



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

Ref : S4/1

TO : ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL
GOVERNMENT

FROM : HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

DEPARTMENTAL CIRCULAR NO 2 OF 2024: ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited for the filling of vacant posts, which exist in the department.
2. Applications must be submitted on the Z83 form obtainable from any Public Service Department or can be downloaded from www.dpsa.gov.za / www.labour.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: All fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applications 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".
4. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment (Z83), and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The Declaration must be completed and signed. A specific reference number for the post applied for must be quoted in the space provided on the Z83 form.
5. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. 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.


6. All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to a technical exercise that intends to test relevant technical competencies of the job, the logistics of which will be communicated by the Department.
7. The successful candidate will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the applicable prescripts.
8. Following the interview and Technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
9. Shortlisted candidates will be subjected to suitability check (criminal records, credit records check for security reasons) and verification of qualifications.
10. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.
11. Applications for **Head Office** posts should be forwarded to:

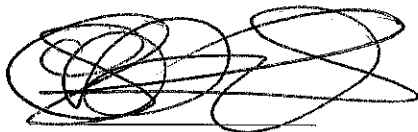
The Director: Human Resource Management
Department of Public Works, Roads and Infrastructure
Private Bag X9490
POLOKWANE
0700

Or hand delivered to Works Towers Building, First Floor General Registry, 43 Church Street, Polokwane, 0699. **District posts should be directed to the attention of the District Directors using the addresses below:**

Capricorn District	Mopani District	Sekhukhune District	Vhembe District	Waterberg District
Private Bag X9378 Polokwane 0700 Tel 015 287 5600	Private Bag X576 GIYANI 0826 Tel 015 811 4000	Private Bag X02 Chuenespoort 0745 Tel: 015 636 8300/8330	Private Bag X2248 Sibasa 0970 Tel: 051 963 3790	Waterberg District Private Bag X1028 Modimolle 0510 Tel: 014 718 3000/ 3040/ 3052/3027
Or hand delivered to: 15 Landros Mare Street, next to Correctional Services Enq.: Ms Kganakga K	Or hand delivered to: 570 Parliamentary Building, Giyani Enq.: Mr. Mashele R, Ms Mabunda KS & Ms Bila P	Or hand delivered to: Lebowakgomo Zone A, next to Traffic Department Enq. Ms. Makalela RC & Mr Mathabatha MJ	Or hand delivered to: Traffic and Raluswielo Street, Sibasa Enq.: Mr Mavhungu MF & Ms Mathivha NM	Or hand delivered to: Cnr. Thabo Mbeki & Elias Motsoaledi Mookgopong Enq. Ms. Mokonyane & Ms Hlaole PE

12. Applicants may also apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as

- copies of all qualifications, Identity Document and valid driver's license ONLY. Failure to attach copies and required documents will result in the application not being considered/disqualification.
13. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government. This circular will also be posted on the following websites www.dpw.limpopo.gov.za / www.limpopo.gov.za/ www.dpsa.gov.za.
 14. All general enquiries should be directed to Ms. Ledwaba RE, Ms. Hanyane NP, Mr. Seleka BN, Mr. Moabelo MJ, Mr. Mabilo MM, and Ms. Motsai Seipati at 015 284 7570/ 7586 / 7663/ 7607/ 7627/ 7578.
 15. The closing date for submission of applications is **Friday, the 23 August 2024 at 16h00**.
 16. Late applications will not be considered.
 17. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
 18. Department of Public Works, Roads and Infrastructure 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.
 19. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.
 20. The department reserves the right **NOT** to fill the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.



Mr. Phukuntsi MJ
Acting Head of Department

11/07/2024
Date

ADVERTISEMENT OF LEVEL 1- 13 POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

POST NO. 01 : **DIRECTOR: OPERATIONS MANAGEMENT (Re-advertisement)**
(Applicants who applied previously are encouraged to re-apply)
Ref. No. : **S. 4/3/3/71**
Branch : **Property and Facilities Management**
Salary Package : **R1, 216 824.00 per annum (to be structured according to Individual needs)**
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Property Management / Property Law / Real Estate / Property Valuation. 05 years of experience at middle/senior managerial level. Valid driver's license with the exception of persons with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

DUTIES: KEY PERFORMANCE AREAS: Manage the provision of asset management planning services:

Determine immovable asset requirements. Manage the verification of existing immovable asset. Determine functional performance of the asset. Manage and conduct gap analysis. Determine new asset requirements. Determine repairs, refurbishment or reconfiguration requirements. Determine surplus asset to surrender. Manage the compilation of asset portfolio profile. Manage the compilation of asset performance report. Manage the compilation of asset lifecycle management plan. Provide portfolio analysis of provincial asset. Manage and develop works plan. **Manage immovable assets register:** Manage the compilation of asset register. Manage and reconcile information in the asset register with deeds office and valuation roll. Manage the application of immovable asset values. Manage and facilitate the linking of rates and taxes register to immovable asset register. Manage and provide geographical information services on government properties. Manage and conduct assets verification on provincial properties. **Manage the provision of prestige accommodation and facilities management:** Develop policies, norms and standards for prestige accommodation in line with National Guidelines and Handbooks. Develop norms and standards for the maintenance of prestige accommodation. Develop norms and standards for the provision of facility management services [e.g. security, landscaping] being provided for prestige accommodation in line with National Guidelines and Handbooks. Manage implementation of and reporting on prestige accommodation. Manage the rendering of maintenance work at prestige accommodation through internal staff and outsourced services. Manage the rendering of facility services at prestige accommodation through internal staff and outsourced services. Develop norms and standards for technical condition assessments for prestige accommodation. Manage the provincial landscaping designs and services. Coordinate cleaning services. Manage waste collection and disposal. **Manage the payment of municipal rates and taxes:** Manage and

facilitate payment of municipal levies, rates and taxes for provincial properties. Manage and facilitate property evaluation and evictions. Manage and develop the space utilisation norms and standards. Provide space designs and ensure adherence to ergonomics. **Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation:** Give direction to team in realizing the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff Manage discipline. **Manage Project/s, Ensure the achievement of operational targets, Manage others and ensure that all contribute towards achievement of dept goals, develop Guidelines/ Practices/ Frameworks/ M&E.**

POST NO 02 : **DIRECTOR: PROCUREMENT MANAGEMENT (Re-advertisement)**
 (Applicants who applied previously are encouraged to re-apply)
Ref. No. : **S. 4/3/9/60**
Branch : **Procurement Management**
Salary Package : **R1, 216 824.00 per annum (to be structured according to**
Individual needs)
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Supply Chain Management / Purchasing/ Logistics and Inventory Management . 05 years of experience at middle/senior managerial level. Valid driver's license with the exception of persons with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. **SKILLS:** Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player

DUTIES: KEY PERFORMANCE AREAS: Manage infrastructure projects demand and procurement planning: Monitor and manage the development of the procurement plan, Develop budget projection as per the departmental needs analysis, Develop and manage market analysis strategies and processes, Develop a purchasing strategy for the department, Manage and provide supplier database. **Manage infrastructure projects acquisition services:** Manage bids administration, Manage and monitor the consolidation of requests for invitation of bids and quotation, Monitor that bids documents adherence to National Treasury

format for Standard Bidding Documents (SBD's) and other regulatory bodies, Provide secretariat services for tender briefing sessions. **Manage the provision of demand and acquisition of goods and services:** Manage the development of the procurement plan, Develop budget projection as per the departmental needs analysis, Develop and manage market analysis strategies and processes, Develop a purchasing strategy for the department, Manage and provide supplier database, Manage bids administration, Monitor that bids documents adherence to National Treasury format for Standard Bidding Documents (SBD's) and other regulatory bodies, Provide secretariat services for tender briefing sessions. **Manage contract performance and advisory services:** Manage the development of departmental specific period contracts, Monitor and provide notifications on expiring contracts, Make recommendations on all contract adjustment requests, Manage the consolidation of inputs from the department on provincial transversal contracts, Manage adherence to specific and transversal contract terms and conditions, Maintain relations between the service provider and the department, Manage the appointment of service providers. **Manage resource (Human, Financial and Equipment):** Facilitate the formulation and manage component's budget, Monitor and report on expenditure to ensure proper utilisation of budget, Monitor and ensure the proper utilisation of equipment's, Monitor and evaluate the performance and appraisal of the employees, Facilitate and ensure capacity building and development, Ensure proper utilisation of human resources, Maintain the discipline environment, Facilitate and ensure the development of job description of supervisees. Manage Project/s, Ensure the achievement of operational targets, Manage others and ensure that all contribute towards achievement of dept goals, develop Guidelines/ Practices/ Frameworks/ M&E.

Post No. 03 :ADMINISTRATIVE SUPPORT AND COORDINATION-ADMINISTRATION SERVICES (Re-advertisement) (Applicants who applied previously are encouraged to re-apply)

Ref. No. : S4/3/5/12

Component : Office of the Executive Authority

Salary Package : R849 702 per annum per annum (to be structured according to Individual need)

Salary Level : 11

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA. 5 years' experience in Admin of which three (3) years must be at Junior Management / ASD level. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

SKILLS AND KNOWLEDGE: Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

DUTIES: KEY PERFORMANCE AREAS: Manage the administrative and coordination of activities within the Office of the executive authority. This would, interalia, entail the following: Develop, implement and

maintain systems, registers and Databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. **Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority.** This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/ executive Council. Liaise with senior managers in the institutions within the Executive authority portfolio. Coordinate the activities of the executive authority's office. **Render a Cabinet / executive council support service to the executive authority.** This would, inter alia, entail the following: Manage the distribution of memoranda to cabinet / executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing / portfolio committees. Keep record of decisions of cabinet / executive council and alert The Chief of Staff and executive authority of actions to be taken and due dates. **Supervise employees.** This would, inter alia, entail the following: codes in the General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Post No. 04 : **GEOTECHNICAL ENGINEERING (Re-advertisement)**
 (Applicants who previously applied are encouraged to re-apply)
Ref. No. : S4/3/10/65
Component : Roads and Bridges Maintenance
Salary Package : R 833 499 – R 889 158 per annum (to be structured according to individual needs)
Salary Level : OSD - Grade A
Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA in Civil Engineering (Geotechnical or Materials). 03-05 years' experience in Civil Engineering Technologist experience required. Compulsory registration with ECSA as Civil Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. Client Orientation and Customer focus. Communication.

