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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2024

DATE ISSUED 06 SEPTEMBER 2024

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF COMMUNITY SAFETY: Kindly note that the following post was advertised in Public Service Vacancy Circular 31 dated 30 August 2024, Director: Supply Chain Management: (Johannesburg) the post has been withdrawn.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.

APPLICATIONS

: Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> or the below addresses:

Head office: Polokwane; Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture; Mara Research Centre; Mokopane, Lephale and Makhado Laboratory Services: The Acting Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccadd Street, Polokwane, 0699.

Mopani District: The Director Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.

Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.

Capricorn District: The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices, Lebowakgomo.

Sekhukhune District: The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices, Lebowakgomo.

Vhembe District: The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.

CLOSING DATE

: 20 September 2024

NOTE

: Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from www.gov.za. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated, and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be fully completed. In Part B, all fields must be completed in full except the following: South African applicants need not provide passport numbers. 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, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. 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 required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information

separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us 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(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check, and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and be in possession of such prior to taking the post (submit such before appointment). Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment to the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 32/78</u>	:	<u>CHIEF DIRECTOR: AGRICULTURE REGULATORY AND TECHNOLOGY DEVELOPMENT REF NO: LDARD 1/7/2024 (X1 POST)</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane Grade 12 plus an appropriate undergraduate/ Bachelor`s degree (NQF level 7) in Agriculture as recognized by SAQA. A Minimum of 5 years of experience at a senior managerial level in Agriculture. A valid driver`s license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural research. Understanding of Agricultural Education and Training environment. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change Management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Manage and

coordinate the provision of agriculture research and technology development services in animals. Manage and coordinate the provision of agriculture research and technology development services in crops. Manage and coordinate the provision of veterinary services. Manage and coordinate the provision of agricultural training services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/79 : **CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: LDARD 2/7/2024 (X1 POST)**

SALARY : R1 436 022 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate undergraduate/ Bachelor`s degree (NQF level 7) in Business Administration/Public Administration/ Strategic Management or related equivalent qualification as recognized by SAQA. A Minimum of 5 years of experience at a senior managerial level in Strategy and Systems. A valid driver`s license (except for people with disabilities). Proof of completion of SMS pre-entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and legislation as well as understanding of the legislative framework governing the Public Service. Ability to develop a perspective of the department`s vision, mission & strategy. Thorough understanding of policy formulation and co-ordination. An understanding of corporate governance in all spheres of Government. Good background in turnaround and change management strategy. An understanding of strategic management processes. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, change management, Knowledge Management, services delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES : Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Oversee, manage, and facilitate the provision of strategic management, monitoring, and evaluation. Oversee, manage, and facilitate the provision of government information management and technology services. Oversee, manage, and facilitate the provision of legal services. Oversee, manage, and facilitate the provision of communication services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

OTHER POSTS

POST 32/80 : **DEPUTY DIRECTOR / PRINCIPAL REF NO: LDARD 3/7/2024 (X1 POST)**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Madzivhandila College of Agriculture

REQUIREMENTS : Grade 12 plus appropriate NQF level 9 professional qualification in Education/Agriculture or relevant equivalent qualification as recognised by SAQA. Registration as a facilitator, assessor and moderator. A minimum of 3-5 years appropriate experience at Junior Management/Assistant Director in Education or Agricultural environment. A driver`s license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organizing skills.

DUTIES : Manage the provisioning of higher education & training. Manage the provision of Further Education and Training Programmes. Oversee quality assurance

processes in higher and further education and training qualifications. Coordinate the creation of national and international linkages and strategic partnerships. Manage the resources of the Agricultural Training Institute. Manage and utilize resources (financial, human, & physical) in accordance with relevant prescripts.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST 32/81 : **DEPUTY DIRECTOR: LEARNER SUPPORT SERVICES REF NO: LDARD 4/7/2024 (X1 POST)**

SALARY : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Tompi Seleka College of Agriculture
REQUIREMENTS : Grade 12 Certificate plus an appropriate NQF level 9 qualification in Agriculture or equivalent qualification as recognised by SAQA. Registration as a facilitator, assessor, and moderator or PGCE qualification will be an added advantage. A Valid driver's licence (with exception of people with disabilities). A minimum of 3-5 years appropriate experience at Junior Management/Assistant Director in Learner Support Services. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, legislative frameworks governing Education and training institutions. Counseling skills. Written and verbal communication skills. Decision making. Strong leadership, management and team building skills. Monitoring and evaluation of projects.

DUTIES : Manage farmer skills and students practical training and development. Manage public/private partnership along commodity approach and value chain. Manage and oversee outreach, marketing for the college programs including orientation of schools at the college. Manage laboratory analytic services at the college. Developing strategic partnerships with relevant stakeholders and service providers to strengthen the college capacity to deliver its mandate and to oversee proper management and development of practical facilities at the college. Research and development in key college interest areas. Perform and oversee administrative and related functions.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST 32/82 : **ENGINEER PRODUCTION GRADE A (X2 POSTS)**

SALARY : R833 499 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Mopani District Ref No: LDARD 5/7/2024 (X1 Post)
 Waterberg District Ref No: LDARD 6/7/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus an appropriate Engineering degree (B Eng/ BSC (Eng) in Engineering or equivalent qualification as recognised by SAQA. Three years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.

DUTIES : To perform all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Human capital development. Office administration and budget planning. Research and development. Assist with final certificate issued for infrastructure construction.

ENQUIRIES : Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
 Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275.

POST 32/83 : **ASSISTANT DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: LDARD 7/7/2024 (X1 POST)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus appropriate NQF Level 6 qualification in Risk Management / Internal Audit / Policing / Accounting / Forensic Investigation or equivalent qualification as recognised by SAQA. A minimum of 03 years' relevant experience at supervisory position in Risk, Anti-fraud/Corruption investigations, Integrity, and Business Continuity. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Extensive knowledge and understanding of Public Sector legislations and corporate governance guidelines in Risk, Anti-Corruption, Integrity, and Business Continuity Management. The Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Public Sector Risk Management Framework, Prevention and Combating of Corrupt Activities Act, Public Service Anti-Corruption Strategy, Protected Disclosure Act, COSO and ISO. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Skill in administration of Risk Management System (Barnowl) as added advantage. Time Management, Communication (Verbal & Written), Computer Literacy and Presentation and Willing to work under changing and difficult circumstances. Planning and Organizing, Conflict Management, Analytical, Investigation, Client orientation and customer focus. People management and empowerment. Advocacy for risk and Business Continuity principles.

DUTIES : Implement Risk, Anti-Corruption, and Integrity Management Strategies. Facilitate and Implement risk management process in line with the Risk Management Framework. Conduct risk assessments, develop and monitor risks registers. Conduct investigation on reported cases of Fraud and Corruption. Compilation of Anti-Fraud and Corruption investigation reports. Assist to coordinate and implement the Business Continuity Management processes. Assist to coordinate and facilitate the ethics management process. Conduct educational and awareness on Risk. Fraud/ Corruption, Ethics /Business Continuity Management.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.

POST 32/84 : **CONTROL FARM MANAGER REF NO: LDARD 8/7/2024 (X1 POST)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Towoomba Research Station
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Farm management/ Animal Production or equivalent qualifications as recognized by SAQA. Six (06) years appropriate experience in farming environment and three (03) years relevant experience as Farm manager. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of applicable farming methods. Managerial skills. Knowledge of project management. Knowledge of financial management as well as Human Resource Management. Extensive knowledge of and understanding of Public Service Act, Public Service Regulation, DPSA Prescripts. Computer Literacy (Excel Spreadsheets, PowerPoint and Microsoft Word) Public Finance Management Act, Legislations related to livestock husbandry and Natural Resources. Human Resource Management Legislations. Responsiveness; Pro-activeness. Professionalism; Accuracy; Flexibility; Independent; Co-Operative; Team player; Supportive; Flexible. Willing to work under changing and difficult circumstances. People Management and Empowerment, Programme, and project management. Financial Management, Change Management. Livestock husbandry. Knowledge management. Computer literacy.

