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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2024

DATE ISSUED 10 MAY 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.

AMENDMENTS

: **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note that the post of Director: Area Commissioner under the Eastern Cape region: Sada Management Area with Ref No: HO 2024/04/18 advertised on Public Service Vacancy Circular 15 dated 03 May 2024 with a closing date of 20 May 2024 has been withdrawn.
OFFICE OF THE CHIEF JUSTICE: Kindly note that the closing date for the posts that were advertised on Public Service Vacancy Circular 15 dated 03 May 2024 with a closing date of 17 May 2024 has been extended to 24 May 2024. Apologies for any inconvenience caused.

**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. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to the below addresses:
Head Office: Polokwane; Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture; Mara Research Centre; Mokopane and Makhado Laboratory Services; LDARD: The 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 Biccard 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 Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices.
Sekhukhune District: The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices.
Vhembe District: The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.
- CLOSING DATE** : 31 May 2024 @ 16H00
- 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 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. Failure to comply with 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 measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

- POST 16/45** : **DEPUTY DIRECTOR: ANIMAL HEALTH REF NO: LDARD 1/4/2024 (X1 POST)**
- SALARY** : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE** : Waterberg District
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 7 qualification in Veterinary Science /Animal Health as recognized by SAQA. Registration with the South African Veterinary Council as a Veterinarian. A Minimum of Three (3) – five (5) years' relevant working experience at junior management/ Assistant Director level within animal health. Valid driver's license (with the exception of people with disabilities). Knowledge, competencies and skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of the Animal Diseases Act 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act 2000 (Act 40 of 2000). Knowledge of international trade and associated legislation. Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer literacy will be tested. Core and Process Competencies Strategic Capability and Leadership People Management and Empowerment. Programme and Project Management Financial Management; Change Management Computer Literacy: Knowledge Management Service Delivery Innovation; Problem Solving and Analysis: Client Orientation and Customer Focus: Communication: Public Service Knowledge: Negotiation skills: Policy formulation and Analytic thinking and Honesty Integrity.
- DUTIES** : Manage and coordinate animal disease control in the district. Management of Animal Health, Personnel and resources in the district. Formulation and implementation of disease control strategies and policies in the district. Monitor and Evaluate disease control strategies in the district. Manage animal identification. Coordinate Animal Health infrastructure development. Reporting on Animal Health issues. Ensure compliance on quarter and monthly reports. Liaison with other players.
- ENQUIRIES** : Mr. Matjju SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
- POST 16/46** : **STATE VETERINARIAN (X2 POSTS)**
- SALARY** : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation
- CENTRE** : Sekhukhune District Ref No: LDARD 2/3/2024 (X1 Post)
Vhembe District Ref No: LDARD 3/3/2024 (X1 Post)
- REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 8 in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA. Registration with the South African Veterinary Council. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
- DUTIES** : Manage animal disease control in the Agro Ecological Zone. Management of Veterinary Services personnel and resources. Formulation and implementation of disease control strategies and policies. Monitor and evaluate disease control strategies. Manage animal identification in the Agro Ecological Zone. Liaison with other role players.
- ENQUIRIES** : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
- POST 16/47** : **ENGINEER PRODUCTION GRADE A (X2 POSTS)**
- SALARY** : R833 499 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
- CENTRE** : Head Office: Polokwane Ref No: LDARD 4/3/2024 (X1 Post)
Capricorn District Ref No: LDARD 5/3/2024 (X1 Post)
- REQUIREMENTS** : Grade 12 plus BSc Degree in Agricultural Engineering. Compulsory registration with ECSA as Professional Engineer. A minimum of 3 years post qualification experience in Agricultural Engineering. 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, Agricultural Engineering on planning, design, development and implementation. Project management,

<u>DUTIES</u>	: financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills.
<u>ENQUIRIES</u>	: Planning of infrastructure projects, Provide designs with specifications for Agricultural Engineering solutions. Provide clients/producers with Engineering advice. Provide farm structures and mechanization services. Provide irrigation support services. Provide project management for the RESIS programme. Provide soil and water engineering. Assist with final certificate issued for infrastructure constructed. Attend Departmental administrative obligations and official meetings. Serve and represent the department in relevant inter-governmental structures at district and local level. Prepare and submit reports for the engineering programme performance. Ensure sound financial management and accountability. Ensure effective human resources and asset management in line with relevant legislation and policies. Head Office: Polokwane: Mr. Mabula NJ Tel No: (015) 294 3582, 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 Capricorn District: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 16/48</u>	: <u>CONTROL AGRICULTURAL RESOURCE TECHNICIAN (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R552 081 per annum (Level 10) : Vhembe East Ref No: LDARD 6/3/2024 (X1 Post) : Sekhukhune East Ref No: LDARD 7/3/2024 (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate qualification NQF level 6 in Natural Resource Management/Environmental Science or equivalent appropriate tertiary as recognised by SAQA. Project Management will be an added advantage. A minimum of 3 years relevant experience at Supervisory level in Natural Resource Management. Development/Land care Experience in Agricultural Experience. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Proven Managerial skills. Computer literacy and competency in Excel and MS project Management. Report writing skills. Understanding of government services delivery environment, teamwork, PFMA and LRA, Community Development, IDP, PGDS, CASP, Land care and conflict resolution reform. Understanding of Land and Agrarian Reform. Computer literacy will be tested.
<u>DUTIES</u>	: Coordination of Municipal land care and engineering staff. Coordination of land care services within the department. Facilitate and coordinate the transfer of technology on sustainable soil system such as conservation agriculture and eco-technologies. Support the planning and implementation of soil conservation projects. Preparation of budget, demand management, contract management and compilation of technical reports. Coordinate the provision of mechanical services. Manage external service providers. Manage and coordinate project compliance with national policies and provincial objectives. Participate in multi-disciplinary teams. Mammburu TD Tel No: (015) 963 2005/ Rathogwa MM Tel No: (015) 9632007
<u>ENQUIRIES</u>	: Mammburu TD Tel No: (015) 963 2005/ Rathogwa MM Tel No: (015) 9632007
<u>POST 16/49</u>	: <u>CONTROL ANIMAL HEALTH TECHNICIAN REF NO: LDARD 8/3/2024 (X1 POST)</u>
<u>SALARY CENTRE</u>	: R552 081 per annum (Level 10) : Capricorn Northwestern
<u>REQUIREMENTS</u>	: Grade 12 plus an appropriate qualification NQF level 6 in Animal Health as recognised by SAQA. Registration with South African Veterinary Council. Valid driver's licence (with exception of people with disabilities). A minimum of 3 years relevant experience at Supervisory level in Animal Health. Knowledge, Competencies and skills: Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases. Thorough knowledge of the Animal Disease Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislations.
<u>DUTIES</u>	: Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement. Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service. Perform administrative related functions.
<u>ENQUIRIES</u>	: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<u>POST 16/50</u>	: <u>ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R552 081 per annum (Level 10) : Sekhukhune South Central Ref No: LDARD 9/3/2024 (X1 Post) : Waterberg East Ref No: LDARD 10/3/2024 (X1 Post)

- REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Compulsory registration with a professional body (e.g. SACNASP). A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.
- DUTIES** : Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service center. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.
- ENQUIRIES** : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
- POST 16/51** : **ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES REF NO: LDARD 11/3/2024 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Vhembe District Office
- REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 7 in Agriculture or equivalent tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Agricultural Advisory environment. A valid 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, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.
- DUTIES** : Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments.
- ENQUIRIES** : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
- POST 16/52** : **SENIOR AGRICULTURAL ECONOMIST REF NO: LDARD 12/3/2024 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Capricorn Northwestern
- REQUIREMENTS** : Grade 12 plus an appropriate NQF level 8 qualification in Agricultural Economics/Agribusiness or equivalent qualification as recognised by SAQA. A minimum of 3 years relevant experience in Agricultural Economist. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of people management skills. Knowledge of PFMA and financial management. Practical experience in the use of Microsoft Excel, Microsoft Word, PowerPoint presentations. Good communication and presentation skills. Knowledge of economic and financial statements. Analytical techniques.
- DUTIES** : Conduct in-depth research of developments/ patterns/ trends in agricultural sector. Conduct municipality area situational analysis t complete sector and or community specific profiles. Identify gaps/ threats and opportunities with impact to the sector and or farmers. Facilitate access to market and finance for farmers. Provide agricultural economic/ agribusiness advice to internal and external stakeholders. Develop Agribusiness / projects planning. Implementation and monitoring of departmental development programmes such as RAAVC, AgriBEE, Agro-

processing and value chain. Assist farmers with certification, for example SAGAP, and participation on Local Municipality economic development planning forums.

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

POST 16/53 : **CHIEF ARTISAN GRADE A REF NO: LDARD 13/3/2024 (X1 POST)**

SALARY : R455 223 per annum, (OSD)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 10 years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Project management, Technical design and analysis, knowledge, Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Technical consulting, Production process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Teamwork, Creativity, Change management, Financial management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

DUTIES : To manage all aspects of technical design, production, operation and maintenance activities. Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Financial Management. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Mr. Mabula NJ Tel No: (015) 294 3582, 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 16/54 : **ASSISTANT DIRECTOR: INFRASTRUCTURE PROJECTS DEVELOPMENT COORDINATION SUPPORT REF NO: LDARD 14/3/2024 (X1 POST)**

SALARY : R444 036 per annum (Level 09)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 Certificate plus an appropriate qualification NQF level 6 in Project Management/Agricultural Management/Community Development/BA or equivalent tertiary qualification as recognised by SAQA. A minimum of three (3) years relevant experience at supervisory level in project management. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Negotiating and networking skills. Ability to source and analyse information. Report writing skills. Knowledge Requirements: Extensive knowledge in agriculture related to Grand funding management. Land and Agrarian Reform policies. Project and Programme management.

DUTIES : Facilitate access to financial resources to facilitate infrastructure development services. Facilitate infrastructure development services in rural areas. Coordinate and facilitate monitoring and evaluation of projects. Perform administrative and related functions.

ENQUIRIES : Mr. Mabula NJ Tel No: (015) 294 3582, 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 16/55 : **ASSISTANT DIRECTOR: BOOKKEEPING AND BANK RECONCILIATION REF NO: LDARD 15/3/2024 (X1 POST)**

SALARY : R444 036 per annum (Level 09)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Financial Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience at Supervisory level in Bookkeeping/Financial reporting. Knowledge of BAS. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of PFMA and Treasury Regulations. Knowledge of SCOA. Good communication skills (verbal and written), problem-solving and time management skills. Computer literacy (good Microsoft excel knowledge).

DUTIES : Monitor PMG account and daily bank reconciliation. Compile monthly certificate of compliance. Assist in preparation of financial statements and audit files. Monitoring of ledger accounts and

correct misallocations. Performance of month end procedures such as clearing suspense account and month end closure. Safekeeping and control of financial documents.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, 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 16/56 : **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDARD 16/3/2024 (X1 POST)**

SALARY CENTRE : R444 036 per annum (Level 09)
: Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Financial Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3–5 years' experience at Supervisor level at Salaries or Payroll Management. Knowledge of BAS, Extensive Knowledge of PERSAL for Salaries Knowledge of Vulindlela. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills Knowledge of PFMA and Treasury Regulations, Strong Financial Management Skills Good communication skills (verbal and written), problem solving, time management Computer skills (Excel and Word) Policy Analysis Skills Conflict Management Skills.

DUTIES : Authorization of salary related deductions. Authorization of salary related claims in line with the thresh hold in BAS and PERSAL. Conduct Staff Audits Authorize IRP5 reconciliations. Facilitate certification of Payroll. Perform monthly reconciliation to Treasury. Preparation of monthly PERSAL and BAS Reconciliation Preparation of salary ACB transactions. Compilation of all salary related journals. Preparation of salary related quarterly and annual accruals. Compilation of Interdepartmental Age Analysis reports. Clearing of suspense Account Perform Tax reconciliations. Update, correct and print IRP5's. Perform Tax recalculation for gratuity payments. Handling of PERSAL related credit transfers. Lifting of item and Aggregate limits. Correction of CSV validation errors. Monthly submissions of SARS returns (EMP201) Bi-Annual and Annual submission of SARS returns (EMP501) PERSAL Controller. Supervision of Staff.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, 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 16/57 : **ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 17/3/2024 (X1 POST)**

SALARY CENTRE : R444 036 per annum (Level 09)
: Waterberg District

REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Financial Management/ Auditing/Accounting as recognized by SAQA. A minimum of 3–5 years' experience at Supervisor level in Financial and Management. Knowledge of BAS. Extensive Knowledge of PERSAL and LOGIS for Salaries Knowledge of Vulindlela. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of PFMA and Treasury Regulations, Strong Financial Management Skills Good communication skills (verbal and written), problem solving, time management Computer skills (Excel and Word) Policy Analysis Skills Conflict Management Skills.

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

ENQUIRIES : Mr. Matju SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

POST 16/58 : **ASSISTANT DIRECTOR: HAST & HPM REF NO: LDARD 18/3/2024 (X1 POST)**

SALARY CENTRE : R444 036 per annum (Level 09)
: Head Office: Polokwane

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF Level 8 in social work/ clinical psychology. Registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist. A minimum of three 3 years relevant experience in Employee Health and Wellness. Experience in HAST and HPM will be an added advantage. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices and procedures on Incapacity Management, EPA SA Standards. Thorough knowledge and understanding of National Strategic Plan (NSP) for HIV, TB and STIs. Understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy.

