No: LDOE 15/06/2026 Vhembe East District Ref No: LDOE 16/06/2026 Capricorn South District Ref No: LDOE 17/06/2026 Sekhukhune South District Ref No: LDOE 18/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 or 7 qualification as recognised by SAQA A qualification/s in Human Resource Management, Labour Relations and other related qualifications will be an added advantage. Minimum of 3 years relevant experience in Labour Relations or related. A valid driver's license except for people with disabilities Knowledge and skills: Sound knowledge of Labour Relations statutes. Skills: Investigations and negotiations. Administrative. Planning and organising. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client-oriented. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical.

<u>DUTIES</u>	:	Promotion of sound labour relations environment. Investigate and assist in the resolution of individual and collective complaints and grievances. Investigate, initiate and/or preside over misconduct cases. Co-ordinate disciplinary hearing. Represent the Department at conciliation and arbitration and facilitates the implementation of settlement agreements and arbitration awards. Provide support for compliance with legislative framework relating to grievances and disputes. Compile reports/submissions in respect of grievances dispute, advice on industrial action matters.
<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 28/143</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM (X2 POSTS)</u> Directorate: Corporate Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Vhembe East District Ref No: LDOE 19/06/2026 Sekhukhune South District Ref No: LDOE 20/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA.A qualification/s in Human Resource Management / Development / Public Management / Public Administration / Management of Training will be an added advantage. Minimum of 3 years relevant experience in Performance Management and Development environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge: Human Resource Management. Basic conditions of Employment. Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Performance Management Development System (PMDS). Time Management skills. Presentation skills. Planning and Organizing skills. Communication skills. Computer Literate (i.e. MS Word, Excel and / or PowerPoint). Project Management.
<u>DUTIES</u>	:	Provide administrative support and ensure correct implementation of the Performance Management and Development System (PMDS). Administer and maintain PMDS database. Provide Performance Management and Development System advice and guidance. Supervise resources (human, finance, equipment/ assets).
<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 28/144</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES DEVELOPMENT (X5 POSTS)</u> Directorate: Corporate Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Head Office Ref No: LDOE 21/06/2026 Sekhukhune South District Ref No: LDOE 22/06/2026 Vhembe East District Ref No: LDOE 23/06/2026 Waterberg District Ref No: LDOE 24/06/2026 Mopani East District Ref No: LDOE 25/06/2026 Sekhukhune East District Ref No: LDOE 26/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA.A qualification/s in Human Resource Management / Development / Public Management / Public Administration / Management of Training will be an added advantage. Minimum of 3 years relevant experience in Human Resource Development / Training and Development Services or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge: Departmental policies and procedures, Batho Pele Principles, Good Governance Word, Excel and PowerPoint. Skills: Computer Literacy, Analytical, Communication, Interpersonal Relations, Innovative, Planning and organizing.
<u>DUTIES</u>	:	Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with HRM&D policies and procedures. Coordinates and assist with learnership and internship programmes.
<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 28/145</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (X2 POSTS)</u> Directorate: Corporate Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Sekhukhune South District Ref No: LDOE 27/06/2026 Head Office Ref No: LDOE 28/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA A qualification/s in Financial / Risk Management / Security Management will be an added advantage. Grade-B PSIRA certificate will be an added advantage. Minimum of 3 years relevant experience in Security & Facilities Management or related field. A valid driver's license except for people with disabilities Knowledge and skills: Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act (OHS). The applicant must be willing to undergo the process of security vetting.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officer/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry in buildings and other premises. Authorization of equipment, documents and stores into or out of the building or premises. Monitor and provide support in case of emergencies. Render administrative and related functions. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incident to investigating officers. Report faulty equipment/systems. Administer all control room operations to safe - guard the department's assets. Review of footages upon request through proper procedure. Update all register for the incidents observed.
<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 28/146</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PURCHASES AND STORES (X3 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Vhembe West District Ref No: LDoE 29/06/2026 Sekhukhune South District Ref No: LDoE 30/06/2026 Mogalakwena District Ref No: LDoE 31/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA.A qualification/s in Accounting / Supply Chain Management / Logistics or relevant qualification will be an added advantage. Minimum of 3 years relevant experience in the Supply Chain Management environment or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Knowledge of PFMA, Treasury Regulations. Computer literacy: Ms word, PowerPoint, Excel and Outlook. Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping.
<u>DUTIES</u>	:	Render purchases and prepare purchase orders. Obtain quotations from suppliers, compare prices and recommend suppliers. Maintain record of incoming and outgoing materials. Monitor stock levels, conduct periodic physical verifications and report discrepancies. Prepare monthly reports on purchases, stock consumption and balances.
<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 28/147</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ASSETS & FLEET MANAGEMENT (X5 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Head Office Ref No: LDoE 32/06/2026 Vhembe West District Ref No: LDoE 33/06/2026 Mopani West District Ref No: LDoE 34/06/2026 Sekhukhune South District Ref No: LDoE 35/06/2026 Mopani West District Ref No: LDoE 36/06/2026