DUTIES : Ensure the management of natural resource i.e. Crop and Veld management systems; and environmental legislative compliance, co-ordinate farming activities i.e. livestock management; crop management; farm waste disposal; and practical demonstrations. Coordinates support for research/ training purposes by e.g. ensuring the availability of resources required for programmed research/training trials/ demonstrations etc. management of resource which would entail, inter alia the following: -Human Resource Management, Financial Management, Assets Management, and Infrastructure Management. Perform all administrative and related functions which would

include, inter alia, the following: - Develop policy; Develop the operational plan; Provide inputs for the strategic plan, annual report etc; Compile reports as required; Provide technical advice and guidance to personnel; Co-ordinate farmers days; Serve on various committees; comply with the Public Service prescripts. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/85 : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 9/7/2024 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Capricorn District
: Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial management or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 03 years' relevant experience in a supervisory position within supply chain management environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service, i.e. Public Finance management, Public Service Act, Public Service Regulations, etc. Program and project Management skills. Financial Management skills. Change. Management skills. Communication skills. Conflict Management skills. Policy. analysing skills. Report writing skills.

DUTIES : Provide demand management services. Manage acquisition and purchasing services. Manage asset management services. Manage transport services. Manage stores and warehousing services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST 32/86 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 10/7/2024 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Mopani District
: Grade 12 plus an appropriate qualification NQF level 6 in Human Resource Management /Human Resource Development / Public Management/Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years' experience in Human Resource Services. PERSAL Training Certificates. Knowledge, Competencies and skills: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills. Knowledge of PERSAL system.

DUTIES : Identification of budgeted vacant posts to be advertised. Writing of submission of budgeted vacant posts to Head Office for advertisement. Distribution of circulars for advertised posts. Receiving, scheduling of applications, shortlisting, interviews, invitations of candidates for interviews and formation of panel members. Provision of secretariat services. Implement appointment on PERSAL system. Notification of successful candidates and reporting of assumption of duty. Handling of transfers and translations. Handling of acting on higher posts. Capturing of probationary reports. Handling of exit interviews. Development of EE report, Updating of post establishment and vacancy rate. Handling of leave matters, Handling of pension matters, Handling of long service, handling of medical aid, Handling payment of leave gratuity, Handling of PILIR matters, Handling housing allowance, deductions and state guarantee. Termination of service on PERSAL system.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

POST 32/87 : **COMMUNICATION OFFICER REF NO: LDARD 11/7/2024 (X1 POST)**

SALARY CENTRE : R376 413 per annum (Level 08)
: Waterberg District

- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 6 qualification or equivalent qualification recognized by SAQA. At least three (03) years of experience in a communication environment on social media applications. A valid drivers' license (with exception of people with disabilities). Passion and proven work experience as Social Media Manager. Knowledge, Competencies, and Skills: Knowledge awareness of current news trends. Excellent writing, editing and proof-reading skills. Ability to package content for social media use. Training in social media use will be an added advantage. knowledge of communication principles, techniques, and tools. Problem and analysis. client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and deadlines.
- DUTIES** : Develop and manage all social media platforms of the Department. Design and implement social media strategy to align with departmental campaigns and programmes. Communicate with followers and respond to queries in a timely manner. Write, edit, and distribute various types of content, including material for website update. Design and produce internal and external newsletters for the department. Develop and maintain working relationships media outlets. Develop and maintain a database of media organizations houses. Draft and issue media advisories. Establish departmental podcast. Coordinate projects or campaigns with Public and Private institutions. Coordinate the implementation of the departmental communication plan, management of branding and exhibitions of all departmental events.
- ENQUIRIES** : Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
- POST 32/88** : **AGRICULTURAL ECONOMIST (X5 POSTS)**
- SALARY CENTRE** : R376 413 per annum (Level 08)
: Capricorn North-Western Ref No: LDARD 12/7/2024 (X1 Post)
: Mopani North Ref No: LDARD 13/7/2024 (X1 Post)
: Waterberg North Ref No: LDARD 14/7/2024 (X1 Post)
: Vhembe Central Ref No: LDARD 15/7/2024 (X1 Post)
: Madzivhandila College of Agriculture Ref No: LDARD 16/7/2024 (X1 Post)
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 8 qualification in Agricultural Economics/Agribusiness or equivalent qualification as recognised by SAQA. A minimum of 1-2 years working experience in Agricultural Economist. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Practical experience in the use of Microsoft Excel, Microsoft word, power point presentations. Good communication and presentations skills, Knowledge of economic and financial statements. Analytical techniques.
- DUTIES** : Assist with research of developments/patterns/trends in agricultural sector. Assist with municipal area situational analysis to complete sector and/ or commodity specific profiles. Assist with identification of gaps/ threats and opportunities with impact to the sector and/ or farmers. Assist with facilitation of access to market and finance for farmers. Assist with provision of agricultural economic/ agribusiness advice to internal and external stakeholders. Assist with the development of Agribusinesses/ projects planning. Assist with the implementation and monitoring of departmental development programmes such as RAAVC, AgriBEE, Agro-processing and value chain. Assist farmers with certification e.g., SAGAP, and participation on Local Municipality economic development planning forums.
- ENQUIRIES** : **Capricorn District:** Ms. Sebajane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Vhembe District: Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007.
Madzivhandila College of Agriculture: Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/89** : **ANIMAL HEALTH TECHNICIAN (X5 POSTS)**
- SALARY** : R376 413 per annum (Level 08)

<u>CENTRE</u>	:	Capricorn Northwestern Ref No: LDARD 17/7/2024 (X2 Posts) Mopani West Ref No: LDARD 18/7/2024 (X1 Post) Sekhukhune South Central Ref No: LDARD 19/7/2024 (X1 Post) Vhembe Far North Ref No: LDARD 20/7/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
<u>DUTIES</u>	:	To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619. Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
<u>POST 32/90</u>	:	<u>AGRICULTURAL ADVISOR REF NO: LDARD 21/7/2024 (X5 POSTS)</u> (12 months fixed term contract)
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	LDARD: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate minimum qualification NQF Level 8 in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) or other applicable and recognized statutory body. A valid driver's license (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Computer skills. Knowledge of extension methodology. Communication/presentation skills.
<u>DUTIES</u>	:	To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, LRAD etc.) and also assist with planning, advice and after care. Promote sustainable production of Agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587.
<u>POST 32/91</u>	:	<u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 22/7/2024 (X1 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial

management or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 3 years' experience in supply chain management environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge: Understanding of the legislative framework governing the Public Service, i.e Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Treasury Regulations, Public Service Act, Public Service Regulations, Labour Relations Act, etc. Competencies: Experience in LOGIS, BAS, CSD System, Public service procurement processes, financial management Skills: Analytical Skills, Good Communication, skills, Facilitation skills; Presentation skills; Report Writing Skills, Financial Management, Problem Solving, Planning & organizing, Time Management Coordination skills; Customer Service, people management. Personal Attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent; Responsiveness, Co-operative; Team player; Supportive, Willing to work under changing and difficult circumstances. Ability to work in a highly pressured environment.

DUTIES : Provide demand management services. Provide acquisition management. Provide purchasing management services. Supervise employees to ensure an effective supply chain management and undertake all administrative functions.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

POST 32/92 : **SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 23/7/2024 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Mopani District
: Grade 12 plus an appropriate qualification NQF level 6 in Accounting/Financial Accounting/ Financial Management as recognized by SAQA. A minimum of 2 years of experience in the Finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on financial management. Proven extensive experience in: financial budgeting, reporting, revenue, expenditure, and accounting management. People Management Financial Management. Problem Solving. Planning & organizing Time Management. Good Communication skills; Diversity management; Facilitation skills; Co-ordination skills.

DUTIES : Provide financial budgeting management services. Provide financial revenue and expenditure management services. Facilitate the provision of financial accounting Compile reports. Supervise employees to ensure an effective financial and management accounting services and undertake all administrative functions.

ENQUIRIES : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

POST 32/93 : **AGRICULTURAL RESOURCE TECHNICIAN (X3 POSTS)**

SALARY CENTRE : R308 154 per annum (Level 07)
: Vhembe West Ref No: LDARD 24/7/2023 (X1 Post)
: Vhembe North Ref No: LDARD 25/7/2023 (X1 Post)
: Sekhukhune East Ref No: LDARD 26/7/2023 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate qualifications NQF level 6 in Environmental Science/ Agricultural Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 01-year experience in Agricultural environment, Development/Land care. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation.