DUTIES : Coordinate the Mainstreaming HIV, TB and STIs programmes into the core mandate of the department. Coordinate the provision of HIV testing, TB, and health screening. Coordinate HIV, TB and STIs prevention programmes. Provide care and support programmes (Psychosocial

assessment, counselling, referral services of employees on Incapacity Management). Coordinate the implementation of Health and Productivity programmes. Coordinate Mental Health programmes. Implement Peer Education programme. Coordinate Disease Management programmes (Communicable and Non-Communicable). Compile and submit HAST & HPM reports. Coordinate the development, review, implementation of HAST, HPM policies and Standard Operating Procedures (SOP). Liaise with relevant internal and external stakeholders on the implementation of HAST & HPM programmes.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, 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 16/59 : **IT NETWORK ADMINISTRATOR REF NO: LDARD 19/3/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Capricorn District Office
REQUIREMENTS : Grade 12 plus an appropriate qualifications NQF level 6 in Information Technology or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three (3) years relevant experience in IT Environment. Valid drivers' licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of Cisco Switches. Network cabling. Microsoft exchange and office suite. BAS, PERSAL AND LOGIS. Knowledge management. Communication. Reporting. Advanced computer literacy. Problem solving. Creativity. Flexibility. Team player. Responsiveness.

DUTIES : Configuring of computers, laptops and printers. Provide 1st line support to all users at the Department. Provide technical support to the voice and data integration networks and unified messaging. Ensure that users equipment and software in the Department are kept up to date, to keep abreast with new technology. Ensure that the anti-virus software, patches and fixes are loaded on the servers and computers. Ensure that internet security, network security and physical security measure are taken against malicious harm and theft. Ensure that the network is fully redundant and that high-speed backbone and infrastructure is implemented to accommodate new and improved technologies. Ensure that the network infrastructure can handle new initiatives that are aligned to e-Government. Ensure that network printers are fully operational, shared for specific users and configurations are set for optimal printing. Ensure effective backups and back up strategies are implemented. Ensure that all software is fully licensed and upgraded/renew software licenses as and when required.

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

POST 16/60 : **VETERINARY TECHNOLOGIST REF NO: LDARD 20/3/2024 (X1 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Makhado Laboratory
REQUIREMENTS : Grade 12 plus an undergraduate qualification NQF level 6 in Veterinary Technology. Registration with the South African Veterinary Council as Veterinary Technologist. A minimum of one (1) year experience in Veterinary Laboratory. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.

DUTIES : The incumbents must render a technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP's and implementation of approved SOP's in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section.

ENQUIRIES : Mr. Mabula NJ Tel No: (015) 294 3582, 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 16/61 : **AGRICULTURAL ADVISOR / LECTURER: ANIMAL PRODUCTION REF NO: LDARD 21/3/2024 (X1 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Tompi Seleka College of Agriculture
REQUIREMENTS : Grade 12 plus an appropriate minimum qualification NQF Level 8 in Agriculture in Animal Production /Science or equivalent appropriate tertiary qualification as recognised by SAQA. minimum of two (02) years' experience in Animal Production. Teaching experience will be an added advantage. Knowledge, Competencies and Skills: Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.

DUTIES : Provision of lectures in large and small ruminants (Beef and small stock production and other animal science related modules/subjects). Provide lectures to Diploma students and farmers. Help during selection, admission and orientation of first year students. Research information on

the internet and library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and reexamination question papers. Mark tests, assignment scrips and prepare semester and final mark. Invigilates during tests and examinations. Providing counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experiential learning reports. Conducting outreach service. Assist Head of Department - Animal Production in work-related issues.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, 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 16/62 : **AGRICULTURAL ADVISOR / LECTURER: PLANT PRODUCTION REF NO: LDARD 22/3/2024 (X1 POST)**

SALARY : R376 413 per annum (Level 08)

CENTRE : Tompi Seleka College of Agriculture

REQUIREMENTS : Grade 12 plus an appropriate minimum qualification NQF level 8 in Agriculture in Plant Production. Post graduate Diploma in Education or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of two (02) years' experience in Plant Production. Teaching experience will be an added advantage. A Valid driver's license (with exception of people disabilities). Knowledge, Competencies and Skills: Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.

DUTIES : Provision of lectures in Plant Production. Provide lectures to Diploma students and farmers. Help during selection, admission and orientation of first year students. Research information on the internet and library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and reexamination question papers. Mark tests, assignment scrips and prepare semester and final mark. Invigilates during tests and examinations. Providing counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experiential learning reports. Conducting outreach service. Assist Head of Department - Animal Production in work related issues.

ENQUIRIES : Mr. Mabula NJ Tel No: (015) 294 3582, 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 16/63 : **ANIMAL HEALTH TECHNICIAN (X7 POSTS)**

SALARY : R376 413 per annum (Level 08)

CENTRE : Sekhukhune East Ref No: LDARD 23/3/2024 (X2 Posts)

Vhembe Far North Ref No: LDARD 24/3/2024 (X1 Post)

Waterberg North Ref No: LDARD 25/3/2024 (X1 Post)

Capricorn Northwestern Ref No: LDARD 26/3/2024 (X2 Posts)

Capricorn South Ref No: LDARD 27/3/2024 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). 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.

DUTIES : Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes. Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and do clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.

ENQUIRIES : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007

Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324

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

<u>POST 16/64</u>	:	<u>AGRICULTURAL ECONOMIST REF NO: LDARD 28/3/2024 (X1 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Capricorn South
<u>REQUIREMENTS</u>	:	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 (code B) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<u>POST 16/65</u>	:	<u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN AND ASSEST MANAGEMENT REF NO:29/3/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	LDARD
<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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, 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 16/66</u>	:	<u>SENIOR STATE ACCOUNTANT: PURCHASING MANAGEMENT REF NO: LDARD 30/3/2024 (X1 POST)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF Level 6 in Supply Chain Management/Financial Management, Public Management or Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years' experience in Supply Chain Management environment. Any related prescripts, contact management. A qualification related to Treasury and competence for Finance officials will be an added advantage. Preparedness to security clearance and disclosure of financial interest. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and goo communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in Microsoft Word and Excel.
<u>DUTIES</u>	:	Advertising of the bids. Opening and closing of the tender box. Bid Management. Responsible for the full Supply Chain Management procedures and processes. Opening and closing of the tender box. Compile bid register and check lists after closing and stamping the documents. Evaluation of the bids. Compilation of the evaluation reports. Arrange meetings of both committees. Compile monthly procurement reports. Compilation of agenda for the bid and sub-bid committees. Communicate with the end user on decisions made by sub-bid committee. Conduct physical inspections. Ensure an uninterrupted flow of goods and services for all users.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, 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 16/67 : **SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 31/3/2024 (X1 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Madzivhandila College of Agriculture
REQUIREMENTS : 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: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS, BAS and PERSAL system. Knowledge of finance, administration, planning and organizing, budgeting. Interpersonal and computer literacy skills. communication (verbal and written) skills.

DUTIES : Development and review of SCM policies and procedures. Responsible for the full Supply Chain Management procedures' from demand management through to monitoring and contract management' 'Administer and implement procurement in terms of the Procurement Plan, preferential procurement regulations, Supply Chain Management regulations and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to Supply Chain Management. Monthly reporting including but not limited to relevant disclose notes. Responsible for the compiling and controlling of business unit budget, manage all personal matters in the business unit and ensure timeous and correct payments of suppliers. Ensure and uninterrupted flow of goods and services of all users.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, 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 16/68 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 32/3/2024 (X1 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Vhembe District
REQUIREMENTS : 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. Knowledge of PERSAL system. Knowledge, Competencies and skills: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills.

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 : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

POST 16/69 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: LDARD 33/3/2024 (X1 POST)**

SALARY : R376 413 per annum (Level 08)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate qualifications NQF level 6 in Organisation and Work study, Management Services, Production Management, Operations Management, Industrial and Organisation Psychology or HR Management, HR Development, Public Management/ Administration or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 2 years' experience in organisational development/ Work-study and job Evaluation. 1-2 years' experience in organisational development environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Understanding of the legislative framework governing the Public Service, i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, etc. Competencies: Experience in organisational development practices, organisational design, Job evaluation system, Job descriptions & job profile development Business process re-engineering, Work-study techniques (Method study and work measurement). Understanding of Amended 2015 Directive on changes to organisational structures by Departments, Organisational design toolkit, Skills: Analytical Skills, Good Communication skills, Facilitation skills; Presentation skills; Report Writing Skills, Financial Management, Problem Solving, Planning & organizing, Time Management Coordination skills; Personal Attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent;

		Responsiveness, Co-operative; Team player; Supportive, Willing to work under changing and difficult circumstances.
<u>DUTIES</u>	:	Conduct work study investigations to advice on organisational structure, post provision and overall organisational efficiencies. Conduct Job analysis and evaluation for grading of mandatory and non-mandatory jobs. Facilitate the development of job descriptions and job profiles. Conduct business process management and improvement.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, 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 16/70</u>	:	<u>ENGINEER TECHNICIAN GRADE A REF NO: LDARD 34/3/2024 (X1 POST)</u>
<u>SALARY</u>	:	R371 253 per annum, (OSD)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	Grade 12 plus a National Diploma in Engineering or relevant qualification. A minimum of three year's post qualification and technical (Engineering) experience. Compulsory registration with ECSA as a professional Engineering Technician. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills. Project management, technical design and analysis. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork Creativity. Customer focus and responsiveness.
<u>DUTIES</u>	:	Render technical service: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related function: Provide inputs into the budgeting process as required; Compile and submit report as required; Proved and consolidate input to the technical/engineering operational plan; Develop, Implement, and maintain databases; and supervise and control technical and related personnel and asset. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST 16/71</u>	:	<u>ARTISAN FOREMAN (X2 POSTS)</u>
<u>SALARY</u>	:	R362 130 per annum, (OSD)
<u>CENTRE</u>	:	Sekhukhune District Ref No: LDARD 35/3/2024 (X1 Post) Capricorn District Ref No: LDARD 36/3/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 5 years post qualification experience as an Artisan. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Team leadership. Technical Analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication skills. Computer skills. Planning and organizing. Conflict Management.
<u>DUTIES</u>	:	To perform and/or supervise technical design, production, operation and maintenance services. Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<u>POST 16/72</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: AGRARIAN TRANSFORMATION AND SECTOR DEVELOPMENT SERVICES REF NO: LDARD 37/3/2024 (X1 POST)</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane

- REQUIREMENTS** : Grade 12 plus an appropriate qualifications NQF level 6 in Management Assistance / 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: Agrarian Transformation and Sector Development Services. 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** : Mr. Mabula NJ (015) 294 3582, 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 16/73** : **AGRICULTURAL RESOURCE TECHNICIAN (X2 POSTS)**
- SALARY CENTRE** : R308 154 per annum (Level 07)
Waterberg West Ref No: LDARD 38/3/2023 (X1 Post)
Capricorn South Ref No: LDARD 39/3/2023 (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 1 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** : Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
- POST 16/74** : **ADMIN OFFICER REF NO: LDARD 40/3/2024 (X1 POST)**
- SALARY CENTRE** : R308 154 per annum (Level 07)
Mopani North Agro Ecological Zone Office
- REQUIREMENTS** : Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Management Assistant or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years' experience in Administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and skills: Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.
- DUTIES** : Manage the day-to-day operations of the office, including scheduling meetings organizing files, and handling correspondence. Act as the point of contact between offices and internal/external stakeholders. Prepare reports, presentations, and other documents for the office as required.
- ENQUIRIES** : Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
- POST 16/75** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: LDARD 41/3/2024 (X1 POST)**
- SALARY CENTRE** : R308 154 per annum (Level 07)
Mara Research Station
- REQUIREMENTS** : Grade 12 plus an appropriate qualifications NQF level 6 in Public Management/Administration or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three 3 years' experience in Administration. Knowledge, Competencies, and skills: Knowledge of clerical duties,

practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working government. Job knowledge, Communication skills (both verbal and written). Good interpersonal relations skills. Flexibility. Teamwork. Computer skills. Planning and Organising. Language.

DUTIES : Supervise and render an administrative support service. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Research Centre. Supervise and provide personnel administration clerical support services within the Research Centre. Supervise and provide financial administration support services in the Research Centre. Supervise human resources/staff.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, 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 16/76 : **ARTISAN PRODUCTION GRADE A (X3 POSTS)**

SALARY CENTRE : R230 898 per annum, (OSD)
Vhembe District Ref No: LDARD 42/3/2024 (X1 Post)
Sekhukhune District Ref No: LDARD 43/3/2024 (X1 Post)
Madzivhandila College of Agriculture Ref No: LDARD 44/3/2024 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). A minimum of 5 years post qualification experience as an Artisan. Knowledge, Competencies and Skills: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. 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. Knowledge of various types of farm infrastructure and maintenance tools will be an added advantage.

