



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

Ref No: S3/1/1/1 Enq: Ramaru TE Tel : 067 873 7345 E – Mail:RamaruTE@edu.limpopo.gov.za

TO: All Heads of Departments - Limpopo Provincial Administration  
All Deputy Director – Generals  
All Chief Directors  
All Directors

### DEPARTMENTAL CIRCULAR NO. 89 OF 2024

#### ADVERTISEMENT OF POSTS ON THE ESTABLISHMENT OF THE LIMPOPO DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached **Annexure A of this Circular**.
2. Applications must be submitted on the new Z83 form obtainable from all Government Departments/ Institutions or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za).
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants:
  - 3.1. All the fields in **Part A, Part C and Part D** should be completed. In Part B all fields should be completed in full except the following:
    - (i) South African applicants need not provide passport numbers.
    - (ii) If an applicant responds “No” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State? If Yes (provide details), then it is acceptable for an applicant to indicate not applicable or leave a blank to the question. *“In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”*


- (iii) Applicants may leave the following question blank if they are not in possession of such: *“if your profession or occupation requires official registration, provide date and particulars of registration.”*
  - (iv) Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified.
  - (v) It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein.
  - (vi) The questions related to conditions that prevent re - appointment under Part F must be answered.
- 3.2. A specific reference number indicated on the post applied for must be quoted in the column “Reference Number” on the Z83 application form.

4. **For Public Service Act posts:** Certified copies of educational qualifications, academic records, identity documents and a valid driver’s license (where required) are only required to be presented on the day of the interviews.
5. **For Employment of Educators’ Act posts:** Candidates must submit certified copies of educational qualifications and other relevant documents with applications as prescribed by the relevant Collective Agreement/s.
6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation.
7. Another requirement for appointment at SMS level will be the successful completion of the Senior Management Service Pre – Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme)


A compulsory pre – entry into the Senior Management Service (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty.

8. All shortlisted candidates for the posts of **SMS** will be subjected to a Technical Exercise Test that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.

9. Following the interview and the technical exercise, the selection committee will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency – based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
10. The successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Department. All appointments are subject to - personal suitability checks (criminal records, credit record check and security vetting) and verification of educational qualifications and reference checks, that is, recommended candidates will be subjected to security clearance procedures. The Department reserves the right not to make any appointment/s to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.
11. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
12. **The closing date for submission of applications is Friday, 31<sup>th</sup> May 2024 at 14H00.** Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
13. **Re- advertisement:** Candidates who applied previously **MUST re –apply**.
14. **Applications should be forwarded as follows:**  
**The Acting Head of Department, Limpopo Department of Education,  
Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard  
Street, Polokwane at Records Management Directorate – Office No. H03  
[REGISTRY]**
15. Correspondence will be limited to shortlisted candidates only, due to large numbers of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of the Promotion of Access to Information Act 3 of 2000. Applications which are forwarded/submitted to the wrong address will not be considered.
16. Enquiries should be directed to: Messrs. 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, Tema MA at 081 387 2674 and Maupi MJ at 081 530 8921.

17. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply. 

18. **NOTE:** The contents of the advertised vacant posts will also be posted on the following websites [www.limpopo.gov.za](http://www.limpopo.gov.za); [www.edu.limpopo.gov.za](http://www.edu.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za)

  
\_\_\_\_\_  
Mr. MASHABA K.M  
ACTING HEAD OF DEPARTMENT

06/05/2024  
DATE



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

### ANNEXURE A

#### ADVERTISEMENT OF POSTS

#### RE – ADVERTISEMENT:

**Name of Post** : Director: Information Technology Services  
**Ref No.** : LDOE 01/04/2024  
**Post Status** : Permanent  
**Salary Notch** : R1 162 200.00 per annum (all-inclusive package)  
**Salary Level** : 13  
**Centre** : Head Office, Polokwane

#### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) as recognized by South African Qualifications Authority (SAQA) in Computer Science or Information Technology.
- Must possess COBIT certification.
- Any relevant postgraduate qualification (NQF level 8 and above), will be an added advantage.
- 5 years' relevant experience at middle/senior managerial level.
- Driver's Licence (except people living with disabilities).
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.