<u>REQUIREMENTS</u>	:	NQF Level 6 qualification as recognised by SAQA. A qualification/s in Transport / Fleet / Assets Management will be an added advantage. Minimum of 3 years relevant experience in Assets and Fleet Management environment or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Knowledge and understanding of Policy framework regulating Government owned and subsidized vehicles. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions. Skills and Competencies: Management, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organising, Coordination and Facilitation Skills.
<u>DUTIES</u>	:	Provision of Assets management services. Provision of Assets disposal management services. Provision of fleet management services. Implement Assets and Fleet management policies.
<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 28/148</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT REF NO: LDOE 37/06/2026</u> Directorate: Knowledge & Information Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Head Office, Polokwane NQF level 6 qualification as recognised by SAQA. Qualification in Information Studies / Public Management / Administration will be an added advantage. Minimum of 3 years relevant experience in Information Studies or related field. Valid driver's license (with exception of people with disabilities) Knowledge and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. Presentation Skills. Change Management skills. Communication skills. Report writing skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management.
<u>DUTIES</u>	:	Administer information management programmes. Facilitate the implementation and practices of Knowledge and Information Management. Facilitate effective Information Management processes, practices and platforms to improve access to knowledge & information. Foster/promote and stimulate innovation. Provide administrative support services.
<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 28/149</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE (X2 POSTS)</u> Directorate: HR Admin. Services
<u>SALARY CENTRE</u>	:	R413 001 per annum Head Office Ref No: LDOE 38/06/2026 Capricorn North District Ref No: LDOE 39/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognised by SAQA. A qualification/s in Human Resource Management/ Public Management/ Public Administration will be an added advantage. Certificate/Proof of Introductory PERSAL. Minimum of 3 years relevant experience in HRM/Public Management environment or related field. A valid driver's license, except for people with disabilities. Knowledge and skills: Problem-solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook).
<u>DUTIES</u>	:	Monitor the conditions of service for Employment of Educators and Public Service staff. Monitor the capturing and processing of employee benefits (housing allowances, leaves, pensions, overtime, long service awards, etc.) Monitor the termination of staff Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on PERSAL. Compile monthly statistical reports and management reports.
<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 28/150</u>	:	<u>CHIEF NETWORK CONTROLLER (X7 POSTS)</u> Directorate: Information Communication Technology Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Capricorn South District Ref No: LDoE 40/06/2026 Mopani West District Ref No: LDoE 41/06/2026 Mopani East District Ref No: LDoE 42/06/2026 (X2 Posts) Sekhukhune South District Ref No: LDoE 43/06/2026 Vhembe West District Ref No: LDoE 44/06/2026 Waterberg District Ref No: LDoE 45/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA. Qualification/s in Information Technology, Computer Sciences, Telecommunication Engineering / Electronic Engineering will be an added advantage. Minimum of 3 years relevant experience in Information Technology / Computer Sciences or related field. A valid driver's license except for people with disabilities: Knowledge of network design, network security and troubleshooting. Knowledge of network protocols and Technologies (TCP/IP, DNS and OSPF and BGP). Knowledge of LAN/WAN Technologies.
<u>DUTIES</u>	:	Supervise and coordinate all network and communication system operations. Monitor network performance and security using advance tools. Ensure reliable connectivity across all departmental sites (LAN/WAN/WIFI). Oversee backup, data recovery and all recovery procedures. Maintain ICT documentation. Ensure compliances with ITC security standard and data protection policies.
<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 28/151</u>	:	<u>SENIOR ADMIN OFFICER: RECORDS MANAGEMENT (X2 POSTS)</u> Directorate: Corporate Management
<u>SALARY CENTRE</u>	:	R413 001 per annum Sekhukhune South District Ref No: LDoE 46/06/2026 Vhembe East district Ref No: LDoE 47/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA. A qualification/s in Human Resource Management / Public Management / Public Administration will be an added advantage. Minimum of 3 years' relevant experience in HRM / Public Management environment or related field. A valid driver's license except for people with disabilities Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Knowledge and understanding of the relevant legislative frameworks and policies. Computer Literacy (MS Office Packages). Ability to compile report. Strong communication skills, (written and verbal), Good interpersonal skills, Planning and organizational skills. Good record keeping skills.
<u>DUTIES</u>	:	Co-ordinate the creation, maintenance, usage, scanning, replenishing and disposal of records. Co-ordinate and maintain personnel files Co-ordinate and maintain internal records management services. Co-ordinate and attend to clients and register hand delivered mail/files.
<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 28/152</u>	:	<u>SENIOR ADMIN OFFICER: EXAMINATIONS & ASSESSMENT (X4 POSTS)</u> Directorate: Examination and Assessment
<u>SALARY CENTRE</u>	:	R413 001 per annum Sekhukhune East District Ref No: LDoE 48/06/2026 Sekhukhune South District Ref No: LDoE 49/06/2026 Vhembe East District Ref No: LDoE 50/06/2026 Head Office Ref No: LDoE 51/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA. A qualification/s in ICT and related qualification will be an added advantage. Minimum of 3 years relevant experience in the Examinations environment or related field. A valid driver's license except for people with disabilities Knowledge & Skills: Knowledge and understanding of the Curriculum, Examinations and Assessment policies and implementation, educational management, governance and service delivery, legislative environment, regulations, frameworks and instructions. Excellent communication and interpersonal skills. Analytical, planning and organisational

	skills. Functional computer literacy (MS Word, Excel, PowerPoint and MS Outlook).
<u>DUTIES</u>	: Provide support for the security printing, packing, distribute and safekeeping of question papers, assessment instruments and examination materials. Administer the examination and assessment logistical, auxiliary and payment of examinations administration services. Administer the conduct of examination and assessment. Provide marking administration support.
<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 28/153</u>	: <u>ADMINISTRATIVE OFFICER: SPECIAL PROJECTS (NATIONAL SCHOOL NUTRITION PROGRAMMES (NSNP), SCHOLAR TRANSPORT AND EXPANDED PUBLIC WORKS PROGRAMMES (EPWP) (X3 POSTS)</u> Directorate: Learner Social Support Programmes
<u>SALARY CENTRE</u>	: R413 001 per annum : Capricorn North District Ref No: LDoE 52/06/2026 : Vhembe East District Ref No: LDoE 53/06/2026 : Waterberg District Ref No: LDoE 54/06/2026
<u>REQUIREMENTS</u>	: NQF level 6 qualification as recognised by SAQA. A qualification/s in Transport / Economics / Logistics / Fleet Management / Business Management / Public Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Transport, Economics, Logistics and Fleet Management or related field. A valid driver's license, except for people with disabilities. Knowledge and skills: Knowledge of clerical duties and practice. Ability to capture data, operate a computer and collect statistics.
<u>DUTIES</u>	: Co-ordinate the National School Nutrition Programmes (NSNP) and scholar transport. Co-ordinate the Expanded Public Works Programmes (EPWP). Co-ordinate the Scholar Transport. Monitor the contractual management and obligations NSNP, Scholar Transport and EPWP.
<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 28/154</u>	: <u>STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (X3 POSTS)</u> Directorate: Finance
<u>SALARY CENTRE</u>	: R413 001 per annum : Vhembe West District Ref No: LDOE 55/06/2026 : Capricorn North District Ref No: LDOE 56/06/2026 : Sekhukhune East District Ref No: LDOE 57/06/2026
<u>REQUIREMENTS</u>	: NQF level 6 qualification as recognised by SAQA. A qualification/s in Financial Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Financial Management or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook).
<u>DUTIES</u>	: Provide financial administration services for the District and Circuits. Implement financial administration and accounting policies and processes. Verify documents and processes for payment.
<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 28/155</u>	: <u>STATE ACCOUNTANT: FINANCIAL MANAGEMENT & REPORTING (X2 POSTS)</u> Directorate: Finance
<u>SALARY CENTRE</u>	: R413 001 per annum : Mopani West District Ref No: LDOE 58/06/2026 : Vhembe West District Ref No: LDoE 59/06/2026
<u>REQUIREMENTS</u>	: NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Financial Management or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the financial relevant

		legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook).
<u>DUTIES</u>	:	Provide support for financial planning and budgeting services Implement financial planning and budgeting policies and processes'-ordinate reporting on expenditure trends.
<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 28/156</u>	:	<u>STATE ACCOUNTANT: NORMS AND STANDARDS: SCHOOL FUNDING REF NO: LDOE 60/06/2026</u> Directorate: Norms & Standards for School Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Head Office, Polokwane NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Financial Management or related field. A valid driver's licence except for people with disabilities. Knowledge and Skills: Problem Solving and analysis. Programme & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook).
<u>DUTIES</u>	:	Co-ordinate school funding norms for public ordinary schools. Co-ordinate compliance of the usage of allocated subsidies. Provide support to the analysis of financial statements for schools. Co-ordinate compliance to legal requirements and prescripts.
<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 28/157</u>	:	<u>SOCIAL WORKER (X29 POSTS)</u> Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools
<u>SALARY CENTRE</u>	:	R338 208 per annum Yingisani School for the Deaf Mopani West District Ref No: LDoE 340/06/2026 (X1 Post) Letaba Special School: Mopani West District Ref No: LDoE 341/06/2026 (X1 Post) Rivoni School for the Blind: Vhembe West District Ref No: LDoE 342/06/2026 (X1 Post) Tshilwavhusiku Razwimisani Special School: Vhembe West District Ref No: LDoE 343/06/2026 (X2 Posts) Grace and Love Special School Vhembe East District Ref No: LDoE 344/06/2026 (X1 Post) Mhinga Special School: Vhembe East District Ref No: LDoE 345/06/2026 (X1 Post) Fulufhelo Special School: Vhembe East District Ref No: LDoE 346/06/2026 (X2 Posts) Rethuseng Special School: Capricorn North District Ref No: LDoE 347/06/2026 (X1 Post) Ratanang Special School: Capricorn North District Ref No: LDoE 348/06/2026 (X1 Post) Grace and Hope Special School Capricorn South District Ref No: LDoE 349/06/2026 (X1 Post) Benedict and Hope Special School Capricorn South District Ref No: LDoE 350/06/2026 (X1 Post) New Horizon Special School Capricorn South District Ref No: LDoE 351/06/2026 (X1 Post) Mahlasedi Special School: Capricorn South District Ref No: LDoE 352/06/2026 (X1 Post) Setotolwane LSEN School: Capricorn South District Ref No: LDoE 353/06/2026 (X2 Posts) Lebone Special School: Mogalakwena District Ref No: LDoE 354/06/2026 (X1 Post) Nthabiseng Special School: Mopani East District Ref No: LDoE 355/06/2026 (X1 Post)

	Pfunanani Special School: Mopani East District Ref No: DoE 356/06/2026 (X1 Post)
	Ramokgwakgwa Special School Mopani East District Ref No: LDoE 357/06/2026 (X1 Post)
	Bosele School for the Blind Sekhukhune: South District Ref No: LDoE 358/06/2026 (X1 Post)
	Asiphumelele Special School Sekhukhune: South District Ref No: LDoE 359/06/2026 (X1 Post)
	Ipelegeng Special School Sekhukhune South District Ref No: LDoE 360/06/2026 (X1 Post)
	Rehlahleng Special School: Sekhukhune East District Ref No: LDoE 361/06/2026 (X1 Post)
	Jane Furse Special School: Sekhukhune East District Ref No: LDoE 362/06/2026 (X1 Post)
	Thusanang Special School: Waterberg District Ref No: LDoE 363/06/2026 (X1 Post)
	Susan Strydom Special School Waterberg District Ref No: LDoE 364/06/2026 (X1 Post)
	Sedibeng Special School: Waterberg District Ref No: LDoE 365/06/2026 (X1 Post)
	Yingisani School for the Deaf Mopani West District Ref No: LDoE 366/06/2026 (X1 Post)
	Letaba Special School: Mopani West District Ref No: LDoE 367/06/2026 (X1 Post)
	Rivoni School for the Blind: Vhembe West District Ref No: LDoE 368/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	: An NQF level 7 qualification in Social Work as recognized by SAQA. Valid and active Registration with the South African Council of Social Service Professions (SACSSP). Relevant experience as a Social Worker. Experience in working with learners with special educational needs is an added advantage. Competencies, Knowledge and Skills: Study, interpret, apply and give information on legislation and policies. Perform all statutory functions and attend court proceedings. Produce and maintain records and reports. Liaise with relevant role players. Compile and implement the social work policy of the school. Knowledge of social welfare legislations. Counselling and case management skills. Crisis intervention skills. Communication and interpersonal skills.
<u>DUTIES</u>	: Conduct assessments. identify the conditions of the learners and provide counselling. Recommend relevant and appropriate interventions. Provide referrals where necessary. Implement the recommended interventions and provide continuous support to individuals. groups. families and communities. Monitor the effectiveness and progress of interventions. Provide psychosocial support. Support child protection initiatives. Participate in multidisciplinary teams.
<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 28/158</u>	: <u>ADMINISTRATIVE OFFICER: PURCHASES AND STORES (X4 POSTS)</u> Directorate: Acquisition, Purchases & Stores
<u>SALARY CENTRE</u>	: R338 106 per annum Vhembe East District Ref No: LDoE 61/06/2026 Capricorn North District Ref No: LDoE 62/06/2026 Sekhukhune East District Ref No: LDoE 63/06/2026 Mopani East District Ref No: LDoE 64/06/2026
<u>REQUIREMENTS</u>	: NQF level 6 qualification as recognised by SAQA.A qualification/s in Financial Management/SCM /Procurement Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in SCM environment or related field. A valid driver's licence except for people with disabilities. Knowledge and Skills: Problem Solving and analysis. Programmed & Project Management. Change Management. Financial Management. Knowledge and understanding of the relevant financial legislative frameworks. Understanding of Government financial delegations. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook Functional Computer Literacy - MS Word. MS Excel, MS PowerPoint and MS Outlook.
<u>DUTIES</u>	: Handle requisitions and orders. Prepare invoices for payment. Co-ordinate the management of stores.