DUTIES : To render technical design, production, operation and maintenance services. Supervise handyman and tradesman aid. Perform routine inspections and general repairs and implement and oversee the preventative maintenance programme. Manage outsourced contracts and drawing up minor contract specifications. Maintain and service equipments. Maintenance of buildings, fittings 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. Maintenance of Water supply equipment, Installation of new irrigation pipes, Maintenance of plant sewage. Perform administrative related functions.

ENQUIRIES : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
Madzivhandila College of Agriculture: Mr. Mabula NJ Tel No: (015) 294 3582, 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
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST 16/77 : **FINANCE CLERK (X2 POSTS)**

SALARY CENTRE : R216 417 per annum (Level 05)
Waterberg District Ref No: LDARD 45/3/2024 (X1 Post)
Sekhukhune District Ref No: LDARD 46/3/2024 (X1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and skills: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PERSAL and BAS. Financial Management Skills, Communication skills, Conflict management skills, Report writing skills. Knowledge in computer applications and writing skills.

DUTIES : Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Processing of payments. Liaise with internal and external clients with matters concerning revenue and debt.

ENQUIRIES : Waterberg District: Mr. Matju SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST 16/78 : **SUPPLY CHAIN CLERK REF NO: LDARD 47/3/2024 (X1 POST)**

SALARY CENTRE : R216 417 per annum (Level 05)
Waterberg District Office

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and skills: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PERSAL

- and BAS. Financial Management Skills, Communication skills, Conflict management skills, Report writing skills. Knowledge in computer applications and writing skills.
- DUTIES** : Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Processing of payments. Liaise with internal and external clients with matters concerning revenue and debt.
- ENQUIRIES** : Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
- POST 16/79** : **HUMAN RESOURCE CLERK REF NO: LDARD 48/3/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Capricorn District
REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and skills: Knowledge of PERSAL System. Knowledge, Skills and Competencies: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
- DUTIES** : Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition on Overtime. Termination of service. Performance Management.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
- POST 16/80** : **HUMAN RESOURCE CLERK: HR PROVISIONING AND UTILIZATION REF NO: LDARD 49/3/2024 (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge of PERSAL System. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
- DUTIES** : Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Handle SMS/MMS packages.
- ENQUIRIES** : Mr. Mabula NJ Tel No: (015) 294 3582, 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 16/81** : **ADMINISTRATIVE CLERK REF NO: LDARD 50/3/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Madzivhandila College of Agriculture
REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge of PERSAL System. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
- DUTIES** : Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition on Overtime. Termination of service. Performance Management.
- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, 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 16/82** : **ADMINISTRATIVE CLERK (X3 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Sekhukhune West Ref No: LDARD 51/3/2024 (X1 Post)
Makhado Laboratory Ref No: LDARD 52/3/2024 (X1 Post)
Capricorn East Ref No: LDARD 53/3/2024 (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Makhado Laboratory: Mr. Mabula NJ (015) 294 3582, 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

Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

- POST 16/83** : **SWITCHBOARD OPERATOR (X2 POSTS)**
- SALARY CENTRE** : R183 279 per annum (Level 04)
: Vhembe District Ref No: LDARD 54/3/2024 (X1 Post)
: Waterberg District Ref No: LDARD 55/3/2024 (X1 Post)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Waterberg District: Mr. Matju SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
: Vhembe District: Mammburu TD Tel No: (015) 963 2005 / Rathogwa MM Tel No: (015) 963 2007
- POST 16/84** : **DRIVER / MESSENGER: FACILITIES AND RECORD MANAGEMENT REF NO: LDARD 56/3/2024 (X1 POST)**
- SALARY CENTRE** : R183 279 per annum (Level 04)
: Capricorn District: Facilities and Record Management
- REQUIREMENTS** : Grade 12 or equivalent qualification as recognised by SAQA. A minimum of two (2) years' experience as a Messenger/Driver. A valid driver's license. Knowledge, Competencies and skills: Good communication skills. Ability to read and write. Interpersonal skills, communication skills, Writing skills, time management, conflict management.
- DUTIES** : Mail distribution. Collect mail and documents from and to the department. Collect and deliver correspondence / parcels for the district at various collection and distribution points. Provide a transport service for the District Office. Maintenance of the vehicle.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
- POST 16/85** : **LABORATORY ASSISTANT REF NO: LDARD 57/3/2024 (X1 POST)**
- SALARY CENTRE** : R183 279 per annum (Level 04)
: Mokopane Laboratory
- REQUIREMENTS** : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and skills: Ability to read and write. Interpersonal skills, communication skills, Time management, conflict management. Ability to analyse data.
- DUTIES** : To render a support service to Technicians in the preparation of laboratory tests for analyses. Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.
- ENQUIRIES** : Mr. Mabula NJ Tel No: (015) 294 3582, 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 16/86** : **HANDYMAN: ENGINEERING, INFRASTRUCTURE & MAINTENANCE SERVICES (X3 POSTS)**
- SALARY CENTRE** : R155 148 per annum (Level 03)
: Capricorn District Ref No: LDARD 58/3/2024 (X1 Post)
: Vhembe District Ref No: LDARD 59/3/2024 (X1 Post)
: Tompi Seleka College Ref No: LDARD 60/3/2024 (X1 Post)
- REQUIREMENTS** : 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.
- DUTIES** : Maintenance of buildings, fittings 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>	:	Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 9632007
<u>POST 16/87</u>	:	<u>PHOTOCOPIER OPERATOR REF NO: LDARD 61/3/2024 (X1 POST)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Capricorn South
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Minimum one (1) year experience in Operating Photocopier Machine. Knowledge, Competencies and Skills: Knowledge of maintenance photocopier machine. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Operating of photocopy machine. Keeping record of copies made. Scanning of documents. Safekeeping and minor maintenance photocopier machine. Report defects.
<u>ENQUIRIES</u>	:	Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<u>POST 16/88</u>	:	<u>FARM AID (X6 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Tompri Seleka College of Agriculture Ref No: LDARD 62/3/2024 (X3 Posts) Mara Research Centre Ref No: LDARD 63/3/2024 (X1 Post) Towoomba Research Centre Ref No: LDARD 64/3/2024 (X2 Posts)
<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. 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>	:	Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, 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 16/89</u>	:	<u>CLEANER (X6 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Waterberg North Zone Ref No: LDARD 65/3/2024 (X1 Post) Sekhukhune West Ref No: LDARD 66/3/2024 (X2 Posts) Sekhukhune East Ref No: LDARD 67/3/2024 (X1 Post) Mopani East Ref No: LDARD 68/3/2024 (X1 Post) Mopani North Ref No: LDARD 69/3/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	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 equipments.
<u>ENQUIRIES</u>	:	Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna 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 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 16/90</u>	:	<u>GENERAL WORKER (X3 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Waterberg East Zone Ref No: LDARD 70/3/2024 (X1 Post) Vhembe Central Ref No: LDARD 71/3/2024 (X1 Post) Vhembe West Ref No: LDARD 72/3/2024 (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.
- DUTIES** : 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.
- ENQUIRIES** : Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
- POST 16/91** : **GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (X16 POSTS))**
- SALARY CENTRE** : R131 265 per annum (Level 02)
Mopani North Ref No: LDARD 73/3/2024 (X3 Posts)
Vhembe Central Ref No: LDARD 74/3/2024 (X1 Post)
Vhembe West Ref No: LDARD 75/3/2024 (X6 Posts)
Vhembe Far North Ref No: LDARD 76/3/2024 (X6 Posts)
- REQUIREMENTS** : 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.
- DUTIES** : 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 all product listed in (ii) above. 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.
- ENQUIRIES** : 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
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
- POST 16/92** : **FIELD RANGER REF NO: LDARD 77/3/2024 (X1 POST)**
- SALARY CENTRE** : R131 265 per annum (Level 02)
Towoomba Research Centre
- REQUIREMENTS** : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Firearm competency and licence. Farm work experience and knowledge of various types of farm activities will be an added advantage. A valid driver's licence (with exception of people with disabilities) will be an added advantage. Knowledge, competencies, and skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Report writing. Knowledge of security services. Firearm competency. Communication skills. Good interpersonal relation skills. Knowledge of Batho Pele Principles.
- DUTIES** : Farm patrol. Arrest of poachers and trespassers. Searching and dismantling of snares. Searching for the missing animals. Crime prevention. Culling of animals and maintenance of farm infrastructures like fences. Guarding of farm assets and control of veld fires.
- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, 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

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender, and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as it appears below.

- APPLICATIONS** : Should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700 or delivered personally at 28 Market Street (next to UNISA) Registry Office (First floor). NB: Alternatively, applications should be emailed to the respective email address as provided for each post.
- CLOSING DATE** : 31 May 2024
- NOTE** : Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number

for the post must be quoted. SMS candidates are required to produce proof of completion of National School of Government Senior Management Pre-Entry Programme prior to appointment. The course is obtainable on link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. "All SMS shortlisted candidates 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 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." Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. This advert will also be available on the following website: www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment in respect of the advertised post.

MANAGEMENT ECHELON

POST 16/93 : **DEPUTY DIRECTOR-GENERAL: COOPERATIVE GOVERNANCE REF NO: COGHSTA 02/24**
: Branch: Cooperative Governance

SALARY : R1 663 581 per annum (Level 15), (all-inclusive salary package)
CENTRE : Polokwane

REQUIREMENTS : Matric plus an undergraduate qualification (NQF 7) and a post graduate qualification in Public Administration / Public Management/ Political Administration (NQF level 8) or related studies as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Knowledge of Ministerial operations, Public Service Regulation, Public Service Act, PFMA, Knowledge of the Political and Parliamentary Processes in South Africa, Understanding of Functional areas covered by the Executing Authority's Portfolio. Report Writing, Time management.

DUTIES : Overall management of the Branch; Support and facilitate municipal integrated development and planning services; Coordinate municipal infrastructure development; Monitor, support and evaluate the performance of municipalities; Coordinate intergovernmental relations, public participation and governance; Coordinate provincial disaster management services; Manage resources (financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225/email address: cooperative@coghsta.limpopo.gov.za

POST 16/94 : **DEPUTY DIRECTOR-GENERAL: TRADITIONAL AFFAIRS REF NO: COGHSTA 03/24**
: Branch: Traditional Affairs

SALARY : R1 663 581 per annum (Level 15), (all-inclusive salary package)
CENTRE : Polokwane

REQUIREMENTS : Matric plus an undergraduate qualification (NQF 7) and a post graduate qualification in Public Administration / Public Management/ Anthropology (NQF level 8) or related studies as recognized by SAQA. Minimum 8-10 Years of experience at a senior managerial level, and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Limpopo Traditional Leadership and Institutions Act 6 of 2005 and its regulations; Initiations School Circumcision Act 5 of 1996 and its regulations; Limpopo House of Traditional Leaders, PFMA.

DUTIES : Overall management of the Branch; Provide anthropological and administrative support to the institution of traditional leadership; Oversee the management and administrative support to Kingships and Queenship; Support and monitor traditional councils; Oversee and monitor the management of initiation schools; Provide support to the establishment and administrative functions of the Provincial and Local Houses of Traditional and Khoisan Leaders; Oversee and

coordinate the recognition and events of traditional leaders; Manage resources (financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225/email address: traditional@coghsta.limpopo.gov.za

POST 16/95 : **CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT MANAGEMENT**
REF NO: COGHSTA 04/24

Branch: ISHS

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Region A

REQUIREMENTS : Matric plus an undergraduate qualification in Built Environment and/ or Town and Regional Planning (NQF 7) or related studies as recognized by SAQA. A minimum of 5 years relevant experience in Infrastructure Project Management at senior management level. Registration with Professional Bodies will be added advantage Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Honesty and Integrity. Personal Attributes: Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude. Application of the legislative framework governing the public, PFMA, Housing Act no 107 of 1997, Town Planning and Township Ordinance 15 of 1986, Development and Facilitation Act 67 of 1995, National Housing Code of 2009, National Home Builders Registration Act (NHBRC Act); Policy Formulation; Research.

DUTIES : Ensure the provision of project management systems that support all human settlements projects and programmes; Provide strategic guidance in managing and optimizing delivery of integrated sustainable human settlements projects, stakeholder engagement, Management of the chief directorate; Provide strategy on the identification, initiation and conducting of research that informs the planning and implementation of Human Settlements programmes in the province; Oversee the management of programmes and projects planning and design processes of sustainable human settlements; Ensure compliance with all built environment and other legislative frameworks which include amongst others Building Regulations, National Environmental Management Act (NEMA), Housing Consumers Protection Measures Act and DoRA; Manage resources (financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225/email address intergrated@coghsta.limpopo.gov.za

POST 16/96 : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT SERVICES REF NO: COGHSTA 05/24**

Branch: Corporate Services

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Polokwane

REQUIREMENTS : Matric plus an undergraduate qualification in Public Management/ Law/Social Sciences/Business Management (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Legal services, PFMA, MFMA etc. Knowledge on the relevant policies/prescripts and procedures etc. Call Centre management, Batho Pele principles application, Employment Act, Job Access Strategic Framework on the Recruitment, Employment and Retention of Persons with Disabilities, White Paper on the Transformation of the Public Service 1995, White Paper on Affirmative Action in the Public Service 1998, Technical Assistance Guidelines in the Employment of People with Disabilities 2003, Strategic Framework for Gender Equality with the Public Services 2001, Basic Condition of Employment Act and Occupational Health and Safety Act 1997, Promotion of Equality and Prevention of Unfair Discrimination, Gender Policy framework for Local Government, Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa (2003), The Promotion of Equality and Prevention of Unfair Discrimination Act of 2000 (PEPUDA) Monitoring and Evaluation skills, Management of child rights and rights of older persons.