#### **CORE & PROCESS COMPETENCIES:**

Strategic Capability & Leadership; ICT Governance; People Management and Empowerment; Programme & Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving & Analysis; Communication; and Functional ICT Infrastructure and systems development.

#### **KEY PERFORMANCE AREAS:**

- Develop, implement, maintain and monitor ICT Infrastructure and applications systems that span the Head office, district offices, circuits 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 organized manner.
- aligned to the national policy framework, including overseeing the establishment of an information plan, information technology plan and ICT operational plans to give effect to the strategic direction and management plans of provincial departments.

- Align the departmental information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes 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 alignment between the security and enterprise architectures, thus coordinating the strategic planning implicit in these architectures.
- Conduct Information Security Risk Assessments: Conduct information security and risk management, ICT Risks, ICT vulnerabilities, Cyber-security considerations, 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 departmental 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.
- Ensure the optimum utilization of ICT resources within the Department, including: Promote effective management of information and information technology as an 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 utilization 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 systems, digitization of manual process and optimization of business processes

**RE – ADVERTISEMENT:**

**Name of Post** : **Director: Communications and Publication Services**  
**Ref No.** : LDOE 02/04/2024  
**Post Status** : Permanent  
**Salary Notch** : R1 162 200.00 per annum (all-inclusive package)  
**Salary Level** : 13  
**Centre** : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) as recognised by SAQA in Communication or Journalism or Public Relations.
- Any relevant postgraduate qualification (NQF level 8 and above), will be an added advantage.
- 5 years' relevant experience at middle/senior managerial level.
- Driver's Licence (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, Communication, 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 and teamwork.
- Planning organising and project management skills.
- Excellent verbal and written communications skills.
- Sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels.

**KEY PERFORMANCE AREAS:**

- Act as the 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.
- Provide strategic communication leadership.
- 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.
- on facilitating inter-sectoral intergovernmental and community liaison co-operation.
- 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 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.).

- Maintain a professional relationship with all internal and external stakeholders.
- Manage personnel and service providers.

**RE - ADVERTISEMENT:**

**Name of Post** : Chief Engineer: Electrical Grade B x 1 Post  
**Directorate** : Infrastructure Planning Management  
Ref No. : LDOE 03/04/2024  
Post Status : Permanent  
Salary Level : OSD  
Salary Notch : R1 452 573.00 per annum (all – inclusive salary package)  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS**

- An engineering qualification (B Engineering / BSc in Engineering) at NQF level 07 as recognised by SAQA.
- A Government Certificate of Competency in Electrical Engineering as a Pr Eng or Pr Tech Eng will serve as an added advantage.
- Valid Registration with professional Engineer -ECSA.
- Six 6 years' experience post qualification.
- Functional computer literacy.
- Valid South Africa driver's license (with exceptional of person with disability).

**CORE & PROCESS COMPETENCIES:**

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

**KNOWLEDGE & SKILLS**

- A good understanding of all relevant legislation and construction industry contract is needed.
- Maintenance skills and knowledge.
- Thorough knowledge and experience related to electrical services to buildings, streets and area lighting as well as HT and LT reticulation systems.
- Knowledge of and experience in the implementation of the OHSA is highly recommended.

**KEY PERFORMANCE AREAS:**

- 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.



**Name of Post** : **Director: Human Resources Administration and Services**  
Ref No. : LDOE 04/04/2024  
Post Status : Permanent  
Salary Notch : R1 162 200.00 per annum (all-inclusive package)  
Salary Level : 13  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- A relevant undergraduate qualification in Human Resource Management / Development / 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.
- 5 years' relevant experience at middle/senior managerial level.
- Relevant experience in the education sector will be an added advantage.
- Certificate/ Results 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 (MS Office Package and PERSAL), knowledge of applicable prescripts.