- DUTIES** : Planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Control the prescribed administration of financial aid schemes with regard to the conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Study technological advances and best practices in order to perform land care functions according to the required standards.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
- POST 32/94** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: LDARD 27/7/2024 (X1 POST)**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate qualifications NQF level 6 in Management Assistant / Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year experience in rendering support services. Knowledge, Competencies, and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do research and analyze documents and situations, Good grooming and presentation, Self-management and motivation, Knowledge on the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration.
- DUTIES** : Provides a secretarial/receptionist support service to the Chief Director: Strategy and Systems. Perform typing work. Operates and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the Chief Director. Render administrative support services. Provides support to Chief Director regarding meetings. Coordinates logistical arrangements for meetings when required. Support the manager with the administration of the Chief Director's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/95** : **ADMINISTRATION CLERK – ASSET ADMINISTRATION REF NO: LDARD 28/7/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Tompi Seleka College of Agriculture
REQUIREMENTS : Grade 12 or equivalent qualification as recognized by SAQA. No working experience required. Knowledge, Competencies, and Skills: Knowledge and understanding of Regulations, Acts, Policies and procedures governing Public Service. LOGIS system. Communication skills and Report writing skills. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing environment.
- DUTIES** : To provide asset administrative services. To provide transport services. Receive inventory. Issue inventory to the end-users. Record keeping. Provide facilities services.
- ENQUIRIES** : Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/96** : **SECRETARY: DISTRICT AGRICULTURAL ADVISORY SERVICES (X3 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Sekhukhune District Ref No: LDARD 29/7/2024 (X1 Post)
Mopani District Ref No: LDARD 30/7/2024 (X1 Post)
Waterberg District Ref No: LDARD 31/7/2024 (X1 Post)

<u>REQUIREMENTS</u>	:	Grade 12 certificate with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. NQF level 6 Qualification in Management Assistant/Public Management as recognised by SAQA will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Competencies, and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	To render a secretarial support service to a Director: District Agricultural Advisory Services. Provides a secretarial/receptionist support service to the Director: District Agricultural Advisory Services. Provides a clerical support service to the office of the Director: District Agricultural Advisory Services. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the office of the Director: District Agricultural Advisory Services.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 / Ms. Nkuna NS Tel No: (015) 812 2275 and Hlungwani G Tel No: (015) 812 3210 / 18 Waterberg District: Mr. Matju SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST 32/97</u>	:	<u>SWITCHBOARD OPERATOR REF NO: LDARD 32/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 per annum (Level 04) Madzivhandila College of Agriculture
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.
<u>DUTIES</u>	:	Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/98</u>	:	<u>HANDYMAN REF NO: LDARD 33/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03) Towoomba Research Station
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or an appropriate N3 certificate in either Carpentry, Plumbing, Electrical, Masonry or equivalent appropriate qualification as recognised by SAQA. Minimum one (1) year experience in Construction and maintenance of buildings and related infrastructure. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver`s licence will be an added advantage.
<u>DUTIES</u>	:	Maintenance of building, fitting and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/99</u>	:	<u>TRACTOR DRIVER REF NO: LDARD 34/7/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03) Towoomba Research Station
<u>REQUIREMENTS</u>	:	Basic education (literacy and numeracy - ABET level 2) certificate or equivalent qualification as recognised by SAQA. A minimum of 1 years` experience in

		operation of farm machinery and maintenance of water infrastructure. A valid driver's License Code EC1 with PDP (with exception of people with disabilities). N3 certificate or equivalent qualification in diesel mechanics as recognised by SAQA will be an added advantage Knowledge, Competencies, and Skills: Knowledge of Agricultural Equipment, Ability to Operate the Tractor. Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting, and harvesting of crop fields. Driving skills.
<u>DUTIES</u>	:	Operate specialised farming machinery and equipment (including implements). Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities. Perform vehicle maintenance and administrative support activities. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.).
<u>ENQUIRIES</u>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/100</u>	:	<u>HOUSEHOLD AID (REF NO: LDARD 35/7/2024) (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Tomp Seleka Agricultural College Grade 10 or equivalent qualification as recognised by SAQA. Certificate in Hospitality. A valid driver's License (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of cleaning and food services. Cleaning Skills. Problem Solving Skills. Time Management. Negotiations Skills. Communication Skills. Creativity and Innovation.
<u>DUTIES</u>	:	To provide housekeeping services at the Agricultural Training Centre. Handle student matters. Provide hostel services. Ensure clean and healthy food. Provide accommodation logistical support.
<u>ENQUIRIES</u>	:	Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/101</u>	:	<u>FARM AID (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Tomp Seleka College of Agriculture Ref No: LDARD 36/7/2024 (X1 Post) Towoomba Research Centre Ref No: LDARD 37/7/2024 (X3 Posts) Basic literacy and numeracy (ABET level 2) or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
<u>DUTIES</u>	:	To perform routine manual farming activities. Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure.
<u>ENQUIRIES</u>	:	Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/102</u>	:	<u>CLEANER (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02) Tomp Seleka College of Agriculture Ref No: LDARD 38/7/2024 (X1 Post) Madzivhandila College of Agriculture Ref No: LDARD 39/7/2024 (X1 Post) Mopani North Ref No: LDARD 40/7/2024 (X1 Post) Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Extensive experience in a cleaning environment. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle.

		Health and safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587 Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
<u>POST 32/103</u>	:	<u>GENERAL WORKER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Mokopane Laboratory Ref No: LDARD 41/7/2024 (X1 Post) Makhado Laboratory Ref No: LDARD 42/7/2024 (X1 Post) Lephalale Laboratory Ref No: LDARD 43/7/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.
<u>DUTIES</u>	:	Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.
<u>ENQUIRIES</u>	:	Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/104</u>	:	<u>GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Vhembe Far North Ref No: LDARD 44/7/2024) (X2 Posts) Mopani North Ref No: LDARD 45/7/2024) (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge and experience in Security Services will be an added advantage. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Good interpersonal relations. Report writing.
<u>DUTIES</u>	:	To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate and dispose of products. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Kep register for quarantined animals. Keep register for vehicle movement.
<u>ENQUIRIES</u>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007 Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

APPLICATIONS

: Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 or posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.

CLOSING DATE

: 20 September 2024 @ 16h30

NOTE

: All costs associated with an application will be borne by the applicant. Applications must be submitted on new Z83 form (update version that came into effect on 01 January 2021), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za and must be accompanied by a detailed Curriculum Vitae (CV). The new Z83 form must be fully completed and signed by the applicant. 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: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of 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. Three (3) references must be included stating their contact details (landline, cellular number and e-mail address). If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14, and employees within Supply Chain Management and Finance Units). Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed applications will be considered. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us 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. Shortlisted applicants should be willing to undergo normal vetting and

verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered / possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za.

OTHER POSTS

- POST 32/105** : **DEPUTY DIRECTOR REF NO: C4/24/25/1**
Directorate: Liquor Affairs & Business Regulations
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Commerce / Business Law / Law / Commercial Law / Public Administration or equivalent as recognized by SAQA. Five (5) years' experience dealing with Liquor and Business Regulation matters of which three (3) years should be in junior management (ASD level). Valid driver's license (with exception of person with disability). Skills And Knowledge: Communication & negotiation. Policy formulation. Conflict management & problem solving skills. Administrative skills. Report writing skills. Computer literacy. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Technical procedures. Change management. Delegation & leading.
- DUTIES** : Ensure compliance with the sale and control of the liquor retail trade regulations, in compliance with the Liquor Act. Investigate liquor compliance and matters on non-compliance and assist with corrective measures. Liaise with local authorities, liquor associations, licence holders and communities related to liquor matters and law enforcement education. Rendering prosecutorial services for the Limpopo Liquor Board. Drafting notices to appear before the Liquor Board and Appeal Tribunal. Drafting of the Liquor Board charges. Lead evidence and cross-examine the witness appearing before the Board on liquor non-compliance matters. Perform the litigation function of the Appeal Tribunal in terms of the applicable legislation.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 32/106** : **DEPUTY DIRECTOR REF NO: C4/24/25/2**
Directorate: Sector Development
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Business Management / Economics / International Relations / Entrepreneurship / Marketing Management or equivalent as recognized by SAQA. Five (5) years' experience within the Sector Development field of which three (3) years must be in junior management (ASD level). Valid driver's license (with exception of person with disability). Skills And Knowledge: Knowledge of the legislative framework governing Public Service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic and analytical thinking skills. Communication skills. Problem solving. Financial management skills. Conflict management