DUTIES : Manage strategic planning services and institutional performance; Coordinate research and development of policies; Monitor and evaluate institutional performance; Ensure the co-ordination of Batho Pele programmes; Oversee service delivery complaints management services; Oversee and manage legal services; Coordinate mainstreaming of special programmes (gender, youth, disability, older persons rights and child rights); Manage resources (Financial, human and physical).

ENQUIRIES : Mr. Ramagoshi Phuti Tel No: (015) 294 2225/email address: administration@coghsta.limpopo.gov.za

<u>POST 16/97</u>	:	<u>CHIEF DIRECTOR: ANTHROPOLOGICAL SERVICES AND HOUSES OF TRADITIONAL LEADERS REF NO: COGHSTA 06/24</u>
	:	Branch: Traditional Affairs
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Anthropology /Social Science/ Public Management (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Knowledge of Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Traditional and KHOI- SAN Leadership Act 3 of 2019, Basic Conditions of Employment Act, Traditional Leadership Protocols, etc. Excellent interpretation of policy and legislation.
<u>DUTIES</u>	:	Oversee and manage anthropological services (recognition of traditional communities and traditional leaders); Manage and coordinate activities of the Houses of Traditional and Khoisan Leaders; Oversee and facilitate conflict resolutions of traditional leaders; Manage the customary initiation programme; Manage resources (Financial, human, and physical).
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225/email address: traditional@coghsta.limpopo.gov.za
<u>POST 16/98</u>	:	<u>DIRECTOR: HUMAN SETTLEMENT PROGRAMME & PROJECT MANAGEMENT REF NO: COGHSTA 07/24</u>
	:	Branch: ISHS
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Sekhukhune
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Built Environment (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Registration with Professional Bodies will be added advantage. Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Building construction, Conflict management, Planning and costing of house designs.
<u>DUTIES</u>	:	Ensure the verification of beneficiaries; Manage, monitor, evaluate and advice on the implementation of human settlements projects in alignment with signed SLAs/contracts; Manage project information and reports; Plan, facilitate and coordinate the implementation of the EPWP in housing projects; Quality assure houses constructed; Facilitate and coordinate the development of infrastructure projects for human settlements; Manage and oversee the work of implementing agencies; Provide advice on the development of human settlements multiyear plans; Ensure the availability of coordinates (location) of projects; Manage resources (Financial, human and physical).
<u>ENQUIRIES</u>	:	Mr. Ramagoshi Phuti Tel No: (015) 294 2225/email address intergrated@coghsta.limpopo.gov.za
<u>POST 16/99</u>	:	<u>DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 08/24</u>
	:	Branch: Cooperative Governance
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Public Management/Development Studies/Community Development (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Oversee implementation and evaluation of Community Development Programmes; Facilitate partnerships between the department, municipalities, and other role-players for provision of integrated services to affected households; Support municipalities to develop, monitor and maintain service delivery complaints; Develop and monitor early warning systems relating to community concerns; Coordinate research on community development; Ensure marketing and profiling of the work of CDWs in districts; Manage integrated community development

interventions in partnership with other relevant stakeholders; Manage resources (Financial, human and physical).

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za

POST 16/100 : **DIRECTOR: DEMOCRATIC GOVERNANCE REF NO: COGHSTA 09/24**
: Branch: Cooperative Governance

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification in Public Admin/Public Management/Political Science NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, PFMA, Structures and Systems ACT, Demarcation Act, Election Act, Constitution, Intergovernmental framework Act, Labour Relation Act, PFMA.

DUTIES : Provide support to elections and governance programmes; Co-ordinate inter-governmental relations; Promote public participation programmes; Manage resources (financial, human and physical).

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za

POST 16/101 : **DIRECTOR: LAND USE, DEEDS & STRATEGIC STATUTORY PLANNING REF NO: COGHSTA 10/24**
: Branch: Cooperative Governance

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification Town and Regional Planning (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level, Registration with SACPLAN and valid driver's license (with exception of person with disability). core and process competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. skills and knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Capacity to develop, review and analyze spatial planning and land use management policy frameworks.

DUTIES : Oversee Land Use Management; Oversee Deeds Services; Oversee Strategic Statutory Planning; Manage resources (Financial, human and physical).

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za

POST 16/102 : **DIRECTOR: INTERNAL CONTROL REF NO: COGHSTA 11/24**
: Branch: Financial Management Services

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification in Financial Management/Accounting/Auditing/Internal Auditing (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures (GRAP) Generally Recognized Accounting Practices (ISPPA) International Standards for Professional Practices of Internal Auditor.

DUTIES : Manage governance services; Facilitate and manage assurance services; Manage the fraud and loss management system, Coordinate audit services; Manage and coordinate financial systems; Manage resources (Financial, human and physical).

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: administration@coghsta.limpopo.gov.za

<u>POST 16/103</u>	:	<u>DIRECTOR: DEMAND, ACQUISITION & CONTRACT MANAGEMENT REF NO: COGHSTA 12/24</u>
	:	Branch: Financial Management Services
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Accounting/Financial Management/Supply Chain Management (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of disabled applicants). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Procurement legislations, Logistics management, PFMA.
<u>DUTIES</u>	:	Develop supply chain management policies; Oversee demand services; Oversee acquisition services; Manage open bids and quotations-based bids; Render secretariat services to the bid committees; Oversee contract management services; Manage resources (financial, human and physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: administration@coghsta.limpopo.gov.za
<u>POST 16/104</u>	:	<u>DIRECTOR: HR ADMINISTRATION & EMPLOYEE WELLNESS REF NO: COGHSTA 13/24</u>
	:	Branch: Corporate Services
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Human Resource Management/Labour Relations/Public Administration (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level in Human Resource and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Knowledge and understanding of Public Sector policies, Acts and prescripts, especially regarding Human Resources Management and Labour Relations Management. Knowledge of HR practices in the Public Service and of HR formulas; PERSAL knowledge; Knowledge of Change Management principles; proven experience in Policy Development and implementation. PFMA, Labour Relations.
<u>DUTIES</u>	:	Ensure development and review of recruitment & selection policies and processes; Oversee recruitment processes; Oversee the administration of conditions of service; Ensure proper management of leaves; Monitor and coordinate the implementation of EAP, HIV and AIDS, occupational health and safety programmes in the Department and Municipalities; Manage resources (Financial, human and physical).
<u>ENQUIRIES</u>	:	Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: administration@coghsta.limpopo.gov.za
<u>POST 16/105</u>	:	<u>DIRECTOR: HOD SUPPORT REF NO: COGHSTA 14/24</u>
	:	Branch: HOD Support
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Public Management/ Public Administration (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service Multilateral economic agreements Statistical analysis, Research growth and development strategies. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service. Service Delivery Innovation (SDI).
<u>DUTIES</u>	:	Provide overall management of the Office of the Head of Department; Provide administrative and management support services to the HOD; Monitor and coordinate the implementation of strategic decisions from various internal and external forums; Provide secretariat services to the meetings and committees of the HOD; Manage resources (Financial, Human and Physical).
<u>ENQUIRIES</u>	:	Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: administration@coghsta.limpopo.gov.za

POST 16/106 : **DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 15/24**
Branch: Cooperative Governance

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification in Accounting/Financial Management (NQF 7) or related studies as recognized by SAQA. Minimum 5 Years of experience at a middle/senior managerial level and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Knowledge of: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, MFMA, Understanding of the public services environment, HR matters, finance, Planning and Organizing, Applicable legislations; Research orientated person; Networking skills; Organizational skills; Adaptability to meet the goals during changes; Policy formulation.

DUTIES : Manage and ensure the co-ordination of municipal financial support programme; Monitor the implementation of the Audit Action Plan; Support municipalities to reduce Unauthorized, Irregular, Wasteful and Fruitless expenditure; Oversee and support the implementation and review of financial regulation and policies; Build and monitor financial capacity in municipalities; Ensure establishment and functionality of Limpopo Provincial Valuation Appeal Board; Manage resources (Financial, human and physical).

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za

OTHER POSTS

POST 16/107 : **CHIEF CONSTRUCTION PROJECT MANAGER: MUNICIPAL INFRASTRUCTURE DELIVERY PROGRAMME REF NO: COGHSTA 16/24**
Branch: Cooperative Governance

SALARY CENTRE REQUIREMENTS : R1 200 426 per annum, (all-inclusive salary package), (Level OSD).
: Capricorn
: Matric plus an undergraduate qualification in Built Environment field (NQF 6) or related studies as recognized by SAQA with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP; A minimum of 6 years' experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Process knowledge and skills, Maintenance skills and knowledge, Creating high performance culture, Technical consulting.

DUTIES : Manage all applicable municipal conditional grant programme inclusive of coordination and development of grant business plans, EPWP reporting, compliance to grant conditions; Monitor, support and coordinate development and implementation of municipal infrastructure operations and maintenance plans; Monitor the development and updating of indigent policies and registers for provision of free basic services; Monitor and support municipalities in the provision of water services and energy.

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za

POST 16/108 : **CHIEF PROFESSIONAL SURVEYOR: LAND SURVEY SERVICES REF NO: COGHSTA 17/24**
Branch: Cooperative Governance

SALARY CENTRE REQUIREMENTS : R1 042 170 per annum, (all-inclusive salary package), (Level OSD).
: Polokwane
: Matric plus an undergraduate qualification in Survey/Geomatics degree (BSc - Survey/Geomatics) (NQF 7) or related studies as recognized by SAQA; Compulsory registration with PLATO as Professional Surveyor. A minimum of 6 years in Land Surveyor Services and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgment, Maintenance skills and knowledge, Mobile equipment.

DUTIES : Design, plan and perform surveys; Maintain survey operational effectiveness; Render Governance Services; Provide Financial Management Services.

- ENQUIRIES** : Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za
- POST 16/109** : **DEPUTY DIRECTOR: DEEDS SERVICES REF NO: COGHSTA 18/24**
Branch: Cooperative Governance
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification (NQF 6) as recognized by SAQA. A minimum of 5 years relevant experience and valid driver's license (with exception of disabled applicants). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Proclamation R 293/62,45 of 1990, Deeds Registries Act.
- DUTIES** : Manage the process of issuing Deeds of grants; Manage and coordinate the transfer of immovable properties; Manage and facilitate cancellation of charges/bonds; Manage and coordinate the issuing of certified copies of Deeds; Facilitate the retrieval of lost copies of Deeds of grants; Manage lodgements and registration of Deeds documents at the Deeds office.
- ENQUIRIES** : Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za
- POST 16/110** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 19/24**
Branch: Cooperative Governance
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Mopani
: Matric plus an undergraduate qualification in Accounting/ Financial Management/Auditing (NQF 6) or related studies as recognized by SAQA. A minimum of 5 years relevant experience and valid driver's license (with exception of disabled applicants). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA.
- DUTIES** : Support and monitor compliance with MFMA and effectiveness and functionality of governance structures; Support and monitor the development of valuation rolls, supplementary valuation rolls; Monitor and provide hands on support on the preparation, timely submission of Annual Financial Statements to Auditor-General and assist in addressing issues raised by the Auditor-General; Support and monitor the development and implementation of revenue enhancement strategies; Facilitate Provincial Debt Forum and monitor the payments of debts owed by Governments Departments to Municipalities; Coordinate and facilitate Provincial Oversight Committee Forum on clean audit.
- ENQUIRIES** : Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za
- POST 16/111** : **DEPUTY DIRECTOR: IDP COORDINATION REF NO: COGHSTA 20/24**
Branch: Cooperative Governance
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Capricorn
: Matric plus an undergraduate qualification in Development Studies/Public Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Municipal Systems Act, MFMA, IGR Act Municipal Structures Act, Constitution of the Republic of SA, Technical Knowledge of Town and Regional planning, Performance monitoring, Presentation skills, Report Writing.
- DUTIES** : Manage the development and reviewal of IDP in line with legislations; Manage the implementation of provincial growth points municipal programme; Manage the implementation of integrated planning framework; Coordinate and monitor support to IDP stakeholders both internal and external.
- ENQUIRIES** : Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: cooperative@coghsta.limpopo.gov.za
- POST 16/112** : **DEPUTY DIRECTOR: DISASTER INSTITUTIONAL CAPACITY & INFORMATION SERVICES REF NO: COGHSTA 21/24**
Branch: Cooperative Governance
- SALARY CENTRE** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Polokwane