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible to:

- 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 analyze 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 the achievement of operational plans and performance targets.
- Manage HR personnel and projects ensuring that all contribute towards achievement of dept goals.
- Develop Guidelines/ Practices/ Frameworks/ Monitoring and Evaluation

**Name of Post** : Deputy Director: Infrastructure (Civil /Mechanical)  
**Directorate** : Infrastructure Delivery  
**Ref No** : LDOE 05/04/2024  
**Post Status** : Permanent  
**Salary Level** :11  
**Salary Notch** : R 849 702 per annum (all-inclusive package)  
**Centre** : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification.
- Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer.
- 3 - 5 years' relevant experience at lower management level as a professional Engineer.
- A valid driver's licence except for people with disability.

**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.

**COMPETENCIES:**

Project Management; 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; Interpersonal and diplomacy skills; 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

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : **Architect, Grade A**  
**Directorate** : **Infrastructure Delivery**  
Ref No. : LDOE 06/04/2024  
Post Status : Permanent  
Salary Level : OSD  
Salary Notch : R 721 476 per annum  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- B degree in Architecture or equivalent.
- Registration with the SACAP as a Professional Architect.
- 3 years' relevant experience as an architect.
- 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, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

**COMPETENCIES AND 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.

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : Deputy Director: Architect x 1 Post  
**Directorate** : Infrastructure Delivery  
Ref No. : LDOE 07/04/2024  
Post Status : Permanent  
Salary Level : 11  
Salary Notch : R 849 702 per annum (all-inclusive package)  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- B degree in Architecture or equivalent.
- Registration with the SACAP as a Professional Architect.
- 3 - 5 years' relevant experience at lower management level as an Assistant Director, architect.
- 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, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

**COMPETENCIES AND SKILLS:**

- Architectural design process from project inception to close out.
- 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.

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : Deputy Director-Quantity Surveyor x 1 Post  
**Directorate** : Infrastructure Delivery  
Ref No. : LDOE 08/04/2024  
Post Status : Permanent  
Salary Level : 11  
Salary Notch : R 849 702 per annum (all-inclusive package)  
Centre : Head Office, Polokwane

**MINIMUM 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).
- 3 - 5 years' relevant experience at lower management level as a Quantity Surveyor in Building Construction and Building Maintenance.
- Computer literacy.

**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.

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : Deputy Director Infrastructure Finance x 1 Post  
**Directorate** : Infrastructure Delivery  
Ref No. : LDOE 09/04/2024  
Post Status : Permanent  
Salary Level : 11  
Salary Notch : R 849 702 per annum (all-inclusive package)  
Centre : Head Office, Polokwane

**MINIMUM 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.
- 3 - 5 years' relevant experience at lower management level as an Assistant Director in in the construction and maintenance industry.
- A valid driver's license (with exception of person with disability).

**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.

**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).

**KEY PERFORMANCE AREAS:**

- 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).

**Name of Post** : Deputy Director – Property Management x 1 Post  
**Directorate** : Infrastructure Delivery  
**Ref No** : LDOE 10/04/2024  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R 849 702 per annum (all-inclusive package)  
**Centre** : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- NQF Level 7 or equivalent qualification in Real Estate or Property Management or Facilities Management or Built Environment as recognised by SAQA.
- 3 - 5 years' relevant experience at lower management level as an Assistant Director in Building Construction and Building Maintenance.
- Must have a valid driver's license (with exception of person with disability).

## 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.

## KEY PERFORMANCE AREAS:

- 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.

**Name of Post** : Chief Architect Grade B x 1 Post  
**Directorate** : Infrastructure Delivery  
Ref No : LDOE 11/04/2024  
Post Status : Permanent  
Salary Level : OSD  
Salary Notch : R1 254 282.00 per annum  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- B-Degree in Architecture (or relevant qualification) as recognized by SAQA.
- A minimum of 6 years post qualification architectural experience.
- Compulsory registration with SACAP as a Professional Architect.
- A valid code B (or higher) driving license (with exception of person with disability).