SKILLS AND KNOWLEDGE: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications Knowledge of legal compliance. Technical report writing. Networking. Professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

DUTIES: KEY PERFORMANCE AREAS: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities Promote safety standards in line with statutory and regulatory requirement. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. **Perform administrative and related functions:** Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. **Research and development:** Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.

Post No. 05 : CIVIL ENGINEERING TECHNOLOGIST (Re-advertisement)
(Applicants who applied previously are encouraged to re-apply)
Ref. No. : S4/3/10/64
Component : Roads and Bridges Maintenance
Salary Package : R 429 930 – R462 084 per annum (to be structured according to Individual needs)
Salary Level : OSD - Grade A
Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA in Civil Engineering 03-05 years' in Civil Engineering Technologist experience required. Compulsory registration with ECSA as Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Networking. Professional judgment.

SKILLS AND KNOWLEDGE: Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focus and responsiveness , Communication, Computer skills, Planning and organizing, People management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player.

DUTIES: KEY PERFORMANCE AREAS: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying engineering principles. **Perform administrative and related functions:** Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. **Research and development:** Keep up with new technologies and procedures: Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.

Post No. 06 : CONSTRUCTION PROJECT MANAGER (Re-advertisement)
(Applicants who applied previously are encouraged to re-apply)
Ref. No. : S4/3/10/82
Component : Roads and Bridges Maintenance

Salary Package : R833 499.00 - R889 158.00 p.a (to be structured according to Individual needs)
Salary Level : OSD - Grade A
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS:

- ✓ A qualification at NQF level 6 as recognised by SAQA in Built Environment, 04 years' experience in Built Environment (04 years and 06 months experience).
- ✓ A qualification at NQF level 7 as recognised by SAQA in Built Environment (04 years' experience in Built Environment).
- ✓ A qualification at NQF level 8 as recognised by SAQA in Built Environment, 04 years' experience in Built Environment (03 years' experience in Built Environment).
- ✓ Compulsory registration with the SACPCMP as a **Professional Construction Project Manager**.
- ✓ Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

SKILLS: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management.

DUTIES: KEY PERFORMANCE AREAS: **Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager:** Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. **Project accounting and financial management:** Report project progress to Chief Construction Project Manager, Manage project budget and resources. **Office administration:** Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library, Utilise allocated resources effectively. **Research and**

development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management.

Post No 07 : CIVIL STRUCTURAL ENGINEER: GRADE A (03 POSTS) (Re-advertisement)
(Applicants who previously applied are encouraged to reapply)
Ref. No. : Health – S4/3/1/87, Other Provincial Dept - S4/3/1/88 & Portfolio Technical – S4/3/1/89
Component : Health Infrastructure Delivery X1; Provincial Departments Infrastructure Delivery X1 & Portfolio Technical Services X1
Salary Package : R833 499.00 - R889 158.00 per annum (to be structured according to individual needs)
Salary Level : OSD - Grade A
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Civil /Structural Engineering. Compulsory registration with ECSA as a Professional Engineer. 03 - 5 years' experience required in Civil /Structural Engineering. A Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. **SKILLS:** Project and Professional Judgment, Computer-aided Engineering and Project applications. Project design and analysis knowledge, Process Knowledge and Skills, Maintenance Skills and Knowledge, Mobile equipment operating Skills, Legal and Operational Skill, Legal and Operational Compliance, Research and Development, Creating High Performance Culture, Technical Consulting,

DUTIES: KEY PERFORMANCE AREAS: Design new systems to solve practical civil/ structural engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil/ structural engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to in new technology, Develop tender specifications (civil/ structural), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve civil/ structural engineering works according to prescribed norms and standards. **Human capital development:** Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the civil/ structural engineering work and processes, Administer performance management and development. **Office administration and budget planning:** Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery.

Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil/ structural engineering technology to improve expertise, and Liaise with relevant bodies/councils on civil/ structural engineering-related matters.

Post No. 08 : **MECHANICAL ENGINEER (04 POSTS (Re- Advertisement)**
Applicants who previously applied are encouraged to re-apply)

Ref. No. : S.4/3/1/78 - Health, S.4/3/1/79 - Education, S4/3/1/80 - Provincial and S.4/3/1/81 - Technical Portfolio)

Component : Health Infrastructure Delivery X1, Education Infrastructure DeliveryX1, Provincial Departments Infrastructure Delivery X1 and Portfolio Technical Services X1

Salary Package : R833 499.00 - R889 158.00 per annum (to be structured according to individual needs)

Salary Level : OSD - Grade A

Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Mechanical Engineering. 03-05 years post experience required in mechanical engineering. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

SKILLS: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Negotiation skills. Change management. Innovation.

DUTIES: KEY PERFORMANCE AREAS: Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to in new technology, Develop tender specifications

(mechanical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve mechanical engineering works according to prescribed norms and standards. **Human capital development:** Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the mechanical engineering work and processes, Administer performance management and development. **Office administration and budget planning:** Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise, and Liaise with relevant bodies/councils on mechanical engineering-related matters.

Post No. 09 : **ELECTRICAL ENGINEER (04 POSTS (Re-advertisement)**
(Applicants who applied previously are encouraged to re-apply)

Ref. No. : **S.4/3/1/82 Health and S.4/3/1/83 Portfolio**

Component : **Health, Education & Other Provincial infrastructure**

Salary Package : **R833 499.00 - R889 158.00 per annum (to be structured according to individual needs)**

Salary Level : **OSD - Grade A**

Centre : **HEAD OFFICE - Polokwane**

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Electrical Engineering. 03 -05 years' experience required in Electrical engineering. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

SKILLS: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness.

Communication. Computer skills. People management. Planning and organizing. Negotiation skills. Change management. Innovation.

DUTIES: KEY PERFORMANCE AREAS: Design new systems to solve practical electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to in new technology, Develop tender specifications (electrical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve electrical engineering works according to prescribed norms and standards. **Human capital development:** Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the electrical engineering work and processes, Administer performance management and development. **Office administration and budget planning:** Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development to keep up with new technologies and procedures. Research/literature studies on electrical engineering technology to improve expertise, and Liaise with relevant bodies/councils on mechanical engineering-related matters.

Post No. 10 : CIVIL ENGINEER (Re-advertisement)
(Applicants who applied previously are encouraged to re-apply)

Ref. No. : S4/3/10/96

Component : Roads and Bridges Maintenance

Salary Package : R833 499.00 - R889 158.00 per annum (to be structured according to Individual needs)

Salary Level : OSD - Grade A

Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Civil Engineering. 03-05 years' experience required in Civil Engineering. Compulsory registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and

Customer focus; Communication. **SKILLS:** Project management. Technical design and analysis knowledge, Research and development. Computer-aided engineering applications Knowledge of legal compliance, Technical report writing, Networking, Professional judgment, Problem solving and analysis, Decision making. Team leadership, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing, People management, Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative, Team player.

DUTIES: KEY PERFORMANCE AREAS: Design new systems to solve practical civil/ structural engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil/ structural engineering projects. Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to in new technology, Develop tender specifications (civil/ structural), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice, Approve civil/ structural engineering works according to prescribed norms and standards. **Human capital development:** Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the civil/ structural engineering work and processes, Administer performance management and development. **Office administration and budget planning:** Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil/ structural engineering technology to improve expertise, and Liaise with relevant bodies/councils on civil/ structural engineering-related matters.

**Post No. 11 : DEPUTY DIRECTOR: CONTRACT PERFORMANCE
MANAGEMENT AND ADVISORY SERVICES**

Ref. No. : S.4/3/10/72

Component : Procurement Management

Salary Package :R849 702 per annum (to be structured according to Individual needs)

Salary Level : 11

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in SCM/Financial Management/Legal. Five years' relevant experience in Contract Management of which three (3) years must be at junior Management level (ASD). Valid driver's license with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. **SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership

DUTIES: KEY PERFORMANCE AREAS: Manage the functional operation of the Supply Chain Contract Management: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration, Administer variations to contracts, 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 prepared and available to resolve disputes, Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. **Manage the coordination, review and monitoring of contract compliance:** Determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. **Manage Supply Chain Management helpdesk:** Provide helpdesk strategies and procedures, Manage Supply Chain Management related queries, provide advice and assistance to prospective contractors/ service providers on bidding matters, Advice to complaints from dissatisfied contractors/ service providers by accessing the evaluation reports, Advice to SCM queries, Advice to CIDB related enquiries and queries. **Manage and undertake all administrative functions required with regard to financial and HR administration:** Maintenance of discipline, Management of performance and development, Undertake Human Resource and other related administrative functions, Establish implement and maintain efficient and effective communication arrangements, 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, Compile and submit all required administrative reports, Serve on transverse task teams as required, Procurement of asset management for the sub directorate, Plan and allocate work, Quality control of work delivered by employees.