		and negotiation skills. Planning and coordination skills. People management and empowerment. Programme and project management. Stakeholder management.
<u>DUTIES</u>	:	Manage, implement and monitor sectoral policies, strategies and operational plans. Facilitate and promote implementation of the mining development strategies, plans and industrialisation programmes. Facilitate and promote the implementation of the agro-processing strategy and plans. Facilitate and promote the implementation of the capital and allied services strategy and plans. Monitor and co-ordinate the implementation of the construction industry strategies. Facilitate skills programmes to support the economy. Facilitate programmes implementation to enhance participation of locals in the mining sector. Manage projects and work with stakeholders.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 32/107</u>	:	<u>DEPUTY DIRECTOR REF NO: C4/24/25/3</u> Directorate: HRM&D: Human Resource Recruitment & Planning
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Human Resource Management or equivalent as recognized by SAQA. Five (5) years' experience in Human Resources Management of which three (3) years should be in junior management (ASD level). Three years extensive experience in the field of Human Resource Recruitment and Planning coupled with a deep understanding of transactional HR environment. Proven training and working experience on PERSAL system is a prerequisite. Valid driver's license (with exception of person with disability) and be willing to travel. Skills And Knowledge: Management skills. Communication (verbal and written) and negotiation skills. Interpersonal skills. Analytical thinking. Report writing skills. Policy formulation. Conflict management and problem solving. Financial management. Strategic thinking. Planning and organization. Delegation and leading. Computer literacy (MS Excel, MS Word and MS PowerPoint). Knowledge in Human Resource Management policies, acts, regulations and systems. Performance management. Project management. Recruitment and selection. The code of remuneration. All labour legislation. Code of good conduct in the Public Service. Departmental policies and procedures. Batho Pele principles. Ability to interact with stakeholders. Broad knowledge of legislation regulating Human Resource Management (HRM) and regulatory frameworks of the Public Services.
<u>DUTIES</u>	:	Manage the provision of recruitment and selection services, Human Resource Planning, HR Information Management and Policy Development. Implement and maintain policy framework for Human Resources Operations practices in the department. Manage personnel salaries administration (PERSAL) system for the department. Ensure balance and holistic approach/effort in managing an HR management function. Ensure effective and operational efficiency of resource management including HR, finance and assets of the component. Proactively building sound relationships with key stakeholders at all levels. Manage LEDET establishment and database. Ensure compliance with the legislative and Public Service regulatory frameworks. Management and supervision of subordinates.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 32/108</u>	:	<u>DEPUTY DIRECTOR REF NO: C4/24/25/4</u> Directorate: Security & Facility Management: Records & Knowledge Management
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An NQF 6 qualification in Information Management / Library / Archiving or equivalent as recognized by SAQA. Five (5) years' experience within the Records and Knowledge Management field of which three (3) years should be in junior management (ASD level). Valid driver's license (with exception of

- persons with disability). Skills And Knowledge: Strategic capability and leadership. Financial management. People management and empowerment. Problem solving and decision-making. Client orientation and customer focus. Motivational and communication. Service delivery and innovation skills. Computer literacy.
- DUTIES** : Oversee Record and Knowledge Management in the department. Manage the development and implementation of file plans, policies and procedure manuals. Manage custody, retrieval and disposal of records. Manage the implementation of Record Management, PAIA/POPIA, PAJA and Knowledge Management. Conduct training/workshops on Knowledge and Records Management.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 32/109** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C4/24/25/5**
Directorate: Wildlife Resource Management
- SALARY CENTRE REQUIREMENTS** : R580 551 – R664 095 per annum, (OSD)
: Head Office: Polokwane
: An NQF 6 qualification in Nature Conservation / Environmental Science / Natural Science / Biodiversity Management or equivalent as recognized by SAQA. An Environmental Management Inspectorate qualification will be an added advantage. A minimum of three (3) years' experience in the Biodiversity / Conservation / Environmental field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: A thorough knowledge in both the provincial and national environmental biodiversity legislations including CITES, biodiversity and other multi-lateral environmental agreements. Knowledge of environmental policies, Promotion of Access to Information Act and Promotion of Administrative Justice Act. Computer literacy. Excellent communication (verbal and written) and report writing skills are essential. Be able to work irregular hours and be able to travel as and when required. Ability to work under pressure. Managerial skills. People management. Planning and coordination skills. Interpersonal relations.
- DUTIES** : Management of the hunting industry. Management of damage causing animals. Management of the establishment of wildlife centres. Management of the game farming industry. Management of the game capture operations and translocations. Implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Management of the permit processing systems. Manage and facilitate marking, registration, management and issuing of permits for elephant ivory and rhino horns.
- ENQUIRIES** : Mrs S Pelsler Tel No: (015) 293 8678
- POST 32/110** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C4/24/25/6**
Directorate: Environmental Quality Management
- SALARY CENTRE REQUIREMENTS** : R580 551 – R664 095.per annum, (OSD)
: Head Office: Polokwane
: An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Sciences / Biodiversity or equivalent as recognized by SAQA. EAPASA Registration in terms of S24H of NEMA. At least three (3) years' experience post-graduation in Integrated Environmental Management. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and the Environmental Conservation Act, 1989, and subordinate legislation. Knowledge and understanding of the Public Service Regulatory Framework, e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations of 2016, Labour Relations Act. Good verbal and written communication skills, including fully computer literate. Presentation skills. Analytical skills. Conflict management and problem-solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good strategic planning and organizational skills.

<u>DUTIES</u>	:	Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to impact management. Management and implementation of other IEM tools. Perform and manage administrative and related functions. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advise to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Determine information and procedural requirements for applications. Conduct site inspections and draft site reports. Draft/recommend environmental authorisations for submission and decision-making by the relevant delegated authority. Provide technical inputs at relevant forums and committees. Review and provide comments on environmental issues identified throughout the execution of other departments' mandates/processes, e.g. MPRDA permits/licence applications, NWA water use authorisations applications and planning applications. Contribute to the compilation of reports as required. Comply with the Public Service prescripts. Document management and filing by having own register to track file management. Organise authority review meetings with stakeholders if deemed necessary. Prepare checklist before site visits and record observations thereof. Provide ongoing technical support for the implementation of the appeal process.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 32/111</u>	:	<u>ASSISTANT DIRECTOR REF NO: C4/24/25/7</u> Directorate: Consumer Affairs: Consumer Education & Advice
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 – R650 322 per annum (Level 10) Mopani District: Giyani An NQF 6 qualification in Business Management / Commerce / Consumer Science / Economics / Commercial Law / Law / Contract Management or equivalent as recognized by SAQA. Two (2) to three (3) years of experience in Consumer Education and Advice / Business Environment. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of relevant legislations affecting consumers in South African economic environment. Customer care. Presentation skills. Report writing skills. Communication and negotiation skills. Administrative management. Planning and organization. Conflict management skills. Analytical thinking. Computer literacy.
<u>DUTIES</u>	:	Implementation of the consumer education strategy. Facilitate and co-ordinate consumer education and awareness campaigns. Provide consumer advice to the public. Liaise with key stakeholders in pursuit of consumer education and awareness programmes. Study trends in consumer market behaviour in the district and keep abreast with the latest developments. Make inputs and update consumer information booklets and brochures. Liaise with Head Office on district activities.
<u>ENQUIRIES</u>	:	Mrs S Pelser Tel No: (015) 293 8678
<u>POST 32/112</u>	:	<u>ASSISTANT DIRECTOR REF NO: C4/24/25/8</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Head Office: Polokwane An NQF 6 qualification in Accounting / Cost Accounting / Financial Management or equivalent as recognized by SAQA. Two (2) to three (3) years' experience in the related (Budget) field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of Basic Accounting System. Knowledge of budgeting cycle and system of the government. Knowledge of the PFMA and Treasury Regulations. Computer literacy (preferably MS Excel). Ability to work independently. Knowledge of the BAS and FINEST Systems. Planning and organization. Reports compilation and presentation.
<u>DUTIES</u>	:	Collect budget data from program managers. Compile the departmental expenditure budget in terms of the national guidelines and provincial budget format. Capture budget information/data onto BAS. Provide daily and monthly reports to management. Observe spending trends and provide expenditure