**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.

**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; Proven computer literacy; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : Chief Engineer Grade B x 1 Post  
**Directorate** : Infrastructure Delivery  
Ref No. : LDOE 12/04/2024  
Post Status : Permanent  
Salary Level : OSD  
Salary Notch : R 1 452 573.00 per annum  
Centre : Head Office, Polokwane

#### **MINIMUM REQUIREMENTS**

- B degree in Architecture or relevant qualification as recognised by SAQA.
- Six years post qualification architectural experience required.
- Compulsory registration with SACAP as a professional Architect.
- Valid driver's license (with exception of person with disability).

#### **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.

#### **COMPETENCIES:**

- Computer skills.
- Planning, organizing and execution.
- Project Management.

#### **KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : Chief Quantity Surveyor Grade B x 1 Post  
**Directorate** : Infrastructure Delivery  
Ref No. : LDOE 13/04/2024  
Post Status : Permanent  
Salary Level : OSD  
Salary Notch : R 1 254 282.00 per annum (all-inclusive package)  
Centre : Head Office, Polokwane

#### **MINIMUM REQUIREMENTS**

- 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 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.

#### **KEY PERFORMANCE AREAS**

- 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.

**Name of Post** : Assistant Director, Expenditure Management x 1 Post  
**Sub - Directorate** : Early Childhood Development (ECD)  
Ref No : LDOE 14/04/2024  
Post Status : Three (03) Years Contract  
Salary Level : 09  
Salary Notch : R 444 036.00 per annum  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- 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 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.

**KNOWLEDGE:**

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 knowledgeable with Human Resource Management (People Management) practices.

**SKILLS:** 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.

**KEY PERFORMANCE AREAS:**

- Ensuring payments to all funded ECD centers 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 centers 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 centers. Ensure call for proposal for funding of ECD centers is conducted on time.
- Maintain database of funded ECD centers.

- Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.

**Name of Post** : **Social Worker Supervisor Grade 1 x 1 Post**  
**Sub - Directorate** : **Early Childhood Development (ECD)**  
Ref No : LDOE 15/04/2024  
Post Status : Three (03) Years Contract  
Salary Level : 08  
Salary Notch : R 452 667.00 per annum  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) in Social Work as recognized by SAQA.
- Five years' experience at a middle managerial level in the ECD field.
- Registration with SACSSP.
- Valid driver's licence (with exception of person with disability).

**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.

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : **Social Worker Grade 1 x 2 Posts**  
**Sub - Directorate** : **Early Childhood Development (ECD)**  
Post Status : Permanent  
Salary Level : 07  
Salary Notch : R 308 247.00 per annum  
Centre : Capricorn South: Ref No: LDOE 16/04/2024  
Sekhukhune South: Ref No: LDOE 17/04/2024

**MINIMUM REQUIREMENTS:**

- A Bachelor's degree in Social Work as recognised by SAQA.
- 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 AND PROCESS COMPETENCIES:**

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

**DUTIES :**

- 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 centers.

**Name of Post** : Deputy Chief Education Specialist (DCES) x 3 Posts  
**Sub – Directorate** : HIV AIDS & Life Skills  
Post Status : Three (03) Years Contract  
Salary Level : 10  
Salary Notch : R560 313.00 per annum  
Centre : Mogalakwena & Waterberg Districts, Ref No.: LDOE 18/04/2024  
: Mopani East & West Districts, Ref No.: LDOE 19/04/2024  
: Sekhukhune East & South Districts, Ref No.: LDoE 20/04/2024

**MINIMUM REQUIREMENTS:**

- A recognized Three (03) years or Four (04) years qualification, which includes professional teacher as recognised by SAQA.
- Minimum of Eight (8) years' experience in educational field and 3 years' experience in the area of HIV and AIDS Life Skills Education and / or Comprehensive Sexuality Education and / Co-ordination of in school support & monitoring life orientation teachers in the education sector.
- Registration with SACE as a Professional Educators.
- Functional computer literacy.
- A valid drivers licence (with exception of person living with disability).