- REQUIREMENTS** : Matric plus an undergraduate qualification in Disaster Risk Science / Disaster Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Disaster Management Act and Disaster Management Framework, Batho Pele principles, Public service act, Computer literacy, Dynamics, culture and language of the target community. Negotiation skills, Presentation skills, People management skills, Time management, Computer skill, Numeracy skill.
- DUTIES** : Coordinate Provincial Disaster Management Advisory Forums; Manage development of disaster data information; Develop Public awareness strategy; Coordinate Provincial Joint Operation Committee Meetings; Monitor and evaluate functionality of District Disaster Advisory Forums; Coordinate support for District Disaster Centres, processes for Disaster Management Plans and Provincial Framework for Disaster Management, Develop cooperation agreements; Establish mechanisms to monitor, measure and evaluate review of disaster risk management plans and contingency plans for provincial and municipal organs; Coordinate Disaster Management capacity building programs; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
- ENQUIRIES** : Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za
- POST 16/113** : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING & EVALUATION REF NO: COGHSTA 22/24**
Branch: Cooperative Governance
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
: Waterberg
: Matric plus an undergraduate qualification in Public Management/Administration/Local Government Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc Negotiation skills; Presentation skills; People management skills; Time management.
- DUTIES** : Coordinate and consolidate reports on the state of municipalities, Back to Basics and any other programme; Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA, MFMA and any other applicable prescript; Support municipalities with the implementation of the Performance Management System; Coordinate and facilitate interventions in accordance with the Constitution of RSA, MSA and MFMA; Support and monitor municipalities on audit of predetermined objectives.
- ENQUIRIES** : Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: cooperative@coghsta.limpopo.gov.za
- POST 16/114** : **DEPUTY DIRECTOR: FACILITIES REF NO: COGHSTA 23/24**
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification in in the Build environment/ Property Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years' experience in facilities management and valid driver's license (with exception of person with disability CORE AND Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Knowledge and experience of property management principles, Knowledge and experience of Accommodation and Office Space Planning, Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers, Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, Negotiation skills, Presentation skills.
- DUTIES** : Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the department; Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders; Implement an improved problem resolution mechanism within the Facilities Management environment to

timeously address concerns; Manage the provision of office furniture and equipment; manage telecommunication services; Manage cleaning services and Manage the provision of printing facilities and related equipment; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Mr. Monkoe Mphodi Tel No: (015) 294 2223/email address: administration@coghsta.limpopo.gov.za

POST 16/115 : **DEPUTY DIRECTOR: ICT SECURITY REF NO: COGHSTA 24/24**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification (NQF 6) in Information Technology (NQF 6) or related studies as recognized by SAQA. Minimum 5 Years' experience in ICT security. ICT Security certification will be an added advantage e.g. (CISSP, CISM, CISA etc.). Valid driver's license (with exception of disabled applicants). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Knowledge of ISO17799 security standards; Corporate Governance of ICT Policy Framework. Public Sector ICT regulations; Advanced security protocols and standards; MISS; POPIA.

DUTIES : Manage ICT enterprise security architecture for the Department and support Municipalities; Manage Network, systems, applications and end-point security; Identify and assess ICT related risks. Manage ICT security compliance; Ensure end-user cyber security awareness; Manage ICT security and disaster recovery within the Department; Develop and implement cloud security strategy; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Ms. Mokhomole Makgano Tel No: (015) 294 2270/email address: administration@coghsta.limpopo.gov.za

POST 16/116 : **DEPUTY DIRECTOR: RESEARCH & POLICY REF NO: COGHSTA 25/24**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification in Public Management/ Administration (NQF 6) or related studies as recognized by SAQA; A post graduate degree will be an added advantage. A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, understanding of the public services environment, Strategic Management, HR matters, finance, Planning and Organizing, Applicable legislations, Research orientated person, Policy formulation.

DUTIES : Coordinate and Support policy development; Manage and monitor departmental policy development and review process in the Department and Municipalities; Provide research and policy advise to internal and external stakeholders; Build research networks and partnerships across national, provincial and local governments, parastatals, non-governmental and community-based organizations as well as science and tertiary institutions; Advocate for research based programme development and implementation; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Ms. Monyela Hlokammoni Tel No: (015) 294 2073/email address: administration@coghsta.limpopo.gov.za

POST 16/117 : **DEPUTY DIRECTOR: MISCONDUCT & DISPUTES REF NO: COGHSTA 26/24**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: Matric plus an undergraduate qualification in Law/Labour relations (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability).Core And Process Competencies: Strategic

Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., South African law; procedural law; interpretation; arbitration processes; PCSBC Resolutions, Negotiation skills, Presentation skills, People management skills, Legal skills.

DUTIES : Investigate misconducts and conduct disciplinary hearing; Represent the department on the disputes referred to GPSSBC, CCMA, PSCBC, and the Labour Court; Drafting of legal opinions on Labour matters; Compilation of reports; Training Management and employees on disciplinary code of conduct; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Ms Monyela Hlokammoni Tel No: (015) 294 2073/email address: administration@coghsta.limpopo.gov.za

POST 16/118 : **DEPUTY DIRECTOR: GENERAL RECORDS REF NO: COGHSTA 27/24**
Branch: Corporate Services

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Library and Information Science/Management (NQF 6) or related studies as recognized by SAQA. A minimum of 5 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., POPIA, PAIA, Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community Skills in: Negotiation skills, Presentation skills.

DUTIES : Manage safekeeping of general records; Manage and maintain the file plan; Manage and monitor the implementation of departmental promotion of access to information manual and protection of personal information act; Monitor receipt and dispatch of departmental records; Support municipalities in the development and implementation of records management systems; Manage the messenger services and reproduction services; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Ms Monyela Hlokammoni Tel No: (015) 294 2073/email address: administration@coghsta.limpopo.gov.za

POST 16/119 : **DEPUTY DIRECTOR: HUMAN SETTLEMENTS PERFORMANCE REPORTING REF NO: COGHSTA 28/24**
Branch: ISHS

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification (NQF 6) as recognized by SAQA; A minimum of 5 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Housing Legislation. Policy and other related directives, Understanding of the payment method and procedures of the Department, Good understanding of finance, administration and information management processes, National Housing Code Promotion of access to information.

DUTIES : Manage program progress reports; Manage the performance information of all human settlements programs; Manage and coordinate reports to internal and external stakeholders; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Ms Monyela Hlokammoni Tel No: (015) 294 2073/ email address: intergrated@coghsta.limpopo.gov.za

POST 16/120 : **DEPUTY DIRECTOR: HUMAN SETTLEMENTS CAPACITY DEVELOPMENT REF NO: COGHSTA 29/24**
Branch: ISHS

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: Polokwane : Matric plus an undergraduate qualification (NQF 6) as recognized by SAQA; A minimum of 5 years relevant experience. Valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation; Public Service Act; Housing Act; Housing Code; Breaking New Ground Policies.
<u>DUTIES</u>	: Ensure capacity building for Provincial and Municipal officials on human settlement matters; Provide support to existing accredited Municipalities and emerging Municipalities applying for accreditation; Oversee the development of emerging contractors and cooperatives; Oversee the train a trainer program in human settlement project; Manage monitoring and evaluation of the impact of pilot projects; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
<u>ENQUIRIES</u>	: Ms Monyela Hlokammoni Tel No: (015) 294 2073/ email address intergrated@coghsta.limpopo.gov.za
<u>POST 16/121</u>	: <u>DEPUTY DIRECTOR: INSTITUTIONAL MONITORING & EVALUATION REF NO: COGHSTA 30/24</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R849 702 per annum (Level 11), (all-inclusive salary package) : Polokwane : Matric plus an undergraduate qualification in Public administration/ Information Management/Monitoring & Evaluation (NQF 6) or related studies as recognized by SAQA; A post graduate degree will be an added advantage; A minimum of 5 years relevant experience and valid South African driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Legal services PFMA, Public Audit Act etc. Research, Networking Policy formulation and implementation.
<u>DUTIES</u>	: Conduct institutional Performance Assessment and evaluation on implementation of Policies, Programmes and Systems; Coordinate and compile Institutional Performance and strategic reports; Compile reports to statutory bodies; Facilitate the implementation of productivity and framework measurement; Manage and facilitate the development and maintenance of the information system that supports the performance of the Department; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
<u>ENQUIRIES</u>	: Ms. Palmer Olivia Tel No: (015) 294 2094/email address: administration@coghsta.limpopo.gov.za
<u>POST 16/122</u>	: <u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGHSTA 31/24</u> Branch: Financial Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R849 702 per annum (Level 11), (all-inclusive salary package) : Polokwane : Matric plus an undergraduate qualification in Accounting, Financial Management, Supply Chain Management (NQF 6) or related studies as recognized by SAQA; A minimum of 5 years in a Supply Chain Management or Contract Management and valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Skills & Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad Based Black Economic Empowerment Act (B-BBEEA).
<u>DUTIES</u>	: Develop and manage contract management systems to ensure proper contract administration; Administer timely review of contracts variations; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Undertake dispute resolution and ensure that all documentation is prepare and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics; Manage the coordination, review and monitoring of contract compliance by suppliers according to the contract; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report

on progress as required; Develop implement and maintain processes to ensure proper control of work.

ENQUIRIES : Ms. Palmer Olivia Tel No: (015) 294 2094/email address: administration@coghsta.limpopo.gov.za

POST 16/123 : **TOWN & REGIONAL PLANNER: HUMAN SETTLEMENTS PLANNING REF NO: COGHSTA 32/24**

Branch: ISHS

SALARY : R721 476 per annum, (all-inclusive salary package), (Level OSD).

CENTRE : Polokwane

REQUIREMENTS : Matric plus an undergraduate qualification in Urban/Town and Regional Planning (NQF 6) or related studies as recognized by SAQA; Compulsory registration with SACPLAN as a Professional Town & Regional Planner. A minimum of 3 years post qualification professional experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of Town planning, application of the legislative framework governing the public service e.g., Human settlements Policies, NSDP, PGDS, PFMA, Ordinance, and Research and development, Computer-aided applications, knowledge of legal compliance, Creating high performance culture, technical consulting. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Programme and project management, Facilitation skills, Dispute/conflict resolution skills, Team building, Problem solving and analysis.

DUTIES : Support the orderly planning of sustainable integrated human settlement; Provide technical professional planning service/ input on Town and Regional Planning applications within the province; Facilitate and support development of human settlements chapters in the Municipal IDPs; Develop and manage the Human Settlements Business Plans and Infrastructure Development Plan; Coordinate project feasibility studies, undertake land suitability analysis studies; Coordinate and maintain Housing Demand Database and needs register; Develop and review; the development of the Human Settlements multi-year plans; Coordinate environmental impact assessment; township establishment, quantity surveying services; Develop and maintain credible human settlements information system; Co-ordinate the development of Human Settlements priority development areas; Co-ordinate the rezoning of acquired land within the Priority Development Areas; Facilitate and develop the Human settlements strategies; Co-ordinate the application and approval of the restructuring zones; Support other key National and Provincial developmental initiatives such as ISRDP, URP, etc.

ENQUIRIES : Ms. Palmer Olivia Tel No: (015) 294 2094/ email address intergrated@coghsta.limpopo.gov.za

POST 16/124 : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING & EVALUATION REF NO: COGHSTA 33/24**

Branch: Cooperative Governance

SALARY : R552 081 per annum (Level 10)

CENTRE : Vhembe

REQUIREMENTS : Matric plus an undergraduate qualification in Local Government/Public Management/ Administration (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years' relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service, Understanding of the public service environment: Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act, Public Finance Management Act, Integrated Development Planning, Performance Monitoring and Evaluation, General Management, Strategic Planning, Service Delivery, Governance Issues, Relevant Legislation, Financial Management, Development and Planning. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Policy Development, Strategic Management, General Management, Ability to communicate effectively at all levels, Innovation, Creative and Analytical Thinking, Financial Management, Problem solving, Financial Management, Proven Managerial Skills, Accomplished leader, Change agent, Advanced strategic planning skills, Research orientated person, Confident communicator, Financial management, People management skills, Networking skills, Innovative thinking, Strategic and conceptual orientation, Organizational skills, Adaptability to meet the goal during changes, Policy formulation.

DUTIES : Facilitate, coordinate and support municipalities on the submission of reports on the state of municipalities; Monitor the performance of municipalities on a periodic basis in compliance with the Municipal Systems Act & Municipal Finance Management Act; Audit the implementation of PMS of PMS by municipalities; Support municipalities with the implementation of the individual PMS; Monitor the employment contracts of s57 Managers.