		analysis report. Pass adjustment journals on daily basis. Perform shifting of funds and virement on BAS. Respond to audit queries. Clear certain suspense account. Exercise delegation authority. Compile annual financial statements. Mrs S Pelsel Tel No: (015) 293 8678
<u>ENQUIRIES</u>	:	
<u>POST 32/113</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C4/24/25/9</u> Directorate: Wildlife Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 917 – R360 327 per annum, (OSD) Vhembe District An NQF 6 qualification in Nature Conservation / Wildlife Management or equivalent as recognized by SAQA. A degree in Nature Conservation / Wildlife Management or equivalent will be an added advantage. One (1) to two (2) years working experience in the Nature Conservation fields. Computer literacy (with certificate). No criminal record. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Problem solving and analysis. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Regulate and monitor the hunting industry. Manage damage causing animals. Regulate game capture operations and translocation. Regulate the establishment and the functioning of wildlife centres. To ensure compliance with the Convention on International Trade in endangered Species of Wild Fauna and Flora. Permit management. Training and monitor the training of previously disadvantaged individuals to enter the Hunting Industry. Monitor and regulate taxidermists. Investigate cases where Professional Hunters and Hunting Outfitters are involved. Monitor game reduction process in protected areas managed by the Limpopo Tourism and Parks.
<u>ENQUIRIES</u>	:	Mrs S Pelsel Tel No: (015) 293 8678
<u>POST 32/114</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C4/24/25/10</u> Directorate: Environmental Quality Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 917 – R360 327 per annum, (OSD) Head Office: Polokwane An NQF 6 qualification in Environmental Management / Environmental Sciences / Natural Sciences or equivalent as recognized by SAQA. EAPASA Registration or ability to register in terms of S24H of NEMA as Environmental Assessment Practitioner (EAP). One (1) to two (2) years of experience in Integrated Environmental Management field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the IEM and applicable environmental legislation, as well as national and provincial environmental policies (NEMA and others). knowledge of EIA and applicable environmental legislation. Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, social interactions and other environmental aspects. Knowledge of methodologies and techniques for assessment and evaluation of environmental impacts. Knowledge of Environmental Management Systems (e.g. environmental management plans, environmental monitoring and auditing, international standards). Basic knowledge of international conventions and agreements pertaining to the environmental field. Knowledge of legislation pertaining to related fields such as the National Water Act, 1998, the Conservation and Agric. Resources Act, 1983, Land Use Planning Ordinance, 1985, Minerals Development Act, 2002, etc. knowledge of land use and development planning and other related fields that interacts with the environment (e.g. Integrated Development Plans, Spatial Development Framework, etc.). Good communication, writing and administrative skills (registering and tracing documents, filing, etc.). knowledge of chairing and organizing meetings. Analytical skills to evaluate applications. Presentation skills and ability to present the EIA regulations and information on environmental management. Good writing and reporting skills. Computer literacy. Conflict management.
<u>DUTIES</u>	:	Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Determine

information and procedural requirements for applications. Conduct site inspections and draft site reports. Draft/recommend environmental authorisations for submission and decision-making by the relevant delegated authority. Provide technical inputs at relevant forums and committees. Review and provide comments on environmental issues identified through the execution of other departments' mandates/processes, e.g. MPRDA permits/licence applications, NWA water use authorisations and planning applications. Perform all administrative and related functions. Contribute to the compilation of reports as required. Comply with the Public Service prescripts. Document management and filing by having own register to track file management. Organise authority review meetings with stakeholders if deemed necessary. Prepare checklist before site visits and record observations thereof. Mrs S Pelser Tel No: (015) 293 8678

ENQUIRIES

POST 32/115

ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C4/24/25/11

Directorate: Provincial Protected Areas Management

SALARY CENTRE REQUIREMENTS

R325 917 – R360 327 per annum, (OSD)

Atherstone Nature Reserve

An NQF 6 qualification in Nature Conservation / Wildlife Management / Environmental Management or equivalent as recognized by SAQA. A degree in Nature Conservation / Wildlife Management or equivalent will be an added advantage. One (1) to two (2) years working experience in the Nature Conservation field. Computer literacy (with certificate). No criminal record. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Problem solving and analysis. Client orientation and customer focus. Communication skills.

DUTIES

Regulate sustainable utilization of eco-systems and biodiversity in the nature reserve. Monitor, enforce and/or investigate of compliance in the nature reserve. Promote biodiversity awareness. Provide biodiversity and infrastructure management services within the nature reserve. To protect, manage and enhance the environment across a variety of habitats and species. Plan and undertake surveys and recording data on animal species and habitats. Monitor and control recreational facilities and associated activities as well as maintenance of recreational areas. Ensure effective wildlife management and support stakeholder engagements. Perform and manage administrative and related functions.

ENQUIRIES

Mrs S Pelser Tel No: (015) 293 8678

POST 32/116

ADMINISTRATIVE OFFICER REF NO: C4/24/25/12

Directorate: Consumer Affairs

SALARY CENTRE REQUIREMENTS

R308 154 – R362 994 per annum (Level 07)

Head Office: Polokwane

An NQF 6 qualification in Business Management/Administration / Public Administration/Management / Office Administration or equivalent as recognized by SAQA. One (1) to two (2) years' experience in the same or related field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant Public Service Acts, Regulations and Consumer Protection Act. Interviewing skills. Research. Problem solving. Evidence collection skills. Report writing skills. Attention to detail. Reasoning skills. Public speaking skills. Strategic and analytical thinkers. Compute literacy. Good communication skills (written and verbal). Planning and strategizing. Delegation. Interpretation skills. Presentation skills. Project management skills. Facilitation skills.

DUTIES

Render administrative functions. Provide administrative support and secretariat services. Ensure effective flow of information and documents in the consumer protection office. Ensure safekeeping of all received and outgoing documents. Assist in preparation of requisitions for the office. Facilitate travel claims for consumer court members. Taking minutes and decisions of the consumer court sittings.

ENQUIRIES

Mrs S Pelser Tel No: (015) 293 8678

POST 32/117 : **TRANSPORT OFFICER REF NO: C4/24/25/13**
 Directorate: Supply Chain & Assets Management: Fleet Management

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An NQF 6 qualification in Public Management or equivalent as recognized by SAQA. One (1) to two (2) years' experience in the same or related field. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the relevant Public Service Acts, Regulations and Consumer Protection Act. Interviewing skills. Research. Problem solving. Evidence collection skills. Report writing skills. Attention to detail. Reasoning skills. Public speaking skills. Strategic and analytical thinkers. Compute literacy. Good communication skills (written and verbal). Planning and strategizing. Delegation. Interpretation skills. Presentation skills. Project management skills. Facilitation skills.

DUTIES : Ensure the provision and allocation, registration, renewal and licencing of government owned vehicles. Manage and control the utilisation of government owned vehicles and subsidised vehicles. Processing of applications for subsidised motor vehicles. Manage the fleet asset register and logsheet of government owned vehicles and provide fleet report. Handle accidents involving government owned vehicles and subsidised motor vehicles and the repair process. Facilitate the withdrawal of unserviceable vehicles. Manage the maintenance and repairs of government owned vehicles and subsidised motor vehicles. Process transport allowance claims for qualifying officials. Conducting vehicle inspections. Preparation of the authority/exemption to drive government vehicles after hours and during weekends/holidays.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/118 : **LIQUOR INSPECTOR REF NO: C4/24/25/14**
 Directorate: Liquor Affairs & Business Regulations

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Vhembe District: Thohoyandou
REQUIREMENTS : An NQF 6 qualification in Policing / Business Management / Commercial Law / Law / Commerce or equivalent as recognized by SAQA. One (1) to two (2) years of experience dealing with Liquor and Business Regulation matters. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Law enforcement & compliance. Computer literacy. Project management. Presentation skills.

DUTIES : Conduct inspections at liquor premises. Monitor and enforce compliance with the Liquor Act. Ensure compliance with the sale and control of the liquor retail trade regulations, in compliance with the Liquor Act. Investigate liquor complaints and matters of non-compliance and assist with corrective measures. Liaise with local authorities, liquor associations, licence holders and communities related to liquor matters and law enforcement education. Resolve liquor related issues and complaints through negotiation, mediation or meetings. Provide evidence and reports at the Liquor Board and in court. Provide monthly and quarterly compliance and enforcement reports.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/119 : **COMMUNICATION OFFICER REF NO: C4/24/25/15**
 Directorate: Communication Services

SALARY : R308 154 – R362 994.per annum (Level 07)
CENTRE : Capricorn District: Polokwane
REQUIREMENTS : An NQF 6 qualification in Communication / Journalism / Media Studies / Public Relations or equivalent as recognized by SAQA. One (1) to two (2) years' experience in Communication Services or Public Relations. Photographic skills and registration with PRISA will be an added advantage Valid driver's license (with exception of persons with disability). Skills And Knowledge: Computer literacy (MS Office applications). Knowledge of applicable legislation of government frameworks and relevant legislation. Good communication skills (verbal & written) including interpersonal skills.