<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 28/159</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT SERVICES (X5 POSTS)</u> Directorate: Acquisition, Purchases & Stores
<u>SALARY CENTRE</u>	:	R338 106 per annum Capricorn North District Ref No: LDoE 65/06/2026 Sekhukhune East District Ref No: LDoE 66/06/2026 Mogalakwena District Ref No: LDoE 67/06/2026 Vhembe West District, Ref No: LDoE 68/06/2026 Mopani East District Ref No: LDoE 69/06/2026
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in LLB/B. Proc as recognized by SAQA. A minimum of 5 years' appropriate post qualification legal experience. Valid driver's license except for people with disabilities. Competencies. Knowledge and Skills: In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes and procedures. Candidate must be computer literate. innovative and competent. They must have good communication and 241 drafting skills. analytical and researching skills. presentation and reporting skills. leadership skills. ability to work in a team and under extensive pressure. problem-solving and have sound organising and planning skills. Functional Computer Literacy - MS Word. MS Excel, MS PowerPoint and MS Outlook.
<u>DUTIES</u>	:	Manage the provision of effective and efficient legal services to the department. Provide administration support. reporting and developmental support of junior employees or interns in the legal services unit.
<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 28/160</u>	:	<u>PERSONNEL PRACTITIONER: ESTABLISHMENT CONTROL AND HUMAN RESOURCE SYSTEMS REF NO: LDOE 70/06/2026 (X2 POSTS)</u> Directorate: Establishment Control & HR Systems
<u>SALARY CENTRE</u>	:	R338 106 per annum
<u>REQUIREMENTS</u>	:	Head Office, Polokwane NQF level 6 qualification as recognized by SAQA. A qualification in Human Resource Management / Development / Public Management / Public Administration will be an added advantage. Certificate/Proof of Introductory PERSAL. Minimum of 01 - 02 years' relevant experience in HRM environment or related field. A valid driver's license except for people with disabilities Knowledge and skills: Strong computer literacy, specifically in MS Excel and HR Information Systems. Knowledge and understanding of relevant HR related policies and legislative frameworks. Effective written and verbal communication for interacting with stakeholders.
<u>DUTIES</u>	:	Monitor and control the establishment of Employment of Educators' Act and Public Service Act staff. Monitor PERSAL transactions related to appointments, promotion and terminations. Provision of PERSAL reports on HR information. Manage queries related to PERSAL.
<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 28/161</u>	:	<u>CHIEF REGISTRY CLERK (X9 POSTS)</u> Directorate: Records Management
<u>SALARY CENTRE</u>	:	R338 106 per annum
	:	Head Office Ref No: LDoE 71/06/2026 (4 Posts) Sekhukhune East District Ref No: LDoE 72/06/2026 Sekhukhune South District Ref No: LDoE 73/06/2026 Waterberg District Ref No: LDoE 74/06/2026 Capricorn North District Ref No: LDoE 75/06/2026 Vhembe East District Ref No: LDoE 76/06/2026

<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognised by SAQA. A qualification in Human Resource Management / Development / Public Management / Public Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem Solving and analysis. Programme & Project Management. Change Management. Knowledge and understanding of the relevant legislative frameworks and policies. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook). Ability to compile report. Strong communication skills (written and verbal), Good interpersonal skills, planning, and organisational skills. Good record keeping skills.
<u>DUTIES</u>	:	Monitor the creation, maintenance, usage, scanning, replenishing and disposal of records. Monitor and maintain personnel files Provide and maintain internal records management services. Monitor and attend to clients and register hand delivered mail/files.
<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 28/162</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE CONDITIONS OF SERVICE (X5 POSTS)</u> Directorate: Human Resource Management, Conditions of Service/Corporate Management
<u>SALARY CENTRE</u>	:	R338 106 per annum Head Office Ref No: LDOE 77/06/2026 (X3 Posts) Capricorn North District Ref No: LDOE 78/06/2026 Vhembe East District Ref No: LDOE 79/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA. A qualification/s in Human Resource Management / Public Administration / Public Management will be an added advantage. Certificate PERSAL. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Monitor the conditions of service for Employment of Educators and Public Service staff. Monitor the capturing and processing of employee benefits (housing allowances, leaves, pensions, overtime, long service awards, etc.) Monitor the termination of staff Update of resignation transactions on electronic database for tracking and the personnel file. Approve / Disapprove conditions of service transactions on PERSAL. Compile monthly statistical reports and management reports.
<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 28/163</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (X7 POSTS)</u> Directorate: Corporate Management / Human Resource Management, Provisioning
<u>SALARY CENTRE</u>	:	R338 106 per annum Vhembe East District Ref No: LDOE 80/06/2026 Sekhukhune East District Ref No: LDOE 81/06/2026 Capricorn North District Ref No: LDOE 82/06/2026 Head Office Ref No: LDOE 83/06/2026 (X4 Posts)
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA. A qualification/s in Human Resource Management / Public Administration / Public Management will be an added advantage. Certificate PERSAL. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