ENQUIRIES : Ms. Palmer Olivia Tel No: (015) 294 2094/email address: cooperative@coghsta.limpopo.gov.za

POST 16/125 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 34/24**

Branch: Cooperative Governance

SALARY : R552 081 per annum (Level 10)

CENTRE : Waterberg

<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Accounting/Auditing/Business Management (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
<u>DUTIES</u>	:	Co-ordinate municipal finance operations and render support and capacity building; Co-ordinate the review and maintenance of the municipal valuation rolls; Monitor and co-ordinate compliance with municipal finance policies and legislation; Co-ordinate audit responses and assesses annual financial statements and audit reports; Assist with monitoring Budget formulation in municipalities; Monitor Expenditure Patterns and revenue generation in Municipalities.
<u>ENQUIRIES</u>	:	Ms. Palmer Olivia Tel No: (015) 294 2094/email address: cooperative@coghsta.limpopo.gov.za
<u>POST 16/126</u>	:	<u>ASSISTANT DIRECTOR: HUMAN SETTLEMENTS PERFORMANCE & REPORTING REF NO: COGHSTA 35/24</u> Branch: ISHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Polokwane
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Public Admin/ Public Management (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years' relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Housing Legislation. Policy and other related directives, Understanding of the payment method and procedures of the Department, Good understanding of finance, administration and information management processes, National Housing Code. Skills & Knowledge: Negotiation skills, Presentation/Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative, Analytical Thinking skills, Computer literacy, Co-ordination, Promotion of access to information.
<u>DUTIES</u>	:	Coordinate the program and projects progress reports; Coordinate the performance information of human settlements programs; Coordinate reports to internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms. Masha Raesibe Tel No: (015) 294 2068/ email address intergrated@coghsta.limpopo.gov.za
<u>POST 16/127</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 36/24</u> Branch: Cooperative Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Capricorn
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Community Development Programme (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Skills & Knowledge: Negotiation skills, People management, Financial planning, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management.
<u>DUTIES</u>	:	Coordinate the integrated development interventions in partnership with other relevant stakeholders; Coordinate community development service delivery area(s) to ensure that efficient and effective community development service is delivered; Coordinate research on community development. Support municipalities to respond to community concerns; Manage the team and undertake all administrative functions required and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
<u>ENQUIRIES</u>	:	Ms. Masha Raesibe Tel No: (015) 294 2068/email address: cooperative@coghsta.limpopo.gov.za
<u>POST 16/128</u>	:	<u>ASSISTANT DIRECTOR: ICT SYSTEMS DEVELOPMENT REF NO: COGHSTA 37/24</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Polokwane
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification in Information Technology/System Development (NQF 6) or related studies as recognized by SAQA. A minimum of 3 years' relevant experience and valid driver's license with exception for people with disability Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., SITA Act, Public Service Act, Labour Relation Act, PFMA, etc. Business process analysis and modelling, Experience in project leading and management. Skills

& Knowledge: Microsoft SharePoint, Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Interpersonal skills.

DUTIES : Monitor and assess the existing systems; Installation and upgrading of application systems; Update Websites and intranet information; Manage applications and system support; Analyze and document business and user requirements. Administration of databases.

ENQUIRIES : Ms. Masha Raesibe Tel No: (015) 294 2068/email address: administration@coghsta.limpopo.gov.za

POST 16/129 : **ASSISTANT DIRECTOR: BOOKKEEPING & FINANCIAL ACCOUNTING REF NO: COGHSTA 38/24**

Branch: Financial Management Services

SALARY : R444 036 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : Matric plus an undergraduate qualification in Accounting/Financial Management NQF 6) or related studies as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Finance Management Act, Treasury Regulations, Division of Revenue Act, Treasury Instruction Notes, Public Service Regulation, Public Service Act, Standard Operating Procedures Skills & Knowledge: Financial management skills, Presentation skills, People management skills, Time management, Communication, both formal and informal, Computer skill, Numeracy skill, Creative/Innovative, Analytical thinking skills.

DUTIES : Authorize monthly and year-end closure; Monitor trial balance; Prepare and compile financial statements, Monitor management of accounts; Monitor bank reconciliation.

ENQUIRIES : Ms. Masha Raesibe Tel No: (015) 294 2068/email address: administration@coghsta.limpopo.gov.za

POST 16/130 : **ASSISTANT DIRECTOR: FINANCIAL FRAUD & LOSSES REF NO: COGHSTA 39/24**

Branch: Financial Management Services

SALARY : R444 036 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : Matric plus an undergraduate qualification in Financial Management/ Accounting/Cost and Management Accounting (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years' relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, etc. Public Service Act, Labour Relation Act, PFMA, National Treasury Regulation, Financial Reporting Standards. Skills & Knowledge: Negotiation skills, Presentation skills. People management skills. Time management. Communication, both formal, and informal, Project management, Financial Management, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Financial Administration, Financial management System, Expenditure control, Estimating and Budgeting, Budget Control, Financial Compliances, Problem solving, Analytical skills, Report Writing, Computer Literacy, Financial Planning.

DUTIES : Financial reporting; System maintenance and management; Debtors management; Revenue management.

ENQUIRIES : Ms. Masha Raesibe Tel No: (015) 294 2068/email address: administration@coghsta.limpopo.gov.za

POST 16/131 : **ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: COGHSTA 40/24**

Branch: Financial Management Services

SALARY : R444 036 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : Matric plus an undergraduate qualification in Accounting, Auditing and Financial Management (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years' relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, treasury regulation, DORA, MFMA, Knowledge of government financial system and other related accounting software, Knowledge in policy development and formulation. Skills & Knowledge: Financial skills, Computer skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal, Moderate analytical skills, Strong leadership and managerial skills.

DUTIES : Coordinate financial system management; Monitor and maintain financial systems; Coordinate financial reporting; Facilitate financial systems training.

ENQUIRIES : Ms. Malahlela Nora Tel No: (015) 294 2224/email address: administration@coghsta.limpopo.gov.za

- POST 16/132** : **ASSISTANT DIRECTOR: DEVELOPMENT PROGRAMME & RPL REF NO: COGHSTA 41/24**
Branch: Corporate Services
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Human Resource Management (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Cabinet EXCO's Decision: Cabinet Minute No 5.5 April 25,2001, Constitution of the Republic of South Africa, Growth and Development Summit Agreement,2003, Human Resource Development Strategy,2001, Human Resource Development Strategy for the Public Service,2002-2006, National Skills Development Strategy for NSDS 2001-2005, National Skills Development Strategy for NSDS 2006-2010, Public Service Act,103 of 1994, Public Service Regulations,2001, Skills Development Act, No 97 of 1998, Skills Development Levies Act, No 9 of 1999, The South African Qualification Act,58 of 1995, Toolkit for Recruitment and Selection, Labour Relations Act, Basic Conditions of Employment Act.. Skills & Knowledge: Talent management, Program and project management, Total quality management, People management and empowerment, Negotiation skills, Presentation/Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative, Analytical Thinking skills.
- DUTIES** : Facilitate the reviewal of leadership programme strategy; Coordinate the management of bursary fund; Identify bursary and leadership programme needs; Co-ordinate and implement the competency assessment programme; Coordinate the recognition of prior learning programme.
- ENQUIRIES** : Ms. Malahlela Nora Tel No: (015) 294 2224/email address: administration@coghsta.limpopo.gov.za
- POST 16/133** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: COGHSTA 42/24**
Branch: HOD Support
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Risk Management / Internal Auditing / Accounting (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Risk Management frameworks, King III & IV report), Barn Owl system, clear understanding of Enterprise Risk Management Policies, procedures and standard and Business Continuity. Skills & Knowledge: People management, financial management, communication skills. Facilitation and presentation skills. Planning and organizing skills. Computer Literacy (MS Word, Excel, PowerPoint) and be able to work Virtual/Online using Microsoft Teams, Report Writing, Analytical Thinking skills.
- DUTIES** : Coordinate the development of Risk Management Process; identify risk and coordinate strategic and operational risk assessments; Implement the risk management strategy; Co-ordinate quarterly progress reporting against the risk registers; Conduct test of controls to ensure implementation of action plans; Plan and initiate Risk Management Awareness Campaigns and implement Risk Management Awareness Program; Ensure that Risk culture is inculcated across the Department; Develop and monitor the organizational risk management plan; Prepare monthly and quarterly reports for the Risk Management; Implementation of the organizational risk management policy; Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the Department; Manage the Sub Directorate and undertake all administrative functions required; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work.
- ENQUIRIES** : Ms. Malahlela Nora Tel No: (015) 294 2224/email address: administration@coghsta.limpopo.gov.za
- POST 16/134** : **ETHNOLOGIST REF NO: COGHSTA 43/24**
Branch: Traditional Affairs
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Mopani
REQUIREMENTS : Matric plus an undergraduate qualification in Anthropology/Social Sciences/Public Management (NQF 6) or related studies as recognized by SAQA; A minimum of 3 years relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc. Skills & Knowledge: Negotiation skills, Language skills and ability to communicate well with people at different levels and from different backgrounds, People management skills, Time management, Communication,

- both formal, and informal, Good people skills, Sound organizational skills, High level of reliability, Financial Management, Project Management.
- DUTIES** : Facilitate the recognition of traditional leaders; assist with coordination of Traditional Leaders events; Facilitate conflict resolutions; maintain profiles for traditional leaders; Facilitate the recognition of traditional communities.
- ENQUIRIES** : Ms. Malahlela Nora Tel No: (015) 294 2224/email address: traditional@coghsta.limpopo.gov.za
- POST 16/135** : **HR PRACTITIONER: HR RECORDS REF NO: COGHSTA 44/24**
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Polokwane
: Matric plus an undergraduate qualification in Library and Information Science / Public Management (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 years' relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, PFMA, National Archives Act, Promotion of Access to Information Act, PERSAL system, Computer Literacy. Skills & Knowledge: Negotiation skills, Presentation/Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative, Analytical Thinking skills, Change management, Supervisory skills.
- DUTIES** : Ensure safekeeping and maintenance of Departmental personnel records; Monitor outgoing and incoming personnel files; Manage incoming application forms for employment; Transfer files to other Departments and Municipalities; Manage staff and implement PMS in the unit.
- ENQUIRIES** : Ms. Malahlela Nora Tel No: (015) 294 2224/email address: administration@coghsta.limpopo.gov.za
- POST 16/136** : **SENIOR STATE ACCOUNTANT: BOOKKEEPING & FINANCIAL ACCOUNTING REF NO: COGHSTA 45/24**
Branch: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Polokwane
: Matric plus an undergraduate qualification in in Accounting/Financial management (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 years' experience and valid driver's license (with exception of person with disability). Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Finance Management Act, Treasury Regulations, Division of Revenue Act, Treasury Instruction Notes, Public Service Regulation, Public Service Act, Standard Operating Procedures. Skills & Knowledge: Financial management skills, Presentation skills, People management skills, Time management, Communication, both formal and informal, Computer skills, Numeracy skills, Creative/Innovative, Analytical thinking skills.
- DUTIES** : Prepare monthly closure and year-end of the books; Administer trial balance; Compile & capture journals; Clearing of control & suspense accounts administer bank reconciliation; Filing & safekeeping of records.
- ENQUIRIES** : Ms. Serumula Mmatlou Tel No: (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
- POST 16/137** : **SENIOR STATE ACCOUNTANT: CREDITORS REF NO: COGHSTA 46/24**
Branch: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Polokwane
: Matric plus an undergraduate qualification in Accounting/Financial management (NQF Level 6) or related studies as recognized by SAQA. A minimum of 2-3 years' experience and valid driver's license (with exception of person with disability). Core And Process Competencies: BAS, PFMA, PPPFA, Treasury Regulation, Batho Pele principles, Dora, Public Service Act, Computer Literacy and Delegation of authority Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill.
- DUTIES** : Process Creditors payment; Reconcile payment vouchers; Creditors payment recall/rejection/ EF70 report; Correction of misallocation; Attend to queries.
- ENQUIRIES** : Ms. Serumula Mmatlou Tel No: (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
- POST 16/138** : **SENIOR STATE ACCOUNTANT: HOUSING FINANCE & CONTRACTUAL PAYMENTS REF NO: COGHSTA 47/24**
Branch: Financial Management Services
- SALARY CENTRE** : R376 413 per annum (Level 08)
: Polokwane

- REQUIREMENTS** : Matric plus an undergraduate qualification in Accounting/Financial management (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 years' experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.
- DUTIES** : Handling, checking and authorization of housing claims; Monitor expenditure against budget; Reconciliation of beneficiaries' data against payment on HSS; Reporting in terms of PFMA and DORA provincially & nationally; Monitoring of (PHP) People's Housing Process; Record management.
- ENQUIRIES** : Ms. Serumula Mmatlou Tel No: (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
- POST 16/139** : **EAP PRACTITIONER REF NO: COGHSTA 48/24**
Branch: Corporate Services
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Social Work or Psychology or related field (NQF 6) or related studies as recognized by SAQA. Compulsory registration with SACSSP or HPCSA. Registration with EAPA-SA will be advantage; A minimum of 2-3 years relevant experience and valid driver's license (with exception of person with disability).Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Batho Pele principles; Public service act; Computer literacy; Dynamics, Culture and language of the target community Skills & Knowledge: Counselling skills, Interpersonal relations, People management skills, Time management, Planning and execution, Communication, Computer skill, Teamwork.
- DUTIES** : Coordinate the implementation of HIV/Aids, TB and other communicable diseases prevention, support and treatment care programmes; Coordinate Wellness Management Programmes; Coordinate health and productivity management programmes; People Management/ Administration.
- ENQUIRIES** : Ms. Serumula Mmatlou Tel No: (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
- POST 16/140** : **NETWORK CONTROLLER REF NO: COGHSTA 49/24**
Branch: Corporate Services
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Information Technology (NQF 6) or related studies as recognized by SAQA; A minimum of 2-3 years' relevant IT experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., SITA Act, Public Service Act, Labour Relation Act, PFMA, etc. Business process analysis and modelling, Experience in project leading and management. Knowledge of Microsoft products e.g., Microsoft Systems Centre Configuration Manager (MSCCM), Exchange etc. Skills & Knowledge: Interpersonal relations, People management skills, Time management, Planning and execution, Communication, Computer skill, Teamwork.
- DUTIES** : Facilitate Desktop, server and Network Support; Monitor Local Area Network, Install and maintain departmental & Transversal systems; Provide end-user data backup and restore service; Conduct Assessment of ICT Equipment; Implement ICT standards, policies and procedures.
- ENQUIRIES** : Ms. Serumula Mmatlou Tel No: (015) 294 2046/email address: administration@coghsta.limpopo.gov.za
- POST 16/141** : **STATE ACCOUNTANT: SALARIES REF NO: COGHSTA 50/24**
Branch: Financial Management Services
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Accounting/Financial Management (NQF 6) or related studies as recognized by SAQA; A minimum of 1-2 years' relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, Computer Literacy and Delegation of Authority, PERSAL, BAS, Finest, Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, Computer skill, Numeracy skill.
- DUTIES** : Maintenance of salary deductions and allowances; Payroll management; Salary freeze and recall; IRP5 maintenance; Attend to queries.