Post No 12 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION
MANAGEMENT GOODS AND SERVICES**

Ref. No. : **S4/3/9/27**

Component : **Procurement Management**

Salary Package : **R849 702 per annum (to be structured
according to Individual needs)**

Salary Level : 11

Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Procurement/ SCM/Financial Management. Five years' relevant experience within Supply Chain of which three (3) years must be at junior Management level (ASD). Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. **SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership

DUTIES: KEY PERFORMANCE AREAS: Manage and develop the goods and services procurement plan: Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives, Manage and facilitate the approval of infrastructure procurement plan, Manage and communicate the procurement plan, Manage and monitor that is goods and services rendered according to the procurement plan, Manage and compile budget projection as per the departmental needs analysis. **Manage and conduct market assessment:** Develop and manage market analysis policy, strategies and processes, Develop a purchasing strategy for the department, Develop and conduct market assessment through:- Benchmarking; Industry/ market analysis; Market characteristics; Sourcing strategy **Manage supplier database:** Facilitate registration of supplier database, Manage and liaise with CIDB about professionals/ contractor's information, Manage the process of verifying supplier and professionals. **Manage the functional operation of the goods and services acquisition management:** Manage, design and develop acquisition management policies processes and procedures, Compile operational/supply chain acquisition management plan and obtain approval, Manage the execution of the acquisition management plan, Monitor and review the acquisition management activities, Establish Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. **Oversee the bidding process:** Compilation of bid documents and advertisements, Publishing of bid documents, Receipt (closing and opening) of bid documents, Processing of bid documents. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates

motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

Post No. 13 : **DEPUTY DIRECTOR: ICT SOLUTION & INFORMATION
MANAGEMENT**
Ref. No. : **S4/3/7/13**
Component : **ICT SOLUTIONS**
Salary Package : **R849 702 per annum (to be structured according to
Individual needs)**
Salary Level : **11**
Centre : **HEAD OFFICE – Polokwane**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Information Technology, Computer Science/Studies, Informatics, Software Development. Five years' experience within the relevant experience in IT of which three (3) years must be at junior Management / Assistant Director level. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

SKILLS: Knowledge of Microsoft Azure Administration, Microsoft Exchange (Both Online and On Premise), Cyber Security and Ethical Hacking, Project Management, ICT networks, switches, cabling and wireless devices. Knowledge of legislation and policies governing ICT in South Africa, international standards pertaining to ICT.

DUTIES: KEY PERFORMANCE AREAS:

Manage the provision of Business Solutions: To determine system requirements in line with approved ICT Plan/Strategy, Perform user requirement specifications towards ICT Plan review, To source new/existing technology to address the requirements, Provide executive support into technology adoption, digital transformation and thus bridging the digital divide, Proactively interact with business users and monitor implementation of systems and applications, To facilitate system training needs analysis. To define, implement and communicate systems and applications user training programme plan. To facilitate digital transformation, To align information technology strategy with departmental strategic plan. **Manage the provision of effective application and systems inventory and consolidation:** Conduct business analysis. To conduct user requirement specifications. Conduct feasibility studies. Benchmark with other entities. Conduct proof of

concepts. Manage migration to cloud services. To manage mobility technology adoption. **Manage implementation of Microsoft Solutions:** Administering Microsoft Exchange Online. Facilitate the implementation of MS Share Point Online. Ensure implementation of Microsoft One Drive for Business. Manage or built servers on Azure platform following prescripts. Ensure that Microsoft Licenses are allocated accordingly. Manage implementation of Microsoft E5 Security. Perform monthly audits on Microsoft platforms. Ensure newly introduced MS solutions are implemented within the Department

Manage system development and deployment: Identify and compile needs for new software. Facilitate system developments through available Microsoft Power Apps and other platforms. Facilitate development of systems outlined in the Provincial e-Government Strategy. Facilitate adoption of system developed at Provincial level. Facilitate development of electronic asset register. Draft specifications and process motivations for procurement. Ensure that the department gets value for money and that latest business solutions. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation:** Report on the utilization of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates' motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.

Post No. 14 : **DEPUTY DIRECTOR: FINANCE**
Ref. No. : **S4/3/10/73**
Component : **Finance**
Salary Package : **R849 702 per annum (to be structured according to Individual needs)**
Salary Level : **11**
Centre : **Mopani District**

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Financial Accounting, Financial Management, Supply Chain Management, Assets and Logistics Management. Five years' relevant experience in Finance of which three (3) years must be at junior Management level (ASD). Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programmed and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. **SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury

Regulations, Knowledge and understanding of the following: Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

DUTIES: KEY PERFORMANCE AREAS: Manage Budget: Facilitate the financial planning and budgeting for the district, Provide the district financial reporting, monitor cash flow and submit cash flow reports and plans as required, Monitor compliance with financial prescripts, Provide advice and guidance to role players on the use of forecasting methods and tools, Facilitate the roll-overs and virement process, Provide the district financial reporting. **Provide acquisition services:** Compile procurement plan and facilitate the approval, Manage the execution of the procurement plan, Monitor and review the acquisition management activities, Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees, Oversee the bidding process by Compilation of bid documents and advertisements, Publishing of bid documents, Receipt (closing and opening) of bid documents, Processing of bid documents, Manage the compilation of the list of prospective providers, Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate expressions of interest, Compile a database of approved suppliers, Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. **Provide logistics and assets management services:** Design and develop inventory and assets management policies processes and procedures, Manage inventory and movable asset management services, Manage district stores, Manage district stock –taking services, Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices. **Manage Revenue collection:** Monitor the implementation of policy and legislative framework to ensure that cognizance is taken of new developments, maintain policies and processes, Monitor revenue collected and expenditure incurred and submit reports and plans as required, Undertake revenue services by ensuring that cashier, banking, debt management, monitoring and reporting services are rendered, Provide advice and guidance to role players on revenue and expenditure procedures. **Manage salaries, accounts and expenditure:** Authorize all salaries transaction of the district, Monitor the distribution of payroll and payslip and facilitate submission to Head Office, undertake expenditure management and accounting work as required to provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). **Manage resource (Human, Financial and Equipment):** Manage the component's budget against its strategic objectives, Coordinate budget monitoring, projecting & reporting expenditure, Ensure that spending is maximized in line with strategic objective, Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

Post No. 15 : **CONSTRUCTION PROJECT MANAGER GRADE A X2**
Ref. No. : **S4/3/2/34 – Capricorn District, S4/3/2/35 - Vhembe**
Component : **Building Maintenance**
Salary Package : **R 833 499.00-R889 158 per annum (to be structured according to Individual needs)**
Salary Level : **OSD**
Centre : **Capricorn X1 and Vhembe X1**

MINIMUM REQUIREMENTS:

- ✓ A qualification at NQF Level 6 in Built Environment with a minimum of a 4 years' experience,
- ✓ a qualification at NQF level 7 in Built Environment with a minimum of a 4 years' experience,
- ✓ a qualification at NQF level 8 in Built Environment with a minimum of a 3 years' experience.
- ✓ Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
- ✓ Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

SKILLS: Project principles and methodologies, Research and development, Computer-aided engineering and project applications, Legal and operational compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement.

DUTIES: KEY PERFORMANCE AREAS: Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. **Project accounting and financial management:** Report project progress to Chief Construction Project Manager, Manage project budget and resources. **Office administration:** Provide inputs to other professionals with tender administration, Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library, Utilise allocated resources effectively. **Research and development:** Keep up with new technologies and procedures, Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management.

Post No. 16 : **PROJECT MANAGER: ROUTINE MAINTENANCE**
Ref. No. : **S4/3/10/97**
Component : **Roads Infrastructure Maintenance**
Salary Package : **R849 702-R1 000 908 per annum (to be structured according to individual needs)**
Salary Level : **OSD**
Centre : **Vhembe**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. 06 years relevant experience in road maintenance environment at junior management level. Valid driver's license, with the exception of applicants with disabilities

CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Mechanical manual, PFMA and Treasury Regulations, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: Manage the district road maintenance operations: Manage the district works maintenance plan, Manage the implementation the road maintenance manual, Analyse the inspection reports against the district operational plan, Provide roads maintenance budget projections, Manage and control the utilization of heavy roads construction and maintenance plant and equipment's mainly the shifting of plant from one maintenance center to another, Compile maintenance reports, Analyse the project site reports against the project plan, Manage adherence to Occupational Health and Safety by:- Provide specifications for camp resources (sanitation resources etc.), Provide specifications for protective clothing and equipment's. **Manage roads maintenance production and provide budget:** Receive and verify the quality and quantity of camps production, Analyse the production activity of the camps to determine the production cost, Prepare the purchasing schedules and monitor the expenditure, Monitor actual cost against the allowable unit cost, Compile the budget inputs and motivations, Allocate the budget to address the needs of the district, Compile and monitor the expenditure, Manage adherence to the relevant prescripts and eliminate waste of resources. **Manage stakeholder relations:** Receive and analyse the needs and /or queries of the following forum: - Local Municipal, Transport, Farmers union, General Public / Tribal Authority, Incorporate the resolutions and suggestions of the forums when developing the maintenance plan where necessary, Manage and maintain the stakeholder relation. **Manage the implementation of roads maintenance Expanded**

Public Works Programme: Manage the district Expanded Public Works Programme need analysis and projects, Monitor and report on completion of small projects, manage payment of NYS, Compile the district reports. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation:** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.