<u>DUTIES</u>	:	Provide for provisioning of Human Resource provisioning. Monitor the provisioning of personnel for the Employment of Educators and Public Service Acts Staff. Monitor the recruitment of both the Employment of Educators and Public Service Acts staff. Monitor the transfers of Employment of Educators and Public Service Acts Staff. Monitor the secondment of Employment of Educators and Public Service Acts Staff. Processing grade progression and translation in ranks for Employment of Educators and Public Service Acts Staff.
<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 28/164</u>	:	<u>ADMINISTRATIVE OFFICER: LEARNING AND TEACHING SUPPORT MATERIALS & LIBRARY SERVICES (X2 POSTS)</u> Directorate: Learning and Teaching Support Materials & Library Services
<u>SALARY CENTRE</u>	:	R338 106 per annum Capricorn North District Ref No: LDoE 84/06/2026 Vhembe East District Ref No: LDoE 85/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognised by SAQA. A qualification/s in Financial Management / Internal Auditing / Cost Management / Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Record Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Knowledge and understanding of the financial legislative frameworks. Functional Computer Literacy (MS Word, Excel, PowerPoint, Outlook). Ability to compile report. Strong communication skills, (written and verbal), good interpersonal skills, problem solving skills, planning and organizational skills. Good record keeping. Good analytical skills.
<u>DUTIES</u>	:	Monitor LTSM requisitions from schools. Capture requisitions from schools. Monitor retrieval of LTSM by schools. Monitor retention of LTSM by schools. Co-ordinate education library services.
<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 28/165</u>	:	<u>PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT SYSTEM (X17 POSTS)</u> Directorate: Performance Management System
<u>SALARY CENTRE</u>	:	R338 106 per annum Capricorn South District Ref No: LDoE 86/06/2026 Mopani West District Ref No: LDoE 87/06/2026 Mopani East District Ref No: LDoE 88/06/2026 (X3 Posts) Sekhukhune East District Ref No: LDoE 89/06/2026 Waterberg District Ref No: LDoE 90/06/2026 (X2 Posts) Vhembe West District Ref No: LDoE 91/06/2026 (X3 Posts) Vhembe East District Ref No: LDoE 92/06/2026 (X3 Posts) Sekhukhune South District Ref No: LDoE 93/06/2026 (X3 Posts)
<u>REQUIREMENTS</u>	:	NQF level 6 qualifications as recognised by SAQA. A qualification in Human Resource Management / Development / Public Administration / Public Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Human Resource Development environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Framework. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping.
<u>DUTIES</u>	:	Co-ordinate the implementation of the Performance Management System (PMS). Administer and maintain the PMS database. Monitor the performance assessment and payment of incentives.
<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 28/166</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT (X14 POSTS)</u> Directorate: Corporate Management
<u>SALARY CENTRE</u>	:	R338 106 per annum Capricorn South District Ref No: LDoE 94/06/2026 Capricorn North District Ref No: LDoE 95/06/2026 Mopani East District Ref No: LDoE 96/06/2026 (X2 Posts) Mopani West District Ref No: LDoE 97/06/2026 (X2 Posts) Vhembe West Ref No: LDoE 98/06/2026 (X2 Posts) Waterberg Ref No: LDoE 99/06/2026 (X2 Posts) Vhembe East Ref No: LDoE 100/06/2026 (X2 Posts) Sekhukhune South District Ref No: LDoE 101/06/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF level 6 qualifications as recognised by SAQA. A qualification in Human Resource Management / Development / Public Administration/Public Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Human Resource Development environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Framework. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record-keeping skills.
<u>DUTIES</u>	:	Monitor the management and implementation of skills development. Facilitate training development processes and programmers. Assist in conducting skills auditing and reporting. Provide support in the development of Workplace Skills Plan (WSP). Co-ordinate learnerships and internship programmes.
<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 28/167</u>	:	<u>EMPLOYEE HEALTH & WELLNESS PRACTITIONER (X10 POSTS)</u> Directorate: Labour Relations & Wellness Services
<u>SALARY CENTRE</u>	:	R338 106 per annum Mopani East District Ref No: LDoE 102/06/2026 (X2 Posts) Capricorn South District Ref No: LDoE 103/06/2026 (X2 Posts) Vhembe East District Ref No: LDoE 104/06/2026 (X2 Posts) Vhembe West District Ref No: LDoE 105/06/2026 (X2 Posts) Sekhukhune East District Ref No: LDoE 106/06/2026 (X2 Posts) Waterberg District Ref No: LDoE 107/06/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in Social Work / Psychology as recognised by SAQA. A qualification / Course in EAP or HIV will be an added advantage. Minimum of 01 - 02 years' relevant experience in Employee Health and Wellness or related field. Registration with a professional body, the South African Council for Social Service Profession (SACSSP) or Health Professions Council of South Africa (HPCSA). A valid driver's licence except for people with disabilities. Knowledge and skills: Knowledge of EHW Strategic Framework. Knowledge of National Strategic Plan on HIV, STIs & TB. Project Management skills. Presentation skills. Reporting, negotiation. Ability to maintain confidentiality. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook).
<u>DUTIES</u>	:	Provide HIV counselling & peer support services. Implement the HIV, STIs & TB programs. Monitor & evaluate internal and external stakeholders. Implement Wellness Management programs. Provide psychosocial support (individual & group) to employees & their immediate families. Provide trauma debriefing and coordinate grief or crisis management following emergencies. Coordinate and facilitate information sessions, workshops, events and health campaigns (on stress, HIV/AIDS, mental health etc) to educate employees. Promote physical wellness & sports initiatives and advocate good nutrition. Compile district monthly, quarterly & annual reports.
<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 28/168</u>	:	<u>LABOUR RELATION OFFICER (X6 POSTS)</u> Directorate: Labour Relations & Wellness Services
<u>SALARY CENTRE</u>	:	R338 106 per annum Mopani East District Ref No: LDoE 108/06/2026 (X2 Posts) Vhembe East District Ref No: LDoE 109/06/2026 (X2 Posts) Vhembe West District Ref No: LDoE 110/06/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognized by SAQA. A qualification in Labour Relations / Labour Law / Human Resource Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Employee Health and Wellness or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the Public Service regulatory and legislative Frameworks. Excellent communication (verbal and written) skills. Planning and organizing skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Good interpersonal skills. Planning and organizational skills. Good record keeping skills.
<u>DUTIES</u>	:	Investigate misconduct cases. Handle individual and collective complaints, grievances and disputes. Monitor disciplinary hearings. Provide support on the interpretation and implementation of various Labour Relations frameworks. Compile reports.
<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 28/169</u>	:	<u>ADMINISTRATIVE OFFICER: ASSETS MANAGEMENT SERVICES (X4 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R338 106 per annum Mopani West District Ref No: LDoE 111/06/2026 Sekhukhune East District Ref No: LDoE 112/06/2026 Vhembe East District Ref No: LDoE 113/06/2026 Vhembe West District Ref No: LDOE 114/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management / Auditing / Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM. NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management/ Auditing/ Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM legislative frameworks. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills. active frameworks. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills.
<u>DUTIES</u>	:	Monitor and implement asset management policy and procedures. Maintenance asset register. Tracking asset movement & location. Conducting regular audits. Updating asset record and databases. Preparing reports on asset performance and status's-ordinate asset disposal management services.
<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 28/170</u>	:	<u>ADMINISTRATIVE OFFICER: FLEET MANAGEMENT SERVICES (X5 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R338 106 per annum Head office Ref No: LDOE 115/06/2026 Vhembe East District Ref No: LDOE 116/06/2026 Vhembe West District Ref No: LDOE 117/06/2026 Mogalakwena District Ref No: LDOE 118/06/2026 Sekhukhune East District Ref No: LDOE 119/06/2026
<u>REQUIREMENTS</u>	:	NQF level 6 qualification as recognised by SAQA. A qualification in Financial Management / Auditing / Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Supply Chain Management environment or related field. A valid driver's licence except for people with disabilities. Knowledge and Skills: Problem – solving and analysis. Programme & Project Management. Knowledge and understanding of the SCM legislative frameworks. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills.
<u>DUTIES</u>	:	Provide administrative support services relating to transport/fleet management services. Monitor log sheets, fuel allowances reports, fleet insurances. Monitor vehicle maintenance and compliance services.
<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 28/171</u>	:	<u>ADMINISTRATIVE OFFICER, EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) (X5 POSTS)</u> Directorate: EMIS
<u>SALARY CENTRE</u>	:	R338 106 per annum Capricorn South Ref No: LDOE 120/06/2026 Sekhukhune East Ref No: LDOE 121/06/2026 Sekhukhune South Ref No: LDOE 122/06/2026 Vhembe East Ref No: LDOE 123/06/2026 Mopani West Ref No: LDOE 124/06/2026
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification as recognised by SAQA. A qualification in Information Technology / Information System / Computer Sciences / Statistics will be an added advantage Minimum of 01 - 02 years' relevant experience in Education Management Information System (EMIS) environment or related field. A valid driver's licence except for people with disabilities. Knowledge and skills: Problem – solving and analysis. Programme & Project Management. Knowledge of Data Management and IT. Excellent communication (verbal and written) skills. Planning and organising skills. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Good interpersonal skills. Planning and organisational skills. Good record keeping skills.
<u>DUTIES</u>	:	Monitor and implement Education Management Information System (EMIS) services. Implement data quality audits. Implement policy on data management. Manage the leaner unit record information and tracking system. Prepare statistical reports.
<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 28/172</u>	:	<u>ADMINISTRATION OFFICER: DISTRICT MANAGEMENT OFFICE REF NO: LDOE 125/06/2026</u> Directorate: Office of the District Director
<u>SALARY CENTRE</u>	:	R338 106 per annum Mopani West District
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification as recognised by SAQA. A qualification in Secretary / Management Assistant / Office Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in office management/administration or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong

		communication skills (written and verbal), Good interpersonal skills, problem-solving skills, Planning and organisational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.
<u>DUTIES</u>	:	Keep and update District Director's diary daily. Provide secretarial/receptionist support services to the District Director. Records the engagements of the District Director. Ensure the effective flow of information and documents to and from the Office of the District Director. Arrange appointments for the District Director, taking minutes, prepare agendas, confirmatory notes, memorandums, letters, etc. Handle classified documents. Manage general office duties. Provide hospitality services to guest and visitor.
<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 28/173</u>	:	<u>ADMINISTRATION OFFICER: SPECIAL PROJECTS (X3 POSTS)</u> Directorate: Learner Social Support Programmes
<u>SALARY CENTRE</u>	:	R338 106 per annum Capricorn North District Ref No: LDoE 126/06/2026 Vhembe East District Ref No: LDoE 127/06/2026 Waterberg District Ref No: LDoE 128/06/2026
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification as recognized by SAQA. A qualification in Secretary /Management Assistant/ Office Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in management/administration or related field. A valid driver's license except for people with disabilities. Knowledge & Skills: Knowledge and understanding of the relevant legislative frameworks. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong communication skills, (written and verbal), Good interpersonal skills, problem solving skills, Planning and organizational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.
<u>DUTIES</u>	:	Monitor the provision of National School Nutrition Programme (NSNP). Monitor the provision of Scholar Transport. Monitor the provision of Expanded Public Works Programme (EPWP).
<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 28/174</u>	:	<u>ICT GOVERNANCE OFFICER: IT INFRASTRUCTURE REF NO: LDOE 129/06/2026</u> Directorate: Information Technology Services
<u>SALARY CENTRE</u>	:	R338 106 per annum
<u>REQUIREMENTS</u>	:	Head Office, Polokwane NQF Level 6 qualification as recognized by SAQA. A qualification/s in Information Technology will be an added advantage. Minimum of 01 - 02 years' relevant experience in the Information Technology environment or related field. A valid driver's license except for people with disabilities. Knowledge and Skills: Knowledge and understanding of IT regulatory and legislative policies and frameworks. Change Management skills. Communication skills. Report writing skills. Accuracy. Team player. Willing to work under changing and difficult circumstances. Innovation and creativity. Time and self-management.
<u>DUTIES</u>	:	Monitor, configure and maintain network services. Monitor IT procurement services. Monitor effective utilization and management of IT assets.
<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 28/175</u>	:	<u>PERSONAL ASSISTANT: CHIEF DIRECTOR</u> Directorate: Strategic Planning Services
<u>SALARY CENTRE</u>	:	R338 106 per annum
<u>REQUIREMENTS</u>	:	Head Office, Polokwane NQF Level 6 qualification as recognized by SAQA. A qualification/s in Secretary / Management Assistant / Office Administration will be an added advantage. Minimum of 01 - 02 years' relevant experience in office management / administration or related field. A valid driver's license except for people with disabilities. Knowledge and skills: Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Report writing skills. Strong communication

		skills, (written and verbal), Good interpersonal skills, problem solving skills, Planning and organizational skills. Good record keeping. Customer service skills. Problem solving skills. Confidentiality and professionalism. Time management.
<u>DUTIES</u>	:	Keep and update Chief Director's diary on a daily basis. Provide a secretarial / receptionist support services to the Chief Director. Records the engagements of the Chief Director. Ensure the effective flow of information and documents to and from the Office of the Chief Director. Arrange appointments for the Chief Director, taking minutes, prepare agendas, confirmatory notes, memorandums, letters, etc. Handle classified documents. Manage general office duties. Provide hospitality services to guest and visitor.
<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 28/176</u>	:	<u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT</u> Directorate: Early Childhood Development (Conditional Grant) (Contract 3 Years)
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification as recognized by SAQA. A qualification in the Construction / Facility Maintenance / Project Management will be an added advantage. Minimum of 01 - 02 years' relevant experience in Construction / Facility Maintenance / Project Management or related field. Knowledge and skills: Data capturing skills. Good communication skills and flexibility. Time management, planning and organization skills. Ability to function independently and as part of a team. Functional Computer literacy - Advanced computer skills in Microsoft Word, Excel and PowerPoint.
<u>DUTIES</u>	:	Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the infrastructure unit. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required. Render secretariat services for the Departmental Infrastructure unit. Capturing of information of project information on Infrastructure Reporting Model (IRM) and Education Facility Management System (EFMS).
<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 28/177</u>	:	<u>STATE ACCOUNTANT: ECD EXPENDITURE MANAGEMENT REF NO: LDOE 580/06/2026</u> Directorate: Early Childhood Development (Conditional Grant)
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Capricorn North
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification as recognized by SAQA. A qualification in Finance/Accounting will be an added advantage. Minimum of 01 - 02 years' relevant experience in Early Childhood Development or related field. Valid driver's license (with exception of people with disabilities license Knowledge and skills: Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability to understand, interpret and correctly apply financial policies and prescripts. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. Functional computer literacy (Microsoft Word, Excel and PowerPoint)
<u>DUTIES</u>	:	Process financial transactions in accordance with ECD applicable legislation and policies. Ensure proper allocation and recording of expenditure and revenue. Monitor financial activities to ensure compliance with approved budgets. Assist with the preparation of annual and medium-term budgets. Monitor expenditure against budget allocations. Analyze variances and provide recommendations to management. Expenditure management: Budget

reporting, expenditure projections and reports. Verify and process payments to ECD Centre's. Ensure that expenditure is authorized and supported by relevant documentation. Monitor commitments and prevent unauthorized, irregular, fruitless and wasteful expenditure. Prepare monthly, quarterly and annual financial reports. Compile management reports for decision-making purposes. Assist in the preparation of Annual Financial Statements (AFS). Provide financial information required by Auditors. Reconciliation of payment made to ECD Centre's. Ensuring payments to all funded ECD center's on time. Execute all queries emanating from suppliers promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments. Follow up on all payment's documents received late for payments and make sure that appropriate preventative action is taken in respect thereof. Preparation of journals and reconciliation of all ECD centers paid quarterly. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safe keeping of all transactions supporting documentation, files and data for audit purposes in accordance with prescripts. center's. Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.