ENQUIRIES : Ms Mabina Reneilwe Tel No: (015) 294 2046/email address:
administration@coghsta.limpopo.gov.za

POST 16/142 : **PERSONAL ASSISTANT REF NO: COGHSTA 51/24 (X3 POSTS)**
Branch: Corporate Services/ISHS/Secretariat of the House of Traditional Leaders

SALARY : R308 154 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : Matric plus an undergraduate qualification in Management Assistance/Secretarial/Office Management/Public Administration (NQF 6) or related studies as recognized by SAQA; A minimum of 1 year experience. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.

DUTIES : Provide secretarial support; Manage the office; Manage the filing system; Maintain the DDG/Chairperson's diary; Management of telephone enquiries; Manage and monitor the budget.

ENQUIRIES : Ms Mabina Reneilwe Tel No: (015) 294 2046/email address:
administration@coghsta.limpopo.gov.za

POST 16/143 : **SURVEY TECHNICIAN ASSISTANT REF NO: COGHSTA 52/24**
Branch: Cooperative Governance

SALARY : R255 450 per annum (Level 06)
CENTRE : Mopani
REQUIREMENTS : Matric plus an undergraduate qualification in Land Surveying (NQF 6) or related studies or a related field as recognized by SAQA; A minimum of 1 year experience. Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.

DUTIES : Provision of logistical support for the spatial planner; Mapping of areas for land development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office.

ENQUIRIES : Ms Mabina Reneilwe Tel No: (015) 294 2046/email address:
cooperative@coghsta.limpopo.gov.za

POST 16/144 : **COMMUNITY DEVELOPMENT WORKER REF NO: COGHSTA 53/24 (X8 POSTS)**
Branch: Cooperative Governance

SALARY : R255 450 per annum (Level 06)
CENTRE : Polokwane Ward 30
Tzaneen Ward 33
Thabazimbi Ward 3
Collins Chabane Ward 28
Molemole Ward 2
Thulamela Ward 6
Modimolle-Mookgopong Ward 14
Maruleng Ward 10.

REQUIREMENTS : Grade 12 or equivalent, certificate in Community Development will be an added advantage. Core And Process Competencies: Batho Pele principles; public service act; computer literacy; Dynamics, culture and language of the target community. Skills & Knowledge: Negotiation skills; Presentation skills; People management skills; Time management; communication; Computer skill; Numeracy skill.

DUTIES : Inform and assist communities with access to the services provided by government structures; Determine the needs of communities and communicate these needs to the relevant government structures; Coordinate early warning; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Conduct ward profiling.

ENQUIRIES : Ms Mabina Reneilwe Tel No: (015) 294 2046/email address:
cooperative@coghsta.limpopo.gov.za

POST 16/145 : **DRIVERS REF NO: COGHSTA 54/24 (X2 POSTS)**
Branch: Financial Management Services

SALARY : R183 279 per annum (Level 04)
CENTRE : Polokwane
REQUIREMENTS : Grade 10. Minimum of 1 year proven experience as a Driver. Valid driver's license with Professional Driving Permit. Candidates to undergo Competency Test Driving. Core And Process

Competencies: Skills & Knowledge: Report. Writing, Time management, Good Communication Skills, Creative/innovative, Analytical Thinking, Good Organizational skills, Good People skills, High level of Reliability, Basic written communication skills, Ability to act with tact and discretion.

DUTIES

: Collect and deliver documents; Transport employees of the Department and guests and special advisors of the Executing Authority; Render general support function in the office of the Executing Authority; Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES

: Ms Mabina Reneilwe Tel No: (015) 294 2046/email address: administration@coghsta.limpopo.gov.za

DEPARTMENT OF EDUCATION



APPLICATIONS

: Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane.

CLOSING DATE

: 31 May 2024 (Applications received after the closing date and faxed copies will not be considered).

NOTE

: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za/ www.dpsa.gov.za/. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

POST 16/146

: **DIRECTOR: INFORMATION TECHNOLOGY SERVICES REF NO: LDOE 01/04/2024**
(Re-advertisement)

SALARY

: R1 162 200 per annum, (all-inclusive package)

CENTRE

: Head Office, Polokwane

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognised by SAQUA in Computer Science or Information Technology, candidate must possess COBIT certification. Any relevant postgraduate qualification NQF level 8 and above will be an added advantage. 05 years' experience at middle / senior managerial level, Drivers licence (except people living with disability). Proof of completion of SMS Pre-entry Programme MUST be submitted before appointment. Core & Process Competencies: Functional Computer literacy, Functional ICT Infrastructure and system development. Strategic Capability & leadership, People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, Communication and Functional ICT Infrastructure and systems development.

DUTIES

: Develop, implement, maintain and monitor ICT Infrastructure and applications Systems that span the Head Office, district offices and schools for the department. Develop, implement, maintain and monitor information Security Policies, frameworks, standards and procedures for the department in line with the provincial 4IR aspirations. Ensure implementation of Corporate Governance of ICT and that Information Communication Technology (ICT) is deployed in a uniform and organised manner aligned to the national policy framework, including overseeing the establishment of an information plan, information technology plan and ICT operational plan to

give effect to the strategic direction and management plan of provincial departments ,Align the departmental information management (information management system included) and information technology (as enabler) strategy with the strategic direction, management plans and the business process of the Province, with due consideration of the strategic direction of the national department of Education and Government, Develop departmental supporting information management and information technology enabler policies and strategies regulations standards, norms guidelines, best practices and procedures derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department, liaise with the ICT steering committee team to ensure the alignment between the security and enterprise architectures, thus co-ordinating the strategic planning implicit in these architectures, Conduct Information Security Risk Assessments, conduct information security and risk management, ICT Risk, ICT vulnerabilities, Cyber – security consideration, develop and implement risk mitigation measures and provide user-awareness training to all users, Develop, implement, and monitor configuration standards and ICT service standards for all ICT hardware, applications and software, Consult with IT and security staff to ensure security is factored into the evaluation, selection, installation and configuration of hardware, applications and software, Assist in the development and implementation of the department IT Steering Committee, ICT strategic plan, and annual ICT operational plans. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreement (SLA s) with SITA and / or other suppliers of information management and information technology goods and services, Represent the relevant department at the GITO Council, including Participation as a member on the National Government Information technology as enabler and a strategic resource, Create an enabling environment for other managers to perform their functions more effectively and efficiently, Close communication as part of the top management team of the department with the top echelon of the department to promote the utilisation of information, Raising the level of awareness of the top management to the potential of the delivery of information services through enabling technologies, Change the culture of the department to embrace an enterprise-wide information management and information technology approach, Rationalise unnecessary duplication and redundancy of information and technologies in the department and the province, Development, implementation and maintenance system, digitization of manual process and optimization of business processes.

ENQUIRIES

: Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/147

: **DIRECTOR COMMUNICATIONS REF NO: LDOE 02/04/2024**
(Re-advertisement)

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum, (all-inclusive package)
: Head Office, Polokwane
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Communication or Journalism or Public Relations. Any relevant postgraduate qualification (NQF level 8 and above will be an added advantage. A minimum of five (5) years' experience at middle or senior management level. Driver's License (except people living with disabilities). Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Service Delivery Innovation Knowledge & Skills. Candidates must have –Excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); Sound knowledge, understanding of the Basic Education Sector, Government communications policies, programmes and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; Excellent writing and editing skills; Excellent interpersonal skills; Planning organizing and project management skills; Sound financial skills; Excellent verbal and written communications skills; Ability to work accurately and independently during a pandemic. Sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Work well in a team.

DUTIES

: Act as the main spokesperson for the Limpopo Department of Education. Provide strategic advice to the MEC and HOD on research and analysis on matters of media relations and communication ; Work in the advancement of the Department of Education's priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilize new media platforms to advance the work of the Department; Lead the development of the Department of Education's overall event management, intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography

and internal communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Education's priorities; Lead the development of the Department of Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualization, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter; Plan and execute all events of the department; Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the HOD and the MEC office; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

ENQUIRIES : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/148 : **DIRECTOR HUMAN RESOURCES ADMINISTRATION AND SERVICES REF NO: LDOE 04/04/2024**

SALARY : R1 162 200 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A relevant undergraduate qualification in Human Resource Management / Public Administration / Public Management (NQF level 7) as recognized by the South African Qualifications Authority (SAQA). Any relevant postgraduate qualification (NQF level 8 and above) and diploma / certificate will be an advantage. Five (05) years' experience at middle/senior managerial level. Relevant experience in the education sector will be an added advantage. Certificate / result in PERSAL System will be an added advantage. A valid driver's license except for people with disability. Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. Core and Process Competencies, Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication, Service Delivery Innovation. Knowledge and skills: Computer literate and knowledge of applicable prescripts.

DUTIES : Oversee the rendering of human resource provisioning for Employment of Educators Act and Public Service Act employees. Oversee the rendering of conditions of services for Employment of Educators Act and Public Service Act employees. Maintain and analyse personnel statistics and information management system (PERSAL). Provide Strategic direction in respect of Policy Development within the directorate. Ensure proper implementation of the Budget (CoE) by monitoring, projecting and reporting expenditure. Ensure achievement of operational plans and performance targets. Manage HR personnel and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines/ Practice / Frameworks / Monitoring and evaluation.

ENQUIRIES : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

OTHER POSTS

POST 16/149 : **CHIEF ENGINEER GRADE B REF NO: LDOE 12/04/2024**
 Directorate Infrastructure Delivery

SALARY : R1 452 573 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : B degree in Architecture or relevant qualification. Six years post qualification architectural experience required. Valid driver's license (with exception of person with disability). Compulsory registration with SACAP as a professional Architect. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Competencies: Computer skills. Planning, organizing and execution Project Management.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate - 111 - 2010#0601#OSD Engineers And Related (Annexure A) (Updated 20 July 2011).doc structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives (c) Governance (i) Allocate, control, monitor and report on all resources Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement

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

ENQUIRIES : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/150 : **CHIEF ELECTRICAL ENGINEER GRADE B REF NO: LDOE 03/04/2024**
Directorate Infrastructure Planning Management

SALARY : R1 452 573 per annum, (all – inclusive salary package), total package to be structured in accordance with the rules of the OSD

CENTRE : Head Office, Polokwane
REQUIREMENTS : An engineering qualification (B Engineering / BSC in Engineering) at NQF level 07 as recognized by SAQUA, A Government Certificate of Competency in Electrical Engineering as a Pr Eng or Pr Tech Eng will serve as an advantage. Valid registered as a professional Engineer with ECSA. Six 6 years' experience post qualification. Functional computer literacy. Valid South Africa driver's license (with exceptional of person with disability). Core and Process Competencies A good understanding of all relevant legislation and construction industry contract is needed. Maintenance skills and knowledge. Thorough knowledge and experience related to electrical services to buildings, streets and area lighting as well as HT and LT reticulation systems and Knowledge of and experience in the implementation of the OHSWA is highly recommended. People Management and Empowerment Programme & Project Management. Financial Management. Change Management Knowledge Management Client orientation & Customer focus. Problem Solving & Analysis Communication.

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

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/151 : **CHIEF ARCHITECT GRADE B REF NO: LDOE 11/04/2024**
Directorate Infrastructure Delivery

SALARY : R1 254 282 per annum, (all-inclusive package)

CENTRE : Head Office, Polokwane

REQUIREMENTS : B-Degree in Architecture (or relevant qualification) as recognized by SACAP; A minimum of 6 years post qualification architectural experience; A valid code B (or higher) driving license (with exception of person with disability). Compulsory registration with SACAP as a Professional Architect. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication Competencies Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Strategic capability and leadership; Financial Management; Conflict Management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organizing; Change Management; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

<u>DUTIES</u>	:	Perform final review and approvals or audits on architectural designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources, Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects ;Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural 113 risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr.Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 6603991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 0815 30 8921.
<u>POST 16/152</u>	:	<u>CHIEF QUANTITY SURVEYOR GRADE B REF NO: LDOE 13/04/2024</u> Directorate Infrastructure Delivery
<u>SALARY</u>	:	R1 254 282 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	B degree in Quantity Surveying or equivalent with 6 years' post-qualification experience. Registration with the SACQSP as a Professional Quantity Surveyor. A valid driver's license (with exception of person with disability). Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication, Computer literacy.
<u>DUTIES</u>	:	Manage the delivery of infrastructure-built environment programmes, and projects in line with the Provincial Infrastructure Delivery Management System (IDMS) .Prepare the construction procurement strategy and the Infrastructure Programme Management Plan Prepare and/or approve packages/individual project briefs, Participate in the procurement of professional service providers and contractors, Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, Monitor the implementation of programmes / projects, Approve project stage reports and designs, Manage the interface between the end-user/community structures and implementing agent(s), Manage people and budgets.
<u>ENQUIRIES</u>	:	Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081530 8921.
<u>POST 16/153</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE (CIVIL/MECHANICAL) REF NO: LDOE 05/04/2024</u> Directorate Infrastructure Delivery
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6)ears' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer.3-5 years' experience at lower management level as professional Engineer A valid driver's licence e(except for people with disability).Core and Process Competencies: people Management and Empowerment, Programme & Project Management; Financial Management , Change management, Knowledge Management, Client orientation and customer focus Competencies: Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship

management; Engineering Computer Aided Software's; Programme and project management; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.