Post No. 17 : **PROJECT MANAGER: -MECHANICAL**
Ref. No. : **S4/3/10/67**
Component : **Mechanical Services**
Salary Package : **R849 702-R1 000 908 per annum (to be structured according to individual needs)**
Salary Level : **OSD**
Centre : **WATERBERG (Modimolle District office)**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Mechanical Engineer. An appropriate Trade test certificate. 03-05 years relevant experience in road maintenance/ construction environment at junior management level. Valid driver's license, with the exception of applicants with disabilities
CORE AND PROCESS COMPETENCIES: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. **SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Mechanical manual, PFMA and Treasury Regulations, Strategic capability and leadership

DUTIES: KEY PERFORMANCE AREAS: Facilitate the acquisition, provision and disposal of roads maintenance of earthmoving machinery, plant and equipment: Identify and analyze the needs, Compilation of specification to SCM, Pre-delivery inspection of machinery, identify unserviceable, oblate and redundant machinery, Evaluate the condition of the machinery and draw technical reports, Invite Board of survey, Transportation of the machinery and plant to scrapyards. **Manage the maintenance heavy earth moving machinery, trucks, light delivery vehicle and roads related plant and equipment:** Develop service schedules, Ensure that service schedules are to and conducted to the manufacturer specifications, Monitor major breakdown repairs performed by original engineering manufacturers and departmental technicians, Develop repair trend statistics, apply corrective measures and re-engineering demand, Liaise with service

providers on repairs of machinery, Ensure proper utilization of machinery, Control the road maintenance assets in the district, Compile and monitor the expenditure, Manage adherence to the relevant prescripts and eliminate waste of resources. **Manage cost benefits analysis for earth moving machinery and equipment:** Ensure that data is collected and captured, Monitor downtime data until the completion of repairs, Ensure that cost implications for machinery maintenance are acceptable, Ensure maintenance provide maximum viable level of availability versus hours worked and production, Identify unserviceable, obsolete and redundant machinery from cost benefit analysis end results, Ensure adherence to workshop administration processes e.g. job cards history file. **Manage registration and renewal of licenses for machinery, trucks and equipment:** Receive registration document of newly acquired machinery and equipment, develop roadworthy and license renewal program and monitor adherence, Facilitate the arrangement of weighbridge, police clearance and roadworthy test for new and registered machinery and equipment, Facilitate the re-introduction of asset that was deregistered by request and default, Ensure deregistration of the plant and machinery. **Conduct physical inspection:** Monitor major repairs before and after completion, conductor. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation:** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.

Post No. 18 : ASSISTANT DIRECTOR: LEASE AND MUNICIPAL SERVICES
Ref. No. : S4/3/3/34
Component : Property and Facilities Management
Salary Notch : R552 081 per annum
Salary Level : 10
Centre : Capricorn District

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation. 3 years relevant experience in property management environment, at lower managerial level. Valid driver's license, with the exception of applicants with disabilities
SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act, 1998, Spatial Planning and Land Use Management Act, 2013.

DUTIES: KEY PERFORMANCE AREAS: Manage accommodation (residential): Develop accommodation plans, Manage and provide accommodation in the district, establish accommodation allocation committee, Manage applications for accommodation, Manage and update accommodation allocation register. **Manage leases:** Manage the administration of leases, provide lease escalation reports in terms of lease agreements, Monitor and liaise with tenants on conditions of the lease agreements, Manage adherence to lease agreements, provide advice on the terms and conditions of lease contracts. **Manage rentals and matters pertaining to refunds and arrears rental recovery:** Manage and monitor rental collection in terms of the lease agreements, Advice tenants on stipulated rental fees, Facilitate stop order payments, Analyse and report on stop order (debit order) payments, Monitor cash payments, Manage and reconcile PERSAL payment reports against the residential accommodation register, Analyse rental collection reports to identify defaulters and make arrangements with defaulters, Monitor and analyse the arrear patterns, Investigate and facilitate payment of refunds. **Manage payment of rates, taxes and services:** Manage and compile rates and taxes reports, Manage and inspect property to ensure correct billing in relation to correct land use of property, Receive invoices on rates, taxes and services, Prepare requisitions for payment of rates and taxes, Monitor the submission of requisitions and invoices to finance for payment purposes, Manage the compilation of municipal services expenditure pattern reports, Liaise with municipalities on rates and taxes, Monitor payments to service providers. **Manage property inspections:** Develop property inspection plan, Verify and identify state residential properties, Monitor the property in terms of lease register to identify tenants vacating the residence before end of contract /subletting, Monitor adherence to lease agreements, Provide property inspections before leasing to tenants and provide report, Compile property upkeep reports, Liaise with inspectorate for detailed property conditional assessments. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

POST NO. 19 : **DEPUTY PROJECT MANAGER: INSPECTORATE**
Ref. No. : **S4/3/10/57**
Component : **Roads Infrastructure Maintenance**
Salary Notch : **R552 081 00 per annum**
Salary Notch : **10**
Centre : **Waterberg District (Modimolle District office)**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Civil Engineering/ Survey Engineering. 03 years relevant experience in Roads inspection environment, at lower managerial level. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of Labour-Intensive Roads Constructions. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent Co-operative. Team player.

DUTIES: KEY PERFORMANCE AREAS: Manage the roads regravelling of roads: Identify the areas of the that needs regravelling, planning of work to be done, Coordinate and facilitate work, Facilitate the preparation of quarry site and stockpiling of gravel, Conduct assessment of the work. **Manage construction of drainage structures:** Identify the spot that needs drainage, Quantify the material needed, identify all working area environment before the work is started, conduct inspection (Installation of pipes, maintenance of existing pipes), Assess compliance to OHS legislation, Investigate and report accidents, Inform OHS unit about the potential danger. **Consolidate the availability of equipment and ensure proper maintenance:** Liaise with the mechanical workshop on: - equipment/plant that are available; breakdowns are reported, Plant/equipment are well maintained.. **Manage the provision of mechanical services:** Manage the acquisition and disposal of district plant and equipment, Manage the district repairs and scheduled maintenance of plant and equipment, Manage the mechanical maintenance systems, manage roads maintenance plant and equipment, Manage the registration and renewal of licensing for plant and equipment. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation:** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.

Post No. 20 : Assistant Director: Land Management
Ref. No. : S4/3/3/48
Component : Property and Facilities Management
Salary Notch : R552 081.00 per annum
Salary Notch : 10
Centre : Waterberg District (Modimolle District office)

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Real Estate/ Bachelor of Science in Property Studies. 03 years' experience in property management environment at lower managerial level. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act 1998, Spatial Planning and Land Use Management Act 2013

DUTIES: KEY PERFORMANCE AREAS: Manage district asset register: Develop plans and processes for registering immovable assets, Update asset register, Manage and oversee the identification of, inspection and investigation of fixed state properties, Identify and register state farms in the district, File erven in the appropriate asset register, Identify the location of properties and ownership, Manage the processing of transferring property to private tenants and municipalities, Manage and compile list of sec 14 schools (public schools built in private properties). **Manage disposal and transfer of state properties:** Manage verification of vesting status before disposal of state properties, Manage and update the asset register in terms of disposals and transfers, Monitor disposal in terms of the departmental policy and decisions of the disposal committee, Manage the signing of the Deeds of Sale, Provide property ownership with deeds office, Provide information to document offer to purchase, Facilitate registering of property in the name of tenant after full purchase price has been paid. **Manage land acquisition and vesting:** Input in the development of annual plan for the acquisition of land and buildings, Identify properties for acquisition and vesting at the district, Participate in preparation of documents for tendering purposes, Update the assets register in terms of property acquisition and vesting, Undertake research for supportive documentation required for vesting of properties, Provide advice on the acquisition of immovable property for office space in line with the planned Government precinct, Verify as to whether the property is vested Nationally, Provincially and/or locally, Verify National Rural Legislative data in terms of property information, Manage the process of vesting applications. **Manage office allocation:** Manage and collect information to determine space norms for offices, Apply space norms for offices against existing utilisation trends, Design office floor layout, Determine needs for parking at different offices, Allocate office space. **Provide resource (Human, Financial and Equipment):** Monitor and report on

the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

POST NO. 21 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT X2**
Ref. No. : **S4/3/8/40**
Component : **District Corporate Services**
Salary Notch : **R444 036.00 per annum**
Salary Level : **09**
Centre : **Waterberg District- (Modimolle District office) and
Sekhukhune District Office**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Records Management, Information Management/ Science /Studies, Archival Studies. 03 years of experience at lower managerial level in Records and Information Management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: **Supervise the provision of Human Resource records:** Assist in the development of file plan, manage security of records, and monitor the classification and reference of records; Manage filling of documents. **Supervise the provision of General records:** Assist in the development of file plan, manage security of records, Monitor the classification and reference of records, Manage filling of documents. **Supervise the provision of postal and messaging services:** Implement postal and messaging strategy and plans, monitor registering and delivery of documents/ correspondence, Manage courier services, Manage renewals of franking machine and mailbags. **Facilitate and coordinate the disposal of records:** Identify the disposable records, Facilitate the approval process to dispose identify records, Facilitate the evaluation process of identify records, Transfer the valuable records to Provincial Archive repository, Dispose the outdate records. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.