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

POST 28/178 : **DATA ADMINISTRATION: SUPPORT OFFICER REF NO: LDOE 581/06/2026**
Directorate: Information Technology Services

SALARY : R338 106 per annum
CENTRE : Vhembe East District
REQUIREMENTS : NQF Level 6 qualification as recognized by SAQA. A qualification in Information Technology will be an added advantage. Minimum of 01 - 02 years' relevant experience in IT or related field. Valid driver's license (with exception of people with disabilities license Knowledge and skills: 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. Strong computer and digital literacy skills, with the ability to confidently use multiple systems and applications. Data analysis and reporting skills at an intermediate level, including identifying trends, gaps, and inconsistencies. Training facilitation and user support skills, including the ability to explain technical concepts in a clear and practical manner. Problem-solving and analytical thinking skills, with the ability to develop practical solutions to operational and system-related challenges. Effective verbal and written communication skills suited to engagement with district officials and ECD service providers.

DUTIES : Provide first-line support to district officials and ECD center's on cares usage, data capture, and troubleshooting. Provide technical support to users with data collection, document uploads, enrolment updates, and system transactions. Escalate unresolved technical issues to provincial or national support structures where required. Support continuous improvement of training approaches based on user feedback and district user needs. Promote a culture of data use, learning, and accountability within district ECD structures. Provide data management and maintenance support to district users Manage Provincial ECD database for accessing and funded ECD Centre's Responsible for cleaning ECD enrolled children Means of verifications Experience supporting system rollouts, training, or user support (preferably in education or ECD). Demonstrated computer literacy and confidence working with digital systems. Willingness to travel within the district and work directly with users on-site.

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

POST 28/179**: PROFESSIONAL NURSE (X31 POSTS)**

Directorate: District Management & Institutional Governance (Inclusive Education & Special Schools)

**SALARY
CENTRE**

: R337 359 per annum
:
Asiphumelele Special School: Sekhukhune: South District Ref No: LDoE 309/06/2026 (X1 Post)
Pfunanani Special School: Mopani East District Ref No: LDoE 310/06/2026 (X1 Post)
Ramokgwakgwa Special School: Mopani East District Ref No: LDoE 311/06/2026 (X1 Post)
Nthabiseng Special School: Mopani East District Ref No: LDoE 312/06/2026 (X1 Post)
Yingisani Special School: Mopani West District Ref No: LDoE 313/06/2026 (X1 Post)
Lebone Special School: Mogalakwena District Ref No: LDoE 314/06/2026 (X1 Post)
Letaba Special School: Mopani West District Ref No: LDoE 315/06/2026 (X1 Post)
Rivoni School for the Blind: Vhembe West District Ref No: LDoE 316/06/2026 (X1 Post)
Tshilwavhusiku Special School Vhembe West District Ref No: LDoE 317/06/2026 (X1 Post)
Tshilidzini Special School: Vhembe East District Ref No: LDoE 318/06/2026 (X1 Post)
Fulufhelo Special School: Vhembe East District Ref No: LDoE 319/06/2026 (X1 Post)
Ratanang Special School: Capricorn North District Ref No: LDoE 320/06/2026 (X1 Post)
Rethuseng Special School: Capricorn North District Ref No: LDoE 321/06/2026 (X1 Post)
Grace and Hope Special School Capricorn South District Ref No: LDoE 322/06/2026 (X2 Posts)
Grace and Love Special School Vhembe East District Ref No: LDoE 323/06/2026 (X1 Post)
Benedict and Hope Special School: Capricorn South District Ref No: LDoE 324/06/2026 (X1 Post)
Helene Frans Special School Capricorn North District Ref No: LDoE 325/06/2026 (X1 Post)
New Horizon Special School: Capricorn South District Ref No: LDoE 326/06/2026 (X1 Post)
Mhinga Special School: Vhembe East District Ref No: LDoE 327/06/2026 (X1 Post)
Lebone Special School: Mogalakwena District Ref No: LDoE 328/06/2026 (X1 Post)
Jane Furse Special School: Sekhukhune East District Ref No: LDoE 329/06/2026 (X1 Post)
Bosele School for the Blind Sekhukhune South District Ref No: LDoE 330/06/2026 (X1 Post)
Rehlahleng Special School: Sekhukhune East District Ref No: LDoE 331/06/2026 (X1 Post)
Susan Strydom Special School Waterberg District Ref No: LDoE 332/06/2026 (X1 Post)
Sedibeng Special School Waterberg District Ref No: LDoE 333/06/2026 (X2 Posts)
Setotolwane Special School Capricorn South District Ref No: LDoE 334/06/2026 (X1 Post)
Thusanang Special School Waterberg District Ref No: LDoE 335/06/2026 (X1 Post)
Tsoga-o itirele Special School Capricorn South District Ref No: LDoE 336/06/2026 (X1 Post)
Phatlaphadima Special School Capricorn North District Ref No: LDoE 337/06/2026 (X1 Post)
Asiphumelele Special School Sekhukhune South District Ref No: LDoE 338/06/2026 (X1 Post)
Pfunanani Special School Mopani East District Ref No: LDoE 339/06/2026 (X1 Post)

<u>REQUIREMENTS</u>	:	An NQF level 6 or 7 qualification in Nursing as recognized by SAQA. Valid and active registration with the South African Nursing Council (SANC) as a Professional Nurse. Certificate of registration as a Professional Nurse. Relevant nursing experience. A valid driver's license with exception of people living with disability. Competencies, Knowledge and Skills: Knowledge of school health services. Communication and interpersonal skills. Record keeping and report writing. Ability to work with learners with disabilities.
<u>DUTIES</u>	:	Provide functional and generic nursing competencies. Provide Health assessments for learners with special needs. Administer medication. support and monitor learners with chronic illnesses. Provide preventive care and promote good hygiene practices Conduct regular screenings to detect health problems in the early stages. Network and engage with stakeholders in the community. Update learner records. write referrals to other health practitioners and community health centers for intervention. remediation and follow up. Actively participate in the multidisciplinary support structures like being a member of the School Based Support Team (SBST). Promote health and wellness programmes.
<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 28/180</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: LDOE 576/06/2026</u> Directorate: Information Technology Services
<u>SALARY</u>	:	R262 968 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	NQF level 7 qualification in LLB/B. Proc as recognized by SAQA. A minimum of 5 years' appropriate post qualification legal experience. Valid driver's license except for people with disabilities. Competencies, Knowledge and Skills: In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes and procedures. Candidate must be computer literate. I innovative and competent. They must have good communication and 241 drafting skills. analytical and researching skills. presentation and reporting skills. leadership skills. ability to work in a team and under extensive pressure. problem-solving and have sound organizing and planning skills. Functional Computer Literacy - MS Word. MS Excel, MS Power Point and MS Outlook.
<u>DUTIES</u>	:	Manage the provision of effective and efficient legal services to the department. Provide administration support. reporting and developmental support of junior employees or interns in the legal services unit.
<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 28/181</u>	:	<u>DRIVER/MESSENGER REF NO: LDOE 579/06/2026</u> Directorate: Inclusive Education and Special Schools
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 Valid Code 10 driver's licence with PDP. 3 years' bus driving experience will be an added advantage. Driver's competency test will be conducted before appointment.
<u>DUTIES</u>	:	Responsible to transport learners in Special Schools to and from school by following designated routes and schedule. Follow traffic laws. Capable of communicating with learners, parents and school staff. Assist learners in safe loading and off - loading learners. Inform school's personnel and parents of incidents to maintain proper procedures. Performs pre - and post - trip inspection. Supervise learners during transit for the purpose of maintaining safety and following Departmental policies. Conduct safety and operational inspection of assigned vehicle daily. Reports needed mechanical repairs when necessary Performs periodical safety drills as required by law, completing necessary reports upon request. Delivery and collections: Collect and deliver documents, correspondence, mail, packages, and other items from places such as the post office, other departments, and external stakeholders. Purchase and loading: buying and loading equipment, groceries for the