DUTIES : Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractor's bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/154 : **DEPUTY DIRECTOR: ARCHITECT REF NO: LDOE 07/04/2024**
Directorate: Infrastructure Delivery

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : B degree in Architecture or equivalent. Registration with the SACAP as a Professional Architect. 3 years architectural experience. A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: Ability to mentor and train candidate architects. Supervise architectural work and processes. Ability to keep up with new technologies and procedures. Change Management skills. Computer Literacy. Knowledge transfer skills. Ability to implement the Provincial Infrastructure Delivery Management System [IDMP]. Understanding of the Education service delivery platform, indicators and service delivery plan and how that links with infrastructure Ability to undertake risk analysis and undertake risk mitigation strategies. Ability to interpret existing and develop/ customize new Functional and Technical Norms and Standards Proven skills of preparing budgets, extracts and interpret information from related information systems. Communication and information management. Customer focus and responsive. Proven report writing and presentation skills. Proven computer literacy.

DUTIES : Create guidelines, norms and standards for the design of building projects in cooperation with Demand and Policy Management: Facilities. Assist with evaluation of technical detail of bid documents and suitable tenderers, Manage architectural projects, Execute master planning, feasibility studies and architectural planning (including specifications) of all accommodation within the department. Render advice in respect of the determination of accommodation needed, selection of sites, and architectural aspects of all minor and major works. Give technical and expert inputs with regard to the compilation of documentation (including details, finishes, schedules and other specifications) Conduct research and development with regard to architectural services, Manage and utilize all resources allocated to the immediate post environment in accordance with relevant directives and policies.

ENQUIRIES : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 6603991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/155 : **DEPUTY DIRECTOR: QUANTITY SURVEYOR REF NO: LDOE 08/04/2024**
Directorate Infrastructure Delivery

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A Bachelor's degree/ BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7). A valid South African driver's licence (with exception of person with disability). Computer literacy. A minimum of 03 to (05) years' experience at lower management as a Quantity Surveyor in Building Construction and Building Maintenance. Core & Competencies: Strategic Capability and Leadership skills People management and Empowerment skills. Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills.

DUTIES : Manage the delivery of infrastructure projects and programme. Coordinate professional teams on all aspect regarding quantity surveying and facility maintenance. Provide quantity survey advice and technical supporting the evaluation of cost including maintenance cost. Provide solution on non-compliance on quantity determination and maintenance cost quotations. Ensure the adoption of technical and quality strategies. Review the cost determinations of projects, planned and unplanned maintenance and estimate accomplished by building designers and/or sub-

professional personnel. Administer performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resources utilisation. Monitor and control expenditure. Optimise maintenance activities and cost project reporting, monitoring, and evaluation.

ENQUIRIES : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/156 : **DEPUTY DIRECTOR INFRASTRUCTURE FINANCE REF NO: LDOE 09/04/2024**
Directorate Infrastructure Delivery

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : Appropriate B degree (NQF level 7) in Engineering and/or Building Management. Registered with relevant Engineering or Built Environment Professional Body will serve as an added advantage. 03 to (5) years' relevant experience at a lower Managerial level as an Assistant Director in the construction and maintenance industry. A valid driver's license (with exception of person with disability). Competencies: Expert knowledge: The Public Sector and its Regulatory framework. The Departments' processes, procedures, initiatives, goals and strategic objectives. Be able to understand and advice on legal and administrative framework of the sector. Core management competencies: Public Financial Management, Treasury & DORA Regulations Supply Chain Management Regulations and Preferential Procurement Act, Occupational Health and Safety Act, National Building Regulations, Construction Industry Development Board Act of 2000 and Regulations, Standard for Infrastructure Delivery Management System Departmental initiatives and programmes. The application of workmanship norms and standards, Safety procedures and best practices. The use of machinery, tools and equipment, Building construction, Property management, Advanced project management skills, Excellent report writing and written communication skills, Strategic Capability and Leadership, Client Orientation and Customer Focus, Financial Management, People Management and Empowerment, Communication. Proven computer literacy (including advanced MS Word, Excel, PowerPoint and Teams).

DUTIES : Provide for unplanned minor maintenance to institutions and offices of the department Manage and facilitate the implementation of Capital Projects, Monitor management of projects fund (Capital Projects and Maintenance Projects).

ENQUIRIES : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 16/157 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: LDOE 10/04/2024**
Directorate: Infrastructure Delivery

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : NQF Level 7 or equivalent qualification in Real Estate or Property Management or Facilities Management or Built Environment as recognised by SAQA. A minimum of 03 to (5) years' relevant experience at a lower Managerial level as an Assistant Director in the construction and maintenance. Must have a valid driver's license (with exception of person with disability) Strategic Capability and Leadership skills. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication.

DUTIES : Manage the provision of the real estate management services that include precinct / property development, inspections and develop alternative use initiatives of Department owned properties. Manage the implementation of the department owned property portfolio and strategic framework. Manage administration of guarantees in accordance with the contract. Manage administration of contract files during the project's life cycle. Ensure that all relevant documents are submitted and filed for safe keeping when the contract file is closed. Ensure all submitted documents are in line with the contract. Manage signing of contracts upon award of properties. Manage audit project progress to determine any diversions from the original contract period and take corrective action to ensure necessary approvals are granted. Manage administration of public-private partnership contracts. Ensure compliance from both employer and service provider. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Description. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit

and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/158 : **DEPUTY DIRECTOR: QUANTITY SURVEYOR REF NO: LDOE 21/04/2024 (X1 POST)**
Sub – Directorate Early Childhood Development (ECD)
03 Years Contract

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : A Bachelor's degree /BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7). A valid South African driver's licence (with exception of person with disability) Computer literacy. A minimum of five (03 to 5) years' relevant experience at a lower Managerial level as an Assistant Director in the construction and maintenance. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication.

DUTIES : Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource-related activities.

ENQUIRIES : Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 0815 308921.

POST 16/159 : **ARCHITECT GRADE A REF NO: LDOE 06/04/2024**
Directorate: Infrastructure Delivery

SALARY : R721 476 – R774 267 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : B degree in Architecture or equivalent. Registration with the SACAP a Professional Architect .3 years architectural experience. A valid South African driver's licence (with exception of person with disability). Core and Process competencies; People Management and Empowerment, Programme & Project Management, Financial Management. Competencies & Skills: Ability to implement the Provincial Infrastructure Delivery Management System [IDMP] .Understanding of the Education service delivery platform, indicators and service delivery plan and how that links with infrastructure .Ability to undertake risk analysis and undertake risk mitigation strategies .Ability to interpret existing and develop/ customize new Functional and Technical Norms and Standards Proven skills of preparing budgets, extracts and interpret information from related information systems .Communication and information management .Customer focus and responsive. Proven report writing and presentation skills. Proven computer literacy.

DUTIES : Customize functional and technical norms and standards and guidelines, determine infrastructure policies, strategies, plans and procedures, Infrastructure programme management plan, User asset management plan and project list, Research on new technologies and procedures.

ENQUIRIES : Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 16/160 : **SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: LDOE 15/04/2024 (X1 POST)**
Sub - Directorate Early Childhood Development (ECD)
(03 Years Contract)

SALARY : R452 667 – R532 113 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Social Work as recognized by SAQA, Five years' experience at a middle/ senior managerial level in the ECD field. Valid driver's licence (with exception of person with disability). Registration with SACSSP. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication. Competencies Good verbal and written communication, good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work and working independently, Programme and project management skills, Financial management skills, management and empowerment skills, coordination and Planning, Policy implementation skills and Computer literate.

DUTIES : Manage and facilitate the implementation of ECD policies, strategies, minimum. technical norms and standards, including practice guidelines in-respect of early childhood development

conditional grant, Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met, consolidate provincial reports in line with the ECD Conditional Framework, Manage and facilitate capacity building on the ECD conditional grant, Manage and monitor funded ECD centers.

ENQUIRIES

: Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081530 8921.

POST 16/161

: **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDOE 14/04/2024**

Sub Directorate: Early Childhood Development (ECD)
(03 Years Contract)

SALARY
CENTRE
REQUIREMENTS

: R444 036 – R532 602 per annum

: Head Office, Polokwane

: An appropriate three-year NQF Level 7 in Finance / Accounting as recognized by SAQA. A minimum of three (3) years' experience at supervisory level in Expenditure Management. A valid South African driver's licence (with exception of person with disability). Computer literacy. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication, Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledge. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good inter-personal relations. Ability to effectively lease and communicate with clients. Team player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy.

DUTIES

: Ensuring payments to all funded ECD centres on time. Ensure a detail check on documentation. Execute all queries emanating from supplier promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments. Follow up on all payment's documents received late for payments and make sure that appropriate preventative action taken in respect thereof. Preparation of journals and reconciliation of all ECD centres paid quarterly. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safe keeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide, supervise and develop finance admin clerks in the sub-directorate. Consolidate Means of Verification (MOV) of funded ECD centres. Ensure call for proposal for funding of ECD centres is conducted on time. Maintain database of funded ECD centres. Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.

ENQUIRIES

: Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr. Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081530 8921.

POST 16/162

: **ASSISTANT DIRECTOR: QUANTITY SURVEYOR REF NO: LDOE 23/04/2024 (X1 POST)**

Sub – Directorate: Early Childhood Development (ECD)
(03 Years Contract)

SALARY
CENTRE
REQUIREMENTS

: R444 036 - R508 692 per annum

: Head Office, Polokwane

: A Bachelor's degree/ BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognised by SAQA. A valid South African driver's licence (with exception of person with disability) Computer literacy, A minimum of 03 years' relevant experience at Supervisory level in building construction and building maintenance, Computer literacy. Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication.

DUTIES

: Manage and coordinate all aspects of facility projects and facility `maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource-related activities.

<u>ENQUIRIES</u>	:	Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 0815 308921.
<u>POST 16/163</u>	:	<u>SOCIAL WORKER POLICY DEVELOPER GRADE 1 REF NO: LDOE 22/04/2024 (X1 POST)</u> Sub - Directorate: Early Childhood Development (ECD) (03 Years Contract)
<u>SALARY</u>	:	R429 573 – R487 650 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Social Work as recognized by SAQA ,Five years' experience at a middle/ senior managerial level in the ECD field .Valid driver's licence (with exception of person with disability).Valid Registration with SACSSP.Core And Process Competencies:People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication, Computer literacy Skills Competencies: Good verbal and written communication, Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work and working independently, Programme and project management skills, Financial management skills, management and empowerment skills, coordination and Planning, Policy implementation skills and Computer literate.
<u>DUTIES</u>	:	Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant, Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met, Consolidate provincial reports in line with the ECD Conditional Framework, Manage and facilitate capacity building on the ECD conditional grant, Manage and monitor funded ECD center's.
<u>ENQUIRIES</u>	:	Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 0815 308921.
<u>POST 16/164</u>	:	<u>SOCIAL WORKER GRADE 1 (X2 POSTS)</u> Sub – Directorate: Early Childhood Development (ECD)
<u>SALARY</u>	:	R308 247 – R362 439 per annum
<u>CENTRE</u>	:	Capricorn South Ref No: LDOE 16/04/2024 Sekhukhune South Ref No: LDOE 17/04/2024
<u>REQUIREMENTS</u>	:	A Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license (with exception of person with disability). Core & Competencies: People management and Empowerment skills Programme and Project Management skills; Financial Management Skills. Computer Literacy. Knowledge Management skills, Customer Focus, Problem solving, Analysis, Communication. Competencies: Good verbal and written communication, Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills, Knowledge, and experience in working with the Children's Act. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Computer literate (excel skills will be an added advantage).
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service, good record keeping. Register and Monitor Early Childhood Development programmes. Maintain and update data bases of registered and funded ECD centre's.

- ENQUIRIES** : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081530 8921.
- POST 16/165** : **ADMINISTRATION CLERK REF NO: LDOE 24/04/2024 (X1 POST)**
Sub - Directorate Early Childhood Development (ECD)
(03 Years Contract)
- SALARY** : R216 417 –R254 928 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : N6 in Administration. A qualification at NQF level 6 as recognised by SAQA will be an added advantage Computer Literacy. Advanced skills in excel, word and power point. Data capturing skills. Good communication skills and flexibility. Time management, planning and organisation skills. Ability to function independently and as part of a team. Ability to cope under pressure and pay strong attention to details. Expected to learn new software system.
- DUTIES** : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the infrastructure unit. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required. Render secretariat services for the Departmental Infrastructure unit.
- ENQUIRIES** : Mr Lukheli TV Tel No: 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 0815 308921