Post No 22 : ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT AND CUSTOMER CARE
Ref. No. : S4/3/7/14
Component : Strategic Management
Salary Notch : R444 036.00 per annum
Salary Level : 9
Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA. Qualifications in Public Administration Management/ Management services will an added advantage. 03 years of experience at lower managerial level in Service Delivery Improvement, Customer Care, Change Management. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of the framework on the complaints and compliments of 2013, SDIP Directive, Change Management Framework 2013, Operations Management Framework, Service Delivery (Batho Pele) White Paper 2007, Government programs such as the National Development Plan, Knowledge of Service Delivery (Batho Pele)

DUTIES: KEY PERFORMANCE AREAS: Promote and implement service delivery improvement strategies: Develop and monitor service delivery improvement plans and strategy, Provide guidance and support towards the development, interpretation, testing/piloting and integrated implementation of the SDI Directive, Oversee effectiveness and efficiency of service delivery initiatives, Drive and monitor organizational service delivery improvement projects, Provide secretariat to service delivery steering committee, Render improvement on service delivery outputs and outcomes, Conduct client satisfaction survey, Facilitate the development of citizen's report, Conduct and manage departmental and premier's service excellence awards.
Provide change management interventions: Provide guidance and support towards the development, interpretation, testing/piloting and integrated implementation of the Change Management Framework, Provide effective and efficient change management interventions, Design and implement change management interventions.
Promote Operations Management Framework: Provide guidance and support towards the development, interpretation, testing/piloting and integrated implementation of the Operations management Framework, Facilitate the implementation process of norms and standards, Monitor compliance to the departmental and transversal norms and standards, Review the departmental service standards, Develop service charters.
Provide Batho Pele and customer care services: Implement Batho Pele flagship programs, Coordinate and develop Batho pele programmes, Provide customer care and complaints management strategy, Develop customer satisfaction survey and questionnaire, Conduct survey to monitor

the effectiveness and efficiency of customer care services, Provide customer satisfaction surveys, Facilitate and administer the service excellence awards. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, ensure capacity and development of supervisee, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

Post No 23 : ASSISTANT DIRECTOR: MONITORING & EVALUATION SERVICES
Ref. No. : S4/3/7/15
Component : Strategic Management
Salary Notch : R444 036.00 per annum
Salary Level : 9
Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA. Qualifications in Monitoring and Evaluation / Public Administration Management/ Management services / Development Studies will be an added advantage. 03 years of experience at lower managerial level in Monitoring & Evaluation.

Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of the framework on the complaints and compliments of 2013, SDIP Directive, Change Management Framework 2013, Operations Management Framework, Service Delivery (Batho Pele) White Paper 2007, Government programs such as the National Development Plan, Knowledge of Service Delivery (Batho Pele)

DUTIES: KEY PERFORMANCE AREAS: Provide organisational performance: Facilitate the implementation of monitoring frameworks, Set up systems to collect information relating to departmental performance, Identify problems in planning and implementation of departmental strategy, Collect, record and analyse information and consolidate reports, Update management of progress, Analyse the impact of outputs against the strategy and check if they are cost effective, Facilitate submission of reports by business units, Implement unit procedures for corporate performance and monitor compliance, Monitor early identification of performance information challenges and ensure addressing challenges to avoid qualified opinion on performance, Oversee that monitoring tools systems, manuals are in line with prescripts and auditable, Provide performance reviews to assess the achievements of performance targets and pre-determine commitments against operational plan, Prepare performance information inputs. **Provide evaluation of departmental performance:** Evaluate policies, strategy, plans and processes for proper reporting, Implement evaluation frameworks, Develop reporting tools and systems, Facilitate organisational reporting structures and

mechanisms, Facilitate statutory performance reporting, Evaluate programme and projects focusing on service delivery, Provide performance information report, Monitor compliance and improvement to management performance tool (MPAT) process, Evaluate and analyse data to formulate appropriate implementation intervention to address weakness identified as a result of performance analyses. **Provide organizational research:** Implement operational research plans and strategy, Implement research methodology and sampling techniques, Design research tool and methods (e.g. data gathering tool, questionnaire etc.), Facilitate identification of operational challenges and problematic areas, Compile stakeholder consultation plan and strategy, Facilitate and benchmark for improvement measures, Formulate problem solving team, terms of reference and guidelines, Advocate on best solution selection and recommendations of the team. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates.

**Post No. 24 : ASSISTANT DIRECTOR: DEMAND MANAGEMENT
INFRASTRUCTURE X2**

Ref. No. : S4/3/10/74

Component : PROCUREMENT MANAGEMENT

Salary Notch : R444 036.00 per annum

Salary Level : 9

Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Supply Chain Management. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: Coordinate (synergize), review, research, analyze and plan the procurement needs of the department: Research the relevant identified needs. (in line with the SC strategy), Analyze requirements, undertake research, determine and develop proposals for implementation, Asses the results of the research on the market, interprets and develops proposals for procurement methodology, Ensure compliance with quality requirements, Determine whether specifications should contain any special conditions.

Proposals as required. **Coordinate review, collect and collate information for the annual procurement plan:** Collect information from the relevant role players according to the prescribed template, Check (engage) and analyze the information, Confirm availability of budget, Check alignment against strategic and other objectives, Consolidate into procurement plan and table for approval by the accounting officer. **Supervise and compile tender/quotation specifications as required:** Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference, Compile and publish request for proposals as required. **Develop, implement and maintain the supplier database:** Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

Post No. 25 : ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT
- INFRASTRUCTURE

Ref. No. : S4/3/10/75

Component : DIRECTORATE: PROCUREMENT MANAGEMENT

Salary Notch : R444 036.00 per annum

Salary Level : 9

Centre : Head office – Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in procurement/SCM/Finance. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: Coordinate (synergize), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Compile bid documents, Publish tender invitations, Receiving and opening of bid documents. **Coordinate, review, and compile the list of prospective providers for quotations:** Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and

adjudicate the expressions of interest, Compile a database of approved suppliers. **Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

Post No 26 : ASSISTANT DIRECTOR: ASSET MANAGEMENT
Ref. No. : S4/3/10/76
**Component : DIRECTORATE: LOGISTICS AND ASSETS
MANAGEMENT**
Salary Notch : R444 036.00 per annum
Salary Level : 9
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in logistics and assets management/Financial Management. 03 years of experience at lower managerial level in logistics and assets management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, Strategic capability and leadership

DUTIES: KEY PERFORMANCE AREAS: Monitor and review the capturing of all physical moveable assets in the physical asset management registers: Receipt of all moveable assets, Perform quantity and quality control, Allocation of inventory and bar code to assets, Capturing of asset information in the relevant registers. **Monitor and review the allocation of assets to asset holders:** Determination of the asset allocation according to furniture and equipment policy and procedures of the department, Capturing of asset information on the inventory list (room list) of the asset holder, Issuing of asset and inventory list (room list) list to asset holder, The delivery of assets to the asset holder, Approval of the moveable asset register updates.

Oversee and review the monitoring of assets in accordance with the relevant policy and procedures: Monitoring assets for compliance with asset control prescripts, Monitoring assets for physical condition, utilization functionality and financial performance, monitoring the performance of asset verification according to prescribed time frames, Compile reports on the state of assets. **Promote correct implementation of sound asset management practices:** Informing guiding and advising departmental employees on asset management matters, Contributing to the design and development of asset management systems, policies,

strategic and annual physical asset management planning. **Supervise employees to ensure sound physical asset management:** General supervision of employees, Allocate duties and do quality control of the work delivered by supervisees, Advice and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of supervisees, Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, Address enquiries and provide advice and guidance on asset allocation and control.

Post No. 27 : ASSISTANT DIRECTOR: PAYROLL, ACCOUNTS AND THIRD-PARTY
PAYMENTS
Ref. No. : S4/3/10/77
Component : Financial Accounting and Administration
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in financial management. 03 years of experience at lower managerial level in Financial and Accounting management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of Treasury Regulations, Directives and Notes, Knowledge on financial systems BAS, PERSAL and PFMA, Treasury Regulations, DORA, Knowledge and understanding of policy analysis, development and interpretation

DUTIES: KEY PERFORMANCE AREAS: Manage payroll services: Monitor the implementation of treasury regulations and directives, Liaise with treasury on payroll related matters, Provide IRP's or tax related documents, Monitor payroll register, Advice and update the department of payroll related matters (e.g. salary adjustment etc.), Respond to audit queries in relation to payroll services. **Monitor payments:** Monitor the implementation of treasury regulations and directives, Align the departmental policies with treasury regulations and directives, Verify and approve payments, Monitor the updating of payment register, Prepare, analyse and advice of financial reports, respond to audit queries in relation to payments. **Process claims and third party payments:** Monitor the implementation of treasury regulations and directives, Align the departmental policies with treasury regulations and directives, Verify and authorise claims, Monitor and verify updating of claims register, Verify and authorise third party payments, Advice on garnishees, Liaise with court and money lenders on behalf of the employee. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity

and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

Post No. 28 : **ASSISTANT DIRECTOR: BANK RECONCILIATION, BOOKKEEPING AND DEBT MANAGEMENT**
Ref. No. : **S4/3/10/78**
Component : **FINANCIAL ACCOUNTING AND ADMINISTRATION**
Salary Notch : **R444 036.00 per annum**
Salary Level : **09**
Centre : **HEAD OFFICE - Polokwane**

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in financial management.

03 years of experience at lower managerial level in Debt, Financial and Accounting management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of Treasury Regulations, Directives and Notes, Knowledge on financial systems BAS, PERSAL and PFMA, Treasury Regulations, DORA, Knowledge and understanding of policy analysis, development and interpretation

DUTIES: KEY PERFORMANCE AREAS: Provide debt management services: Develop and implement policy and procedures related to debt management, Comply with departmental debt policy and other rules and regulations pertaining to debts, Manage the compilation of BAS take-on debts to enable creation of debts into the financial system, Manage debt recovery contracts, Monitor registration of debts in the debts register on recognition of debts, Provide debt notice letters, reminder letters, final letters and statements to debtors in line with the departmental debt policy, Monitor the reconciliation of monthly debt statements, Follow up of all outstanding debts, Manage and monitor recoveries of outstanding amounts to the department. **Manage debtors database:** Receive a route form from other directorates, Monitor opening of individual debtors files after a debt has been recognized, Manage debt database. **Manage writing off of irrecoverable debts:** Investigate trend of payment against the contracts, recommends on debt recovery or write off, generate a submission to write off irrecoverable debts for approval, Write off irrecoverable debts. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

Post No. 29 : ASSISTANT DIRECTOR: BUDGET MANAGEMENT
Ref. No. : SA/3/9/7
Component : MANAGEMENT ACCOUNTING
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA. Qualifications in financial management/accounting / Commerce will be an added advantage. 03 years of experience at lower managerial level in Financial and Accounting management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of Treasury Regulations, Directives and Notes, Knowledge on financial systems BAS, PERSAL and PFMA, Treasury Regulations, DORA, Knowledge and understanding of policy analysis, development and interpretation

DUTIES: KEY PERFORMANCE AREAS: Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes: Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process, Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans, Check and verify the supporting information for various financial planning processes. **Provide financial planning:** Consolidate original budget for various division within the department, Capture original budget into financial systems annually, Cost the structure for the MTEF, consolidate the MTEF, Advise and assist program managers in regard to budget issues, Co – ordinate budget committee, Logistical arrangement for budget committee meetings, Create code structures, Capturing code structure into financial systems, Capture adjustment of budget, Print adjusted budget. **Budgeting – Coordinate, review, analyze and quality assure the budget preparation process:** Coordinate the preparation and consultation for the MTEF budget process, Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE), Develop templates for the collection of budget information from line functionaries, Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities, Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required, Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process, Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations, Supervise the recording of adjustments and provide feedback to the relevant components, Provide information for the preparation of the annual financial statements, Monitor that all shifts/virements are

included in the adjusted budget, Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). **Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes:** Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary, Monitor that all shifts/virements are included in the In Year Monitoring Report, Provide advice and guidance to role players on the use of forecasting methods and tools, Compile information for the interim and annual performance reports.