**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.

**KNOWLEDGE AND SKILLS:**

- A good knowledge and understanding of all national and provincial policies in HIV & AIDS, STI and TB and best practice applications for management.
- Experience in training and counselling – Life Orientation, Comprehensive Sexuality Education.
- Team development and problem solving skills.
- Strategic planning, policy analysis and development.
- Good report writing.
- People management and empowerment.
- Stakeholder and partnership management.

**KEY PERFORMANCE AREAS:**

- Strategic and operational management of HIV & AIDS Life skills programme in compliance to the graft framework in all public schools in the province.
- Ensure effective planning, implementation, monitoring and evaluation of HIV and AIDS, STIs and TB programmes and policies.
- Provide training and support to Head Office and all district HIV and AIDS coordinators and life orientation subject advisors on Comprehensive Sexuality Education (ESE).
- Consolidate monthly, quarterly and annual reports for the programme.
- Prepare quarterly reports for presentation to the Provincial Aids Council.
- Monitor the performance of district HIV and AIDS coordinators.

- Represent the departmental as delegate to attend national HIV and Aids life skills programme interprovincial and provincial forum.
- Ensure adherence to allocated budgets as per the approved business plan.
- Consolidate financial performance report for the graft.
- Facilitate resources provisioning for the implementation of care and support for Teaching and Learning (CSTL) activities in the province.
- Facilitate strategic partnerships between the Department and other stakeholders in HIV and AIDS programmes.

**Name of Post** : Deputy Director, Quantity Surveyor x 1 Post  
**Sub – Directorate** : Early Childhood Development (ECD)  
Ref No. : LDOE 21/04/2024  
Post Status : Three (03) Years Contract  
Salary Level : 11  
Salary Notch : R 849 702 per annum (all-inclusive package)  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- A Bachelor's Degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognised by SAQA.
- 3 - 5 years' relevant experience at lower management level as an Assistant Director in Building Construction and Building Maintenance.
- Computer literacy.
- 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, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : Social Worker Policy Developer Grade 1 x 1 Post  
**Sub - Directorate** : Early Childhood Development (ECD)  
Ref No. : LDOE 22/04/2024  
Post Status : Three (03) Years Contract  
Salary Level : OSD  
Salary Notch : R429 573.00 per annum  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 7) in Social Work as recognized by SAQA.
- Five years' experience at a middle managerial level in the ECD field.
- Valid Registration with SACSSP.
- Valid driver's licence (with exception of person with disability).

**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.
- Computer literate.

**KEY PERFORMANCE AREAS:**

- 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 centres.

**Name of Post** : **Assistant Director, Quantity Surveyor x 1 Post**  
**Sub - Directorate** : **Early Childhood Development (ECD)**  
Ref No. : LDOE 23/04/2024  
Post Status : Three (03) Years Contract  
Salary Level : 09  
Salary Notch : R 444 036.00 - R508 692 per annum  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- A Bachelor's Degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognised by SAQA.
- A minimum of three (3) years' experience at supervisory level in Building Construction and Building Maintenance.
- Computer literacy.
- 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, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

**KEY PERFORMANCE AREAS:**

- 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.

**Name of Post** : Administration Clerk x 1 Post  
**Sub - Directorate** : Early Childhood Development (ECD)  
Ref No. : LDOE 24/04/2024  
Post Status : Three (03) Years Contract  
Salary Level : 05  
Salary Notch : R 216 417.00 per annum  
Centre : Head Office, Polokwane

**MINIMUM REQUIREMENTS:**

- N6 in Administration.
- A qualification at NQF level 6 as recognised by SAQA will be an added advantage.
- Computer Literacy.

**CORE AND PROCESS COMPETENCIES:**

Advanced skills in excel, word and power point. Data capturing skills. Good communication skills and flexibility. Time management, planning and organization 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.

**KEY PERFORMANCE AREAS:**

- 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.