DUTIES : Compile, plan and implement the district event calendar. Support departmental events / activities. Monitor and evaluate events. Write articles for the departmental newsletter. Source information for both the intranet and the website. Ensure correct information into departmental publications (online and

printed). Develop image bank of the department (officials, events, etc.). Manage the departmental media profile and create relations with the media. provide journalistic duties to events in the districts. Conduct regular media monitoring and feedback sessions with units affected to manage their communication. Regularly update media contact list. Provide information and pictures for social media platform. Develop networks for communication at district level.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/120 : **ADMINISTRATIVE CLERK REF NO: C4/24/25/16**
Directorate: Provincial Protected Areas Management

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 07)
: D’Nyala / Mokolo Dam Nature Reserve
: An NQF 4 qualification (grade 12) as recognized by SAQA. One (1) to two (2) years’ experience within the related field. Computer literacy (with certificate). Skills And Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Problem solving and analysis. Client orientation and customer focus. Communication skills.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive/send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the nature reserve. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the nature reserve. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the nature reserve. Maintain a leave register for the nature reserve. Keep and maintain personnel records in the nature reserve. Keep and maintain the attendance register of the nature reserve. Arrange travelling and accommodation. Capture and update expenditure in the nature reserve. Check correctness of subsistence and travel claims of officials and submit for approval.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/121 : **REGISTRY CLERK REF NO: C4/24/25/17**
Directorate: Security & Facility Management: Records & Knowledge Management

SALARY CENTRE REQUIREMENTS : R216 417 – R254 928.per annum (Level 05)
: Head Office: Polokwane
: An NQF 4 qualification (grade 12) as recognized by SAQA. Knowledge of Registry duties, practices as well as ability to capture data and operate a computer. One (1) to two (2) years’ experience in Records Management / Archives / Administration will be an added advantage. Skills And Knowledge: Planning and organizing skills. Working knowledge and understanding of legislative framework in the government service. Client services. Punctuality. Independent thinking and ability to work without supervision. Computer literacy.

DUTIES : Handling of Registry counter services. Handling telephonic and other enquiries. Receive and register hand delivered and electronic mail. Opening and closing of files/records. Open and maintain franking register, frank mail, lock post in the mailbag and keep daily record of franked mail. Open postbag. Supervision of Messenger/Driver services. Filing and retrieval of records.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/122 : **REGISTRY CLERK REF NO: C4/24/25/18**
Directorate: MEC’s Administrative Services

SALARY CENTRE REQUIREMENTS : R216 417 – R254 928 per annum (Level 05)
: Head Office: Polokwane
: An NQF 4 qualification (grade 12) as recognized by SAQA. One (1) to two (2) years’ experience in Records Management / Archives / Administration will be an added advantage. skills and knowledge: Planning and organizing skills.

Working knowledge of records management, record keeping and archive procedures. Computer literacy. Knowledge of the National Archives Act and the MIS prescripts and procedures.

DUTIES : Ensure the smooth, efficient and effective flow of documents (received and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

POST 32/123 : **FIELD RANGER REF NO: C4/24/25/19 (X16 POSTS)**
Directorate: Provincial Protected Areas Management

SALARY CENTRE : R183 279 – R215 892 per annum (Level 04)
Atherstone Nature Reserve (X2 Posts)
Brackenridge Nature Reserve (X1 Post)
D’Nyala Nature Reserve (X1 Post)
Langjan Nature Reserve (X1 Post)
Letaba Ranch/Hans Merensky/Lillie Flora Nature Reserve (X1 Post)
Moletjie Nature Reserve (X1 Post)
Mphaphuli Cycad Nature Reserve (X2 posts)
Nwanedi Nature Reserve (X3 Posts)
Nylsvlei Nature Reserve (X1 Post)
Potlake Nature Reserve (X1 Post)
Turfloop Nature Reserve (X1 Post)
Wonderkop Nature Reserve (X1 Post)

REQUIREMENTS : An NQF 4 qualification (grade 12) or equivalent as recognized by SAQA. A valid firearm competency certificate (handgun, rifle, shotgun). Physically fit. No criminal record. Valid driver's license and PDP (with exception of persons with disability). Related training is essential (from SAWC, or any other accredited institution). Computer literacy (with certificate) will be an added advantage. Skills And Knowledge: Knowledge in tracking and firearm handling; Verbal and written communication skills; Be able to work irregular hours (weekends, public holidays); Be able to travel as and when required. Problem solving and analysis. Client orientation and customer focus. Communication skills.

DUTIES : Assist with the protection of the nature reserve and its natural environmental resources which will include nature conservation patrols. Inspect and repair boundary fences. Warn visitors on unauthorized actions in the nature reserve and report non-compliance. Assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in the nature reserve which include gather biological and ecological data. Report on areas for rehabilitation and monitor rehabilitation areas. Assist with the monitoring and control of recreational facilities which will include control and monitoring of recreational activities and maintenance of recreational areas. Assist with wildlife management in other areas and communities.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

OFFICE OF THE PREMIER

APPLICATIONS : Applications are encouraged to be submitted through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.

CLOSING DATE : 20 September 2024 at 16h00.

NOTE : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are

encouraged to apply. 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 full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting the limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, "all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (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, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. NOTE: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. Applications with foreign

qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and Office of the Premier Social media page.

MANAGEMENT ECHELON

- POST 32/124** : **DIRECTOR: OFFICE ON THE STATUS OF WOMEN REF NO: OTP: 10 / 24 / 01 (X1 POST)**
Directorate: Office on the Status of Women
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Management or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. A valid driver's license except for people with disability.
- DUTIES** : Coordination of advocacy/ awareness raising and mainstreaming programmes on gender in the province. Monitor the implementation of the provincial sanitary dignity and women economic empowerment strategies. Collaborate with other government departments, external and internal stakeholders.
- ENQUIRIES** : Should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/125** : **DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP: 10 / 24 / 02 (X1 POST)**
Directorate: Public Sector HRD Programmes
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Human Resource Management and Development / Public Administration or any HR Training and Development qualification in related field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/Senior Management level. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. A valid driver's license except for people with disability.
- DUTIES** : Provide strategic direction and technical support on the development of the Provincial Public Sector HRD Skills Plan (strategy) and its annual implementation plan. Coordinate development and implementation of Workplace Skills Plans within the Provincial Administration. Coordinate Transversal Training Programmes. Coordinate implementation of Developmental Programmes. Coordinate Provincial HRD Forums and Task teams meetings.
- ENQUIRIES** : Should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/126** : **DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT REF NO: OTP: 10 / 24 / 03 (X1 POST)**
Directorate: Executive Council Secretariat
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remunerative package)
- CENTRE** : Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration/ Public Policy/ Social Sciences or equivalent qualification in the relevant field/ area as

recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. A valid driver's license except for people with disability.

DUTIES : Provide secretariat services and administration support to the Executive Council. Manage the provision of secretariat services to the EXCO Cluster Committees and EXCO Cluster Technical Committees. Oversee the management, monitoring and tracking of the implementation of the Executive Council (EXCO) decisions. Oversee the management, monitoring and tracking of the implementation of the Cluster Programmes of Action. Provide strategic direction within the Unit.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitoo MR / Mokgalaka S / Mgbo PM and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/127 : **DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP: 10 / 24 / 04 (X1 POST)**
Directorate: Internal Controls and Compliance
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remunerative package)

CENTRE REQUIREMENTS : Polokwane
An undergraduate qualification (NQF level 7) in Auditing / Accounting / Risk Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. A valid driver's license except for people with disability.