**Post No. 30 : ASSISTANT DIRECTOR: CONTRACT PERFORMANCE
MANAGEMENT AND ADVISORY SERVICES**

Ref. No. : S4/3/10/79

Component : DIRECTORATE: PROCUREMENT MANAGEMENT

Salary Notch : R444 036.00 per annum

Salary Level : 9

Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Financial Management/SCM. 03 years of experience at lower managerial level in contract management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: Monitor, analyse and determine actions to ensure proper contract administration: Administer variations to the contracts, 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 prepared and available to resolve disputes, Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. **Monitor contract compliance:** Determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. **Monitor supplier performance according to the contract and service level agreement:** Monitor RDP goals claimed, Monitor Participation of targeted groups in terms of the Departmental goals and PGDS, Verify the existence of project. **Provide Supply Chain Management helpdesk:** Provide advice and assistance to prospective contractors/ service providers on bidding matters, Attend to complaints

from dissatisfied contractors/ service providers by accessing the evaluation reports, Attend to SCM queries, Attend to CIDB related enquiries and queries.

Post No. 31 : ASSISTANT DIRECTOR: ICT GOVERNANCE SERVICES X2
Ref. No. : S4/3/7/16
Component : DIRECTORATE: INFORMATION COMMUNICATION
AND TECHNOLOGY MANAGEMENT
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Information Technology, Computer Science/Studies, Informatics. 03 years of experience at lower managerial level in ICT governance. Valid driver's license, with the exception of applicants with disabilities.

SKILLS Knowledge of Microsoft Business Solutions Stack, Knowledge of computer networks, Knowledge on legislation and policies governing ICT in South Africa, Knowledge of TOGAF, COBIT, PMBOK, PRINCE 2 and international standards pertaining to ICT, Information Management and System Development, Knowledge SDLC, Knowledge of SITA Services

DUTIES: KEY PERFORMANCE AREAS: **Identify and mitigate the ICT risks:** Identify ICT related corporate and operational risks, Develop and maintain ICT risk plans and register, Ensure monitoring of risk mitigations for all ICT risks, Develop and ensure monitoring of ICT risk activities, including incident and problem management, Ensure monitoring of ICT Security activities. **Execute ICT audits and monitor audit action plans:** implement and maintain ICT Audit Action Plans in line with Departmental strategy and plan, Monitor ICT Audit Action Plans, Coordinate ICT audits, audits responses and portfolio of evidence, Initiate network and systems audits for continued efficiency and security. **Establish and maintain ICT governance structure:** Monitor ICT Project implementation through development of project charters and plans, Provide project administration services, Participate in ICT projects steering committees, Ensure compliance to Project Management Methodology, Conduct Project Review meetings. **Administer the SLAs and contracts for effective rendering of IT services:** Facilitate new or review of the Information Technology Service Level Agreements, Compile monthly performance reports for each Service Level Agreement, Monitor services to be rendered.

Post No. 32 : ASSISTANT DIRECTOR: ICT SOLUTION AND INFORMATION
Ref. No. : S4/3/7/16
Component : DIRECTORATE: INFORMATION COMMUNICATION
AND TECHNOLOGY MANAGEMENT
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : HEAD OFFICE - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Information Technology, Computer Science/studies, Informatics, software development. 03 years of experience at lower managerial level in ICT. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of Microsoft Business Solutions Stack, Knowledge of computer networks, Knowledge on legislation and policies governing ICT in South Africa, Knowledge of TOGAF, COBIT, PMBOK, PRINCE 2 and international standards pertaining to ICT, Information Management and System Development, Knowledge SDLC, Knowledge of SITA Services

DUTIES: KEY PERFORMANCE AREAS: Provide Business Solutions: Determine system requirements in line with business needs, Determine user requirement specifications, Research on new/existing technology to address the requirements, Proactively interact with business users and monitor implementation of systems and applications (project management), Facilitate system training needs analysis, Implement and communicate systems and applications user training programme plan, Facilitate digital transformation, Render secretariat services for all ICT committees, Assist in the development of all relevant ICT policies, standards and guidelines. **Provide the effective application and systems inventory and consolidation:** Conduct business analysis, Conduct user requirement specifications, Conduct feasibility studies, Benchmark with other entities, Conduct proof of concepts, Facilitate adoption of FOSS, Manage migration to cloud services, Manage mobility technology adoption, to align information technology strategy with departmental strategic plan and ICT plan. **Render Implementation of Microsoft Solutions:** Administering Microsoft Exchange Online, Facilitate the implementation of Share Point, Ensure implementation of Microsoft One Drive for Business, Manage or built servers on Azure platform following prescripts, Ensure that Microsoft Licenses are allocated accordingly, Manage implementation of Microsoft E5 Security, Perform monthly audits on Microsoft platforms, Ensure newly introduced MS solutions are implemented within the Department. **Render system development and deployment:** Identify and compile needs for new equipment's, Compile report for equipment's that has to be written off or replaced, Provide electronic ICT assets register, Facilitate disposal of redundant ICT infrastructure, Draft specifications and process motivations for procurement. Ensure that the department gets value for money and that latest business solutions.

Post No. 33 : ASSISTANT DIRECTOR: ICT INFRASTRUCTURE AND
OPERATIONAL SUPPORT
Ref. No. : S4/3/7/17
Component : INFORMATION COMMUNICATION AND TECHNOLOGY MANAGEMENT
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : HEAD OFFICE – Polokwane

- ✓ **MINIMUM REQUIREMENTS:** A qualification at NQF level 6 as recognised by SAQA in Information Technology, Computer Science/studies, Informatics.
- ✓ **03 years of experience at lower managerial level in ICT Networking.**
- ✓ **Valid driver's license, with the exception of applicants with disabilities.**

SKILLS: Knowledge of Microsoft Exchange and Office Suites, Knowledge of networks, switches, cabling and wireless devices, Knowledge on legislation and policies governing ICT in South Africa, Knowledge of international standards pertaining to ICT, Information Management, Knowledge of SITA Services.

DUTIES: KEY PERFORMANCE AREAS: Render ICT infrastructure services: Installation and configuration of computers, laptops and printers, Provide 1st line support to all users in conjunction with contracted service providers, Maintenance of computer equipment, servers, storage, server environment controls and network apparatus, Take charge of any new projects that pertain to IT, Process orders for the directorate, Process invoices for the directorate. **Update anti-virus software, standardise desktop software and server updates:** Update anti-virus software, Update software and patches on server infrastructure, Update user's software to the recommended and prescribed software, Re-install any software that is corrupt, Install all new additional software, Maintain the software in general. **Manage and maintain network:** Deploy and monitor switches, routers, security devices including updates and firmware upgrades, Manage internet bandwidth, Identify new network and wireless access point connectivity, LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels, Ensure that DRP equipment is fully operational and fully functional at all times. **Provide ICT assets:** Identify and compile needs for new equipment's, Compile report for equipment's that has to be written off or replaced, Provide electronic ICT assets register, Facilitate disposal of redundant ICT infrastructure, Draft specifications and process motivations for procurement. Ensure that the department gets value for money and that latest technological equipment and peripherals purchased.

Manage resources: Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Capacitate and develop subordinates, Enhance and maintain subordinate's motivation and cultivate a culture of performance management, Facilitate discipline, Provide job description to subordinates, Manage leave matters.