institution. Health support: Taking learners to clinic and hospitals. Route Planning: Plan and follow the most efficient routes using maps or GPS to ensure timely delivery and avoid traffic delays. Vehicle Maintenance: Perform pre-trip and post-trip inspections, ensure the vehicle is fuelled, clean, and well-maintained, and report any issues or arrange for necessary repairs. Record Keeping: Complete and maintain all required records and logbooks regarding trips, mileage, fuel consumption, and goods handled. General Support: Assist with general office or clerical work, such as filing, photocopying, running errands, and loading and unloading items. Customer Service: Interact with clients and customers in a professional and courteous manner, potentially collecting payments or obtaining signatures for deliveries.

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

PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender, and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.



APPLICATIONS

: Applicants may apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Rensburg Street, Polokwane, 0700. All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. @ (015) 298 7000.

CLOSING DATE **NOTE**

: 28 August 2026 @ 16H00. Late applications will not be considered.
: Limpopo Provincial Treasury is committed to enhancing youth employability and improving service delivery through integrated skills development. We therefore invite applications from suitability qualified graduates for Twenty (20) Opportunities for Occupational Certificate: Internal Audit for a period of Twenty-Four (24) months contract that exist in the Department. Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. The new the Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: (i) South African applicants need not provide passport numbers (ii) If an applicant responds "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?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, 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. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. The Z83 form must be completed in the

manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant documents, which must be submitted to HR on or before the interview date. A specific reference number for the post applied for must be quoted in the space provided on new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure of her/his financial interests, social media checks, verification checks and certification of claimed qualifications. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive. If you have not heard from the Department within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them 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 post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Failure to comply with the above requirements will result in the disqualification of the application. Limpopo Treasury is committed to enhancing youth employability and improving service delivery through integrated skills development by implementing Occupational Certificate: Internal Audit Learning Programme. Career aspiration to pursue the following professional qualifications, amongst others: IAM / CIA / CISA / CFE / CA SA / Data Analytics.

**CONDITIONS FOR OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT
(24-month contract)**

NOTE : Applicants should be SA Citizens and residents of Limpopo. Candidates should not have participated on the programme before. Candidates will sign a 24-month contract with the department and attend knowledge module sessions facilitated by the Leadership Academy for Guardians of Guardians spread throughout the 24-month period. Candidates will be subjected to personnel suitability check. The advert will also be accessible on the following websites <https://erecruitment.limpopo.gov.za> / www.limtreasury.gov.za / www.limpopo.gov.za / and www.dpsa.gov.za

OTHER POSTS

POST 28/182 : **OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT**
REF NO: LPT/IAT/1-11 (X11 POSTS)
Branch: Shared Internal Audit Services (SIAS)

SALARY : R237 453 per annum (Level 05)
CENTRE : Head Office – Polokwane
REQUIREMENTS : NQF level 6 qualification in Auditing / Risk Management as recognized by SAQA. Knowledge & Skills: Good command of English language, both spoken and written. High academic performance with the following competencies: planning and organising skills, analysing skills, ability to achieve personal work goals and objectives, ability to work well with people, ability to present and communicate information, and ability to deliver results and meet customer expectations.

DUTIES : Assist Senior Internal Auditors in preparing working papers for audit and ensure quality assurance of audit work in terms of IIA Standards. Assist Senior Internal Auditors in conducting audit assignments according to approved audit plan and procedures. Uphold the Institute of Internal Auditors SA's Code of Ethics.

ENQUIRIES : Ms Conny Kgadima @ 015 298 7012

<u>POST 28/183</u>	:	<u>OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT</u> <u>REF NO: LPT/IAT/12-16 (X5 POSTS)</u> Branch: Shared Internal Audit Services (SIAS)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 qualification in Accounting / Financial Management as recognised by SAQA. Knowledge & Skills: Good command of English language, both spoken and written. High academic performance with the following competencies: planning and organising skills, analysing skills, ability to achieve personal work goals and objectives, ability to work well with people, ability to present and communicate information, and ability to deliver results and meet customer expectations.
<u>DUTIES</u>	:	Assist Senior Internal Auditors in preparing working papers for audit and ensure quality assurance of audit work in terms of IIA Standards. Assist Senior Internal Auditors in conducting audit assignments according to approved audit plan and procedures. Uphold the Institute of Internal Auditors SA's Code of Ethics.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima @ 015 298 7012
<u>POST 28/184</u>	:	<u>OPPORTUNITIES FOR OCCUPATIONAL CERTIFICATE: INTERNAL AUDIT</u> <u>REF NO. LPT/IAT/17 – 20 (X4 POSTS)</u> Branch: Shared Internal Audit Services (SIAS)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	NQF level 6 qualification in Information Systems / AI assisted tools as recognized by SAQA. Knowledge & Skills: Good command of English language, both spoken and written. High academic performance with the following competencies: planning and organising skills, analysing skills, ability to achieve personal work goals and objectives, ability to work well with people, ability to present and communicate information, and ability to deliver results and meet customer expectations.
<u>DUTIES</u>	:	Assist Senior Internal Auditors in preparing working papers for audit and ensure quality assurance of audit work in terms of IIA Standards. Assist Senior Internal Auditors in conducting audit assignments according to approved audit plan and procedures. Uphold the Institute of Internal Auditors SA's Code of Ethics.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima @ 015 298 7012