DUTIES : Coordinate Governance Structure Services. Facilitate assurance services. Ensure compliance to Internal Control and Compliance Standards. Manage coordination with Stakeholders i.e., Provincial Treasury, Shared Internal Audit Services, Audit Committee and Auditor General of South Africa.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitoo MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

OTHER POSTS

POST 32/128 : **DEPUTY DIRECTOR: AUDIO VISUAL SERVICES REF NO: OTP: 10 / 24 / 05 (X1 POST)**
Directorate: Corporate Communication Services

SALARY : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)

CENTRE REQUIREMENTS : Polokwane
An undergraduate qualification (NQF Level 6) in Film, Video and/or Multimedia Productions or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). A Minimum of five (05) years' experience in Film, Video and/or Multimedia Productions of which three (03) years must be at an Assistant Director level. A valid driver's license except for people with disability.

DUTIES : Manage and develop the Provincial Audio-Visual Archives. Manage the production of Audio-Visual Scripts. Manage Audio-Visual Staff. Manage and produce Video productions & editing of Programs.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitoo MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/129** : **DEPUTY DIRECTOR: HRD COUNCIL SECRETARIAT REF NO: OTP 10 / 24 / 06 (X1 POST)**
Directorate: Human Resource Development (HRD) Council Secretariat
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
An undergraduate qualification (NQF Level 6) in Human Resources Development or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA). A Minimum of five (05) years' experience in Human Resource Development and Training of which three (03) years must be at an Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate the Provincial HRD Council and provide secretariat services. Manage the monitoring, evaluation and impact assessment of the implementation of the HRD Strategy. Co-ordinate and promote the implementation of the Provincial and National HRD Strategies. Plan and provide advisory services to institutions of higher learning, TVETs and Industries.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/130** : **DEPUTY DIRECTOR: INTEGRITY SERVICES REF NO: OTP: 10 / 24 / 07 (X1 POST)**
Directorate: Integrity, Security & Vetting Services
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
An undergraduate qualification (NQF level 6) in Policing/ Security Management/ Forensic Investigation/ Criminology or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in anti-corruption environment/ Integrity/ Investigations of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate and monitor establishment of the minimum anti-corruption capacity within provincial departments. Coordinate the implementation of anti-corruption education and awareness programmes. Coordinate and manage anti-corruption committees and forums. Monitor the implementation of the whistle blowing mechanisms. Coordinate and monitor the development of information management.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/131** : **DEPUTY DIRECTOR: PREMIER ADVISORY COUNCIL (BUSINESS) SECRETARIAT - PEGAC REF NO: OTP: 10 / 24 / 08 (X1 POST)**
Directorate: Premier Advisory Council (Business) Secretariat- PEGAC
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
An undergraduate qualification (NQF level 6) in Economics/ Business Management/ Development Studies or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Executive Support Services of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate and support the Premier's Employment Growth and Advisory Council (PEGAC). Provide Secretariat Support to PEGAC Technical Working

- Groups (TWGs) and their task teams. Streamline PEGAC inputs and its TWGs into the implementation of the LDP IAP through EXCO Cluster Committees and the Executive Council of the Province. Strengthen partnership between private sector, civil society, industry and Provincial Government and streamline PEGAC and TWGs inputs into the implementation of the LDP through EXCO cluster committees.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/132** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT COORDINATION REF NO: OTP: 10 / 24 / 09 (X1 POST)**
 Directorate: Human Resource Management Coordination
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Management of which three (03) years must be at Assistant Director level. PERSAL Certificate / A valid driver's license except for people with disability.
- DUTIES** : Coordinate, develop and manage implementation of Human Resource policies by all Departments. Coordinate appointment of all Heads of Departments. Coordinate effective management and implementation of Departmental HR Plans. Coordinate and Monitor HR Practices within the Provincial Administration. Coordination and management of PILIR in the Province.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/133** : **DEPUTY DIRECTOR: ODA REF NO: OTP: 10 / 24 / 10 (X1 POST)**
 Directorate: Inter-governmental Relations and Official Development Assistance (IGR & ODA)
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF Level 6) in International Relations / Public Administration or equivalent qualification in the relevant field/ area as recognized by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in Official Development of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Manage Official Development Assistance. Monitor, evaluate and report on Official Development Assistance Project Impact Assessment. Liaise and network with partners and International Agencies to foster International Cooperation. Implement Official Development Assistance guidelines and policy framework. Coordinate Corporate Social Investment.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C. Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/134** : **DEPUTY DIRECTOR: DEBT AND BANK RECONCILIATION REF NO: OTP: 10 / 24 / 11 (X1 POST)**
 Directorate: Financial Management and Accounting Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF level 6) in Financial Accounting/ Cost and Management/ Accounting or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in Financial Management of which three (03) years must be at Assistant Director level. BAS Certificate / A valid driver's license except for people with disability.
- DUTIES** : Manage bank reconciliation. Manage and collect debts. Manage control expenditure and clear suspense accounts. Liaise with Provincial Treasury.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/135** : **DEPUTY DIRECTOR: PROTOCOL AND EVENTS MANAGEMENT SERVICES REF: NO: OTP 10 / 24 / 12 (X1 POST)**
 Directorate: Protocol and Events Management Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF level 6) in International Relations/ Public Relations/ Events Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in Communications/ Protocol/ Events Management of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Manage events. Manage the rendering of protocol services. Manage corporate gifts and flag bank.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/136** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: OTP 10 / 24 / 13 (X1 POST)**
 Chief Directorate: State Law Advisory Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R556 356 – R1 314 666 per annum, (OSD)
- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF level 7) in LLB / B. URIS / B. Proc or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). At least eight (08) years' appropriate post qualification legal experience in Labour matter. Admission as an Attorney or an Advocate. A valid driver's license except for people with disability.
- DUTIES** : Ensure a well-coordinated civil & labour litigation service and represent the Provincial administration in conciliation, arbitration and labour court matters. Provide legal advice to the Provincial administration. Draft or edit labour related contracts and legal documents for the Provincial administration. Perform delegated and assigned duties.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitsoa MR / Mokgalaka S / Mgobo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/137** : **ASSISTANT DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP 10 / 24 / 14 (X1 POST)**
 Directorate: Public Sector HRD Programmes
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R552 081 – R650 322 per annum (Level 10)
 : Polokwane
 : An undergraduate qualification (NQF level 7) in Human Resource Development or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Human Resources Development and Training at a Supervisory level (HRD Practitioner / Training Officer level 7/8). A valid driver's license except for people with disability.
- DUTIES** : Assist in the development of policies and standard operating procedures. Co-ordinate and monitor the development and implementation of Developmental programmes (Internship, Learnership / Artisan Development, Experiential programmes and Gratitude Recruitment Scheme). Co-ordinate departmental bursaries. Develop and monitor implementation of Adult Education Training programmes in the Limpopo Provincial Departments.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/138** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM – REF: NO: OTP 10 / 24 / 15 (X1 POST)**
 Sub-Directorate: Performance Management Development System
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R552 081 – R650 322 per annum (Level 10)
 : Polokwane
 : An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Performance Management at a Supervisory level. PERSAL Certificate / A valid driver's license except for people with disability.
- DUTIES** : Provide guidance and support on transversal PMDS. Assist in monitoring and coordination of the implementation of PMDS. Co-ordinate and administer performance management and development system (PMDS). Conduct performance assessment and incentive system. Coordinate, facilitate and manage the performance agreements of HOD's.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/139** : **ASSISTANT DIRECTOR: RESEARCH AND MEDIA LIAISON REF NO: OTP 10 / 24 / 16 (X1 POST)**
 Directorate: Research and Media Liaison Services
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R552 081 – R650 322 per annum (Level 10)
 : Polokwane
 : An undergraduate qualification (NQF level 6) in Communication / Media Studies or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Communication at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Provide research services for executive council (EXCO) and the provincial government. Analyse and monitor media coverage and need trend. Coordinate public participation programme.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika

Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/140 : **ASSISTANT DIRECTOR: BUSINESS ANALYST: APPLICATIONS DEVELOPMENT AND MAINTENANCE REF NO: OTP 10 / 24 / 17 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO).

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in supervising application Systems within the ICT environment. A valid driver's license except for people with disability.

DUTIES : Conduct Business Analysis Planning and Monitoring. Determine business requirements from stakeholders. Confirm and verify business requirements from stakeholder. Conduct Enterprise Analysis. Conduct Requirements Analysis. Assess and validate business solutions.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/141 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: OTP 10 / 24 / 18 (X1 POST)**
Directorate: HRD, PMS and Employee Health and Wellness Programmes (EHWP)
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Health Science / Social Work or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Employee Health and Wellness Programme at a Supervisory level. Valid registration with statutory body. A valid driver's license except for people with disability.