Post No. 34 : ASSISTANT DIRECTOR: LOGISTICS AND ASSETS MANAGEMENT X3:
MOPANI X1, SEKHUKHUNE X1 & WATERBERG X1
Ref. No. : S4/3/9/81 – Mopani, S4/3/9/80 – Sekhukhune & S4/3/9/58 - Waterberg
Component : FINANCE
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : Mopani, Sekhukhune & Waterberg District (Modimolle
District office)

MINIMUM REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Logistics and Assets Management/Financial Management. 03 years of experience at lower managerial level in Logistics/ Assets Management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Knowledge and understanding of the following: Assets Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

DUTIES: KEY PERFORMANCE AREAS: **Provide inventory:** Implement inventory policies and procedure, Provide inventory life span, Conduct inventory inspection services, Analyse inspection report, Provide inspection report and make projections in terms of repairing inventory. **Manage stationary/ stores:** Conduct stationary needs analyses, Provide the departmental needs analyse in relation to stationary budget, Provide stationary projections, Monitor the district inventory operations and make analyses, Manage districts stores, Provide stationary/stores over/underspending alerts, Manage the issuing of stores **Provide stock-taking services:** Develop the district stock-taking plan, Develop stock-taking processes, Provide stock-taking team, Manage the appointment of stock-taking team, Manage and conduct stock-taking, Consolidate the stores level, Balance the ledger, Provide recommendations for disposal of obsolete stores, Manage and update obsolete register. **Manage the district movable asset:** Contribute to the design and development of asset management systems, policies, strategic and annual physical asset management planning, Monitor and review the capturing of all physical movable asset in the asset management register, Manage the receipt of all movable assets, Conduct asset quantity and quality control and check on received goods, Manage the allocate inventory and bar code to assets, Manage the capturing of asset information in the relevant registers. **Monitor the district movable asset:** Provide guidance and advice departmental employees on asset management matters, Monitor assets for compliance with asset control prescripts, monitor assets for physical condition, utilisation functionality and financial performance, monitor the performance of asset verification according to prescribed time- frames, and Compile reports on the state of assets. **Manage**

resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

**Post No. 35 : ASSISTANT DIRECTOR: SKILLS DEVELOPMENT AND CAREER
MANAGEMENT X2**
Ref. No. : S4/3/8/62
**Component : Human Resource Development and
Performance Management**
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : HEAD OFFICE – Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in HRD, Training Management. 03 years of experience at lower managerial level in Human Resource Development/ Training. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of relevant Sector Policies and Plans, Knowledge and understanding of policy analysis, development and interpretation, Knowledge and understanding of Skills Development and skills levies, Knowledge and understanding of conflict management and resolution

DUTIES: KEY PERFORMANCE AREAS: Provide human resources development programs: Implement work-place skills plan, leadership development and coaching programs, Identify relevant transversal training for identified occupations and advise on new training trends, Co-ordinate in-house training, courses, seminars, workshops, RPL and AET, Co-ordinate the implementation of "Investors in People Standard"- Candidacy Development Programme and mentorship program, Provide human resources training & development and compile and submit annual training reports, Compile Skills Development Plan and training reports to PSETA & Construction SETA, Administer Recognition of prior learning and competency assessments and coordinate the implementation of Recognition of Improved Qualifications through the HRD quality and information management system, Conduct quality assurance for skills evaluation functions, Conduct Verification of Qualifications with various Qualification authorities, Design and pursue a systematic approach to employee development based upon a departmental skills gap analysis, Facilitate the development of Capacity Building policies. **Co-ordinate learnerships and internship:** Identify areas for learnership and Internship and align with the departmental strategic plan and SETAS, implement recruitment of Interns, Administer learnership agreements, Plan and conduct Career Exhibitions, Monitor the accessibility and applicability of learnerships, qualifications and unit standards, Develop learnership curriculum, Facilitate the recruitment and selection of learners, Provide learning records and learner profiles. **Administer departmental bursary scheme mentorship and scholarship programme:** Co-ordinate the recruitment and selection of prospective bursaries, Coordinate the scholarship programme, Formulate bursary contracts and ensure legal analysis of the contracts, Provide database, Facilitate and strengthen contacts and build relationships with students and institutions, Co-ordinate and ensure proper and efficient management of study leaves, Co-ordinate career exhibition program, open day sessions and support programmes, Facilitate bursary approval and expenditure processes, Monitor, evaluate and implement a Bursary Support Programme. **Provide resource (Human, Financial and Equipment)** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job

description to subordinates, Manage division leave matters, Serve as Unit mentor for learners on Developmental Programmes.

Post No. 36 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT X3:
MOPANI X1, SEKHUKHUNE X1 & VHEMBE X1
Ref. No. : S4/3/8/63 – Mopani, S4/3/8/64 – Sekhukhune, S4/3/8/65 - Vhembe
Component : Sub-Directorate: District Corporate Support
Salary Package : R444 036.00 per annum
Salary Level : 09
Centre : Mopani, Sekhukhune and Vhembe District

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA. Qualification in HRM/ D / Behavioural Science will be an added advantage. 03 years of experience at lower managerial level in HRM environment. PERSAL Certificate / results should be attached. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership

DUTIES: KEY PERFORMANCE AREAS: Supervise and provide recruitment services: Provide statistics of received application per post, manage scheduling of district posts, Facilitate district selection services, Facilitate shortlisting and interviews in the district, Manage and facilitate district appointment services.

Supervise the administration of conditions of services: Monitor the administration service termination due to death/ resignation, retirement (normal and early retirement), Monitor the administration employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards, Facilitate state guarantees, Monitor attendance and leave registers, facilitate PILIR, Monitor district leave auditing. **Supervise the administration of post establishment and HR system:** Facilitate transfer and translation of personnel, Effect the translation and transfer of personnel upon receipt of approval from the HOD, Facilitate district head count, Approval PERSAL transaction. **Facilitate and coordinate district human resource development services:** Facilitate the development of district workplace skills plan, Liaise with head office on schedule of courses to be attended, Monitor learnerships and internships candidates, Monitor the compilation of performance management and development system documentation, Facilitate performance management and development system moderation, Facilitate performance management and development system workshops, Manage performance management and development system rewards/incentives. **Coordinate the employment relations services:** Liaise with head office on grievances and misconducts, Facilitate district labour forums, Provide secretariat to the labour forums. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates.

Post No. 37 : LEGAL ADMINISTRATION OFFICER
Ref. No. : S4/3/8/66
Component : Legal Services
Salary Package : R257 073.00 – 533 772.00 per annum to be structured according to individual needs)
Salary Level : MR-5
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Law. 05-08 years' experience in legal services. Valid driver's license, with the exception of applicants with disabilities

SKILLS: Knowledge of legislation & contract drafting. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Knowledge and understanding of legal compliance, Knowledge and understanding of conflict management and resolution.

DUTIES: KEY PERFORMANCE AREAS: Provide legal advice: Conduct, analyse, interpret and mentor colleagues on research that will provide information case law relevant to the legal matter at hand, Present on and advise on how specific case should be approached to obtain a desirable/ justifiable outcome or result, Propose approach to be followed to ensure success of cases. **Draft legal documents:** Draft contracts, agreements and legislations, conduct vetting of contracts and agreements. **Provide litigation services:** Provide legal advisory services, Handle claims against the state, Handle criminal litigation and claims on behalf of the department, Provide legal consultation, Provide advanced interview techniques to address sensitive and complicated issues. **Coordinate the provision of legal opinion to the Department:** Coordinate legal opinion and advice to the Department, Render appeal on behalf of the MEC.

Post No. 38 : CHIEF ARTISAN GRADE A X 04: DRAINAGE STRUCTURES:
 CAPRICORN X1; VHEMBE X2 (1x Re-advert);1x Sekhukhune-Re-advert
Ref. No. : S4/3/10/85 – Capricorn, S4/3/10/85 – Vhembe, S4/3/10/98 - Sekhukhune
Component : Regraveling and Drainage Structure
Salary Notch : R455 223.00 per annum
Salary Level : OSD
Centre : 1x Capricorn; 2x Vhembe District ;1x Sekhukhune- (Re-advert)

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. 10 years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Acts and regulations, Road maintenance Manual, Health and safety measures, technical analysis, Computer aided technical applications, Knowledge of legal compliance.

DUTIES: KEY PERFORMANCE AREAS: Manage technical services: 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 to budgeting process, Compile and submit reports as required, Provide and consolidate inputs to the technical operational plan, Update database, 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 resource 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.

Post No. 39 :CHIEF ARTISAN GRADE A: MECHANICAL WORKSHOP X7:
SEKHUKHUNE X1; WATERBERG X4, CAPRICORN X2
Ref. No. : S.4/3/10/99 – Sekhukhune, S4/3/10/69 - Waterberg , S4/3/10/100 - Capricorn
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE
MAINTENANCE
Salary Notch : R455 223.00 per annum
Salary Level : OSD
Centre : Capricorn; Waterberg (Modimolle District office) Vhembe District

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. 10 years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. **SKILLS** and safety measures, Technical analysis, Computer aided technical applications, Knowledge of legal compliance.

DUTIES: KEY PERFORMANCE AREAS: Manage roads technical services: 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 to budgeting process, Compile and submit reports as required, Provide and consolidate inputs to the technical operational plan, Update database, 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 resource 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.

Post No. 40 : CHIEF ARTISAN GRADE A: BUILDING MAINTENANCE X2
Ref. No. : S4/3/2/30 – Mopani, S4/3/2/36 - Vhembe
Component : BUILDING MAINTENANCE
Salary Notch : R455 223.00 per annum
Salary Level : 5
Centre : Mopani District X1 , Vhembe District X1

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. 10 years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, technical report writing, Technical consulting, Production, process knowledge and skills

DUTIES: KEY PERFORMANCE AREAS: **Manage technical services:** 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 to budgeting process, Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan, Update database, 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 resource 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.

Post No. 41 : ARTISAN FOREMAN: BUILDING MAINTENANCE X2
Ref. No. : S4/3/2/14
Component : COST CENTRE: BUILDING MAINTENANCE
Salary Noth : R362 130.00 per annum
Salary Level : OSD
Centre : Mopani District

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. 05 years post qualification as an Artisan. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Team leadership, Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Production, process knowledge and skills.

DUTIES: KEY PERFORMANCE AREAS: **Design:** Supervise and produce designs according to client specification and within limits of production capability. **Production:** 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.

Post No. 42 : **ARTISAN FOREMAN: MECHANICAL X3:**
MOPANI X2; VHEMBE X1
Ref. No. : S4/3/10/101 – Mopani, Vhembe S4/3/10/102
Component : **SUB-DIRECTORATE: ROADS INFRASTRUCTURE**
MAINTENANCE
Salary Notch : R362 130.00 per annum
Salary Level : OSD
Centre : Mopani and Vhembe District

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. 05 years post qualification as an Artisan. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Acts and regulations, Road maintenance Manual, Health and safety measures, technical analysis, Computer aided technical applications, Knowledge of legal compliance.