DUTIES : Manage the implementation, evaluation and review of Employee Assistance Programme (EAP) in the Office of the Premier. Manage the implementation of Occupational Health & Safety (OHS) and compensation for Occupational Injuries and Diseases (COID). Manage the implementation of Health and Productivity Management at workplace in the Office of the Premier.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/142 : **ASSISTANT DIRECTOR: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 10 / 24 / 19 (X1 POST)**
Directorate: Supply Chain Management
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Transport Management / Supply Chain Management at a Supervisory level (Senior / Admin Officer / Transport Officer level 7/8). A valid driver's license except for people with disability.

DUTIES : Administer the processing of application of government subsidized vehicles. Monitor and control the utilization of SMS, MMS, Scheme A & B vehicles. Process fuel claims for SMS, MMS, Scheme A & B users.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika

Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/143 : **ASSISTANT DIRECTOR: QUOTATION MANAGEMENT REF NO: OTP 10 / 24 / 20 (X1 POST)**

Directorate: Supply Chain Management

Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.

SALARY : R444 036 – R532 602 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics / Purchasing Management or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of three (03) years' experience in Supply Chain Management at a Supervisory level. A valid driver's license except for people with disability.

DUTIES : Facilitate sourcing of quotations. Facilitate evaluation of quotations. Render secretariat services to the sub-bid evaluation and sub-bid adjudication committees.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs: Khorommbi P / Kika Bham C. Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/144 : **ASSISTANT DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP 10 / 24 / 21 (X1 POST)**

Directorate: Internal Controls and Compliance

SALARY : R444 036 – R532 602 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Internal Auditing or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA). A Minimum of three (03) years' experience in Internal Control and Compliance / Internal Auditing at a Supervisory level. A valid driver's license except for people with disability.

DUTIES : Assist in the development of Internal Control and Compliance Plan. Execution of Internal Control and Compliance Work. Compile the Reports of Internal Control and Compliance. Coordinate the execution of Liaison with Treasury, Internal Audit, Auditor General and other Stakeholders.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/145 : **PERSONNEL PRACTITIONER (CONDITIONS OF SERVICE) REF NO: OTP 10 / 24 / 22 (X1 POST)**

Directorate: Human Resource Management Services

SALARY : R376 413 – R443 403 per annum (Level 08)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Human Resource Management or equivalent qualification in related field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management. PERSAL literacy.

DUTIES : Handle of leave matters. Process overtime claims. Facilitate the processing of resettlement and relocation costs, medical aid, long service, pension benefits and payment of leave gratuity. Facilitate the processing of homeowner allowance, state guarantees on housing loans.

ENQUIRIES : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

POST 32/146 : **DATABASE ADMINISTRATOR REF NO: OTP 10 / 24 / 23 (X1 POST)**

Directorate: Department Government Information Technology Office (DGITO)

SALARY : R376 413 – R443 403 per annum (Level 08)

- CENTRE REQUIREMENTS** : Polokwane
 : An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in related field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in ICT environment. A valid driver's license except for people with disability.
- DUITES** : Determine database requirements. Develop information systems databases. Maintain information systems database. Provide application maintenance and support.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/147** : **NETWORK CONTROLLER REF NO: OTP 10 / 24 / 24 (X1 POST)**
 Directorate: Department Government Information Technology Office
 Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)
 : Polokwane
 : An undergraduate qualification (NQF level 6) in ICT or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in an ICT environment. A valid driver's license except for people with disability.
- DUTIES** : Determine Network requirements. Provide LAN, WAN and Desktop Support Services. Monitor the Network environment. Provide the IT Server Support.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/148** : **STATE ACCOUNTANT: ACCOUNTS - REF NO: OTP 10 / 24 / 25 (X1 POST)**
 Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
 : Polokwane
 : An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management. Skills And Knowledge: PERSAL & BAS knowledge will be an added advantage.
- DUTIES** : Administer general Accounts. Administer departmental salary payments. Liaise with Treasury; Internal Audit; Office of the Auditor-General and other stakeholders. Reconcile payments.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/149** : **STATE ACCOUNTANT: BUDGET PLANNING REF NO: OTP 10 / 24 / 26 (X1 POST)**
 Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
 : Polokwane
 : An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Financial Management.
- DUTIES** : Assist on Budget Planning. Distribute monthly expenditure and commitment Reports. Complete cash flow activities.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.

- POST 32/150** : **LABOUR RELATIONS OFFICER REF NO: OTP 10 / 24 / 27 (X1 POST)**
Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Labour Relations/ Human Resources, Labour Law or equivalent qualification in related field/ area as recognized by the South African Qualifications Authority (SAQA). A minimum of one to two (1 - 2) years' experience in Labour Relations/ Human Resources environment.
- DUTIES** : Facilitate Resolutions of Grievances. Facilitate Misconduct. Facilitate Dispute Resolutions. Handle logistical arrangements for the Unit.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/151** : **ADMINISTRATIVE OFFICER: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 10 / 24 / 28 (X1 POST)**
Directorate: Supply Chain Management
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Supply Chain Management / Transport Management. A valid driver's license except for people with disability.
- DUTIES** : Capture fuel claims for subsidized vehicles, SMS, MMS and scheme B. Capture applications for subsidized vehicles. Update commitment register. Update contracts for schemes.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/152** : **ADMINISTRATIVE OFFICER – INVENTORY MANAGEMENT SERVICES REF NO: OTP 10 / 24 / 29 (X2 POSTS)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Supply Chain Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Supply Chain / Logistics Management. A valid driver's license except for people with disability.
- DUTIES** : Order and receive inventory items. Issue inventory items. Conduct monthly spot – checks and assist with quarterly stock-taking. Safeguarding of Stores.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/153** : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: OTP 10 / 24 / 30 (X1 POST)**
Directorate: Financial Management and Accounting Services
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Financial / Accounting Management or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum

- of (02) years' experience in Salary Administration. A valid driver's license except for people with disability.
- DUTIES** : Administer the accurate payment of salaries, wages and allowances to all employees. Process Human Resources advices on salaries in PERSAL and management of salary-related debts. Administer performance of Tax and other Statutory Deductions reconciliations and render Departmental monthly tax returns to SARS and advices to employees and third parties. Process Subsistence and Travel, Transport / Fuel and Overtime Claims.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitoo MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/154** : **ADMINISTRATIVE OFFICER – ASSET, DISPOSAL AND FINANCIAL SYSTEMS REF NO. OTP 10 / 24 / 31 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF Level 6) in Accounting / Economics or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA). A minimum of two (2) years' experience in Asset Management.
- DUTIES** : Responsibilities: Administer assets and asset register. Receive and distribute new assets. Administer the disposal of assets.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitoo MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/155** : **ADMINISTRATIVE OFFICER – OSC, OLDER PEOPLE & MILITARY VETERANS REF NO: OTP 10 / 24 / 32 (X1 POST)**
Directorate: Special Programmes
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Public Administration / Social Sciences or equivalent qualification in the relevant field / area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Administration. A valid driver's license except for people with disability.
- DUTIES** : Coordinate the improvement of mainstreaming of children, older persons and military veterans programmes. Coordinate advocacy programs for children, older persons and military veterans programmes. Coordinate capacity building for children, older persons and military veterans. Coordinate procurement processes for children, older persons and military veterans.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitoo MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/156** : **ADMINISTRATIVE OFFICER: GENERAL RECORDS REF NO: OTP 10 / 24 / 33 (X1 POST)**
Directorate: Records and Facilities Management Services
Re-advertisement: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Information Science/ Archives & Records Management or equivalent qualification in the relevant field/ area as recognised by the South African Qualifications Authority (SAQA). A minimum of two (02) years' experience in Records Management. A valid driver's license except for people with disability.

- DUTIES** : Supervise incoming and outgoing post / mail. Handle remittance register. Supervise the management and maintenance of general records. Supervise messenger / driver services and registry clerks. Administer implementation of systematic disposal program.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
- POST 32/157** : **CLEANER REF NO: OTP 10 / 24 / 34 (X5 POSTS)**
 Directorate: Records and Facilities Management Services (Work Environment)
 2 of 5 posts are Re-advertisements: Applicants who have previously applied must be requested to re-apply if still interested.
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Polokwane
- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 / 9) (AET/ ABET level 2 certificate).
- DUTIES** : Provide cleaning services by cleaning offices, restrooms, corridors, elevators and passages. Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME / Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C Tel No: (015) 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.