DUTIES: KEY PERFORMANCE AREAS: **Design:** Supervise and produce designs according to client specification and within limits of production capability. **Production:** 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.

Post No. 43 :ARTISAN PRODUCTION GRADE A: DRAINAGE STRUCTURE X7:
 CAPRICORN X2; WATERBERG X1; VHEMBE X1; MOPANI X2; SEKHUKHUNE
 X1
Ref. No. : S4/3/10/87 – Mopani, S4/3/10/73 – Waterberg, S4/3/10/103 – Capricorn,
 S4/3/10/104 - Vhembe
Component : REGRAVELING AND DRAINAGE STRUCTURE
Salary Notcg : R230 898.00 per annum
Salary Level : OSD
Centre : Mopani; Waterberg , Vhembe, Sekhukhune District

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Acts and regulations, Road maintenance Manual, Health and safety measures.

DUTIES: KEY PERFORMANCE AREAS: Design: Produce designs according to client specification and within limits of production capability. **Production:** 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 assure serviced and maintained equipment and or facilities. **Perform administrative and related functions:** Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures.

Post No. 44 : ARTISAN PRODUCTION GRADE A: MECHANICAL WORKSHOP X5:
 WATERBURG X3; SEKHUKHUNE X1;VHEMBE X1
Ref. No. : S.4/3/10/72 – Waterberg, S4/3/10/106 – Sekhukhune, S4/3/10/106 - Vhembe
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE
 MAINTENANCE
Salary Notch : R230 898.00 per annum
Salary Level : OSD
Centre : Waterberg , Sekhukhune and Vhembe District

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Acts and regulations, Road maintenance Manual, Health and safety measures.

DUTIES: KEY PERFORMANCE AREAS: Repairs: Perform services and repairs to roads related plant and equipment. Receive job card, Stabilize machine or vehicle, Run the engine until warm, Turn engine off, Drain oil into container, Re-install the drain plug, Remove filters(oil, fuel & air filter), Examine filter debris, Install new filters, Refill oil and check for leaks and level, Test drive. **Service:** Check the condition of working area for safety, Determine problem existing, State problem in writing, Visual inspection on machine/ vehicle (for further

damage such as leaks boos bolts and cracks), Fix the problem and re-test, Analyse the failure, List all possible causes, Run test and record information, Eliminate and insolate. **Provide mechanical expertise:** Carry out services as per service category and complete standards, doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet, Making full report of the findings and completing of job cords after competing any repair or service.

Perform per-inspection for additional defects before repairs: Dismantling, Lay-out, Check condition of warn out parts, Repair or replace where necessary and assemble, clean the object/part and test it. **Perform administrative and related functions:** Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan.

Post No. 45 : ARTISAN PRODUCTION GRADE A: BUILDING MAINTANCE X8:
VHEMBE X1; MOPANI X7
Ref. No. : S4/3/2/38 – Mopani, Vhembe S4/3/2/37
Component : COST CENTRE: BUILDING MAINTENANCE
Salary Notch : R230 898.00 per annum
Salary Level : OSD
Centre : Mopani and Vhembe District

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES: KEY PERFORMANCE AREAS: **Design:** Produce designs according to client specification and within limits of production capability. **Production:** 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 assure serviced and maintained equipment and or facilities. **Perform administrative and related functions:** Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures.

Post No. 46 : ROAD WORK SUPERITENDENT X6: CAPRICORN X1;
VHEMBE X1; SEKHUKHUNE X1; WATERBERG X1;
MOPANI X2
Ref. No. : S.4/3/10/35 - Capricorn, S4/3/10/38 – Vhembe, S4/3/10/39 – Waterberg,
S4/3/10/36 – Mopani, S4/3/10/37 - Sekhukhune
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE
MAINTENANCE
Salary Notch : R376 413.00 per annum
Salary Level : 8

Centre : Capricorn, Vhembe, Waterberg – (Tolwe Cost Centre), Mopani District and Sekhukhune (Groblersdal Roads Maintenance x1, Hoeraroep Roads Maintenance)

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Civil Engineering, Roads, Construction Management. 06 years' experience in road work maintenance/Construction. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of Artisan related activities, Knowledge of relevant Acts and regulations, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads, Develop maintenance schedules for assets (roads, plant, equipment, etc.), Plan and prepare a weekly/monthly site programme, Manage contracted services, project management and final inspection for capital projects, Provide technical advice on claims against the department, Monitor and check the quality of work done by contractors/ maintenance teams, Manage and develop staff.

Post No. 47 : INSPECTOR: MAINTENANCE OPERATIONS
Ref. No. : S4/3/10/26
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE MAINTENANCE
Salary Notcg : R376 413.00 per annum
Salary Level : 8
Centre : Sekhukhune District

MINIMUM REQUIREMENTS: An appropriate Trade Diploma. 03 years' experience in road work maintenance. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge of Artisan related activities, Knowledge of machinery and occupational safety act.

DUTIES: KEY PERFORMANCE AREAS: **Inspect roads maintenance works to monitor compliance with standards/specifications:** Check and monitor compliance with standards and specifications, write reports on quality of the work, Identify gaps and give advice accordingly, Provide expert advice to workers, Recommend actions to be taken. **Provide roads maintenance expertise to maintenance teams:** Provide work guidance, Identify training needs, Conduct skills audit, Facilitate training and Conduct in-house training. **Monitor progress on capital projects:** Conduct inspection of capital projects, Attends capital projects meetings, Provide reports. **Liaise with communities and RAL on the quality of roads maintenance:** Attend joint meetings with RAL and communities on the status of the quality of the roads, Attend to road maintenance queries, Provide written reports.

Post No. 48 : **HEAD: REGRAVELLING**
Ref. No. : **S4/3/10/24**
Component : **SUB-DIRECTORATE: ROADS INFRASTRUCTURE
MAINTENANCE**
Salary Notch : **R376 413.00 per annum**
Salary Level : **8**
Centre : **Vhembe District**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA. 03 years road work maintenance experience. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of Artisan related activities, Knowledge of relevant Acts and regulations, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership

DUTIES: KEY PERFORMANCE AREAS: Supervise the roads regravelling projects: Identify the areas of the that needs regravelling, Planning of work to be done, Coordinate and facilitate work, Facilitate the preparation of quarry site and stockpiling of gravel, Conduct assessment of the work. **Conduct incident/accident investigation and evaluate potential hazards:** Identify all working area environment before the work is started, Assess compliance to OHS legislation, Investigate and report accidents, and Inform OHS unit about the potential danger. **Consolidate the availability of equipment and ensure proper maintenance:** Liaise with the mechanical workshop on: Equipment/plant that are available, Breakdowns are reported, Plant/equipment are well maintained. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation:** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.

Post No. 49 : **HORTICULTURIST X2
VHEMBE X1; WATERBERG X1**
Ref. No. : **S4/3/3/88 – Vhembe, S4/3/3/89 - Waterberg**
Component : **PROPERTY AND FACILITIES MANAGEMENT**
Salary Package : **R308 154.00 per annum**
Salary Level : **7**
Centre : **Vhembe and Waterberg District**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Horticulture. 02 years' experience in Landscaping or horticulture. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Public Service Regulations and Act, Basic conditions of employment, Batho Pele principles, Understanding HRM practices in the public Services

DUTIES: KEY PERFORMANCE AREAS: Provide landscaping services: Implement landscaping plan, norms and standards, implement landscaping projects, Monitor and implement landscape designs, Provide specifications for procurement of flowers, trees and insecticides, Monitor practical training in terms of learnerships, NYS etc., Acquire protective clothing, Monitor adherence to OHS regulations. **Provide landscaping maintenance:** Implement maintenance plan, provide specifications for procurement of flowers, trees and insecticides, Monitor the maintenance of premises and surrounding, Monitor the garden maintenance by drawing routines and advice on: Garden watering schedules, Flowers and trees pruning and trimming seasons, Application of insecticides, Cultivate the soil for trees and flowers. **Provide landscaping machinery and/or equipment's:** Provide specification for the procurement of landscaping equipment's and tools, monitor gardening equipment's and tools, Provide and monitor storage of equipment's and tools, Open job card for repair of malfunctioning equipment's and tools, Provide gardening equipment's and tools register. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

Post No. 50 : **PERSONAL ASSISTANT X3**
Ref. No. : **S4/3/10 – Roads Infrastructure, S4/3/9/1 – Finance, S4/3/11/1 – District Coordination**
Component : **SUB-DIRECTORATE: ROADS INFRASTRUCTURE MAINTENANCE; CFO, DISTRICT COORDINATION**
Salary Notch : **R308 154.00 per annum**
Salary Level : **7**
Centre : **Head Office – Polokwane**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Secretarial/ Management Assistant/ Office Administration. 1 -2 years' experience in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistance / Secretariat. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Good telephone etiquette; Good interpersonal relations; Excellent communication and report writing skills; Time Management; Ability to work under pressure; Ability to maintain confidentiality Basic knowledge on financial administration, Knowledge on the relevant legislation/ policies/ prescripts and procedures, Ability to act with tact and discretion, Ability to do research and analyse documents and situations.

DUTIES: KEY PERFORMANCE AREAS: Provide a secretarial/ receptionist support service to the chief director: Receive telephone calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded, Performs advanced typing work,

Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order, Records the engagements of the chief director, Utilises discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter, Coordinates with and sensitises/ advice the manager regarding engagements, Compiles realistic schedules of appointments. **Render administrative support services:** Effective flow of information and documents to and from the office of the chief director, Safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies, Obtain inputs, collates and compiles reports e.g. progress, monthly and management reports, Scrutinises routine submissions/ reports and make notes and/ or recommendations for the managers, Responds to enquiries received from internal and external stakeholders, Drafts documents as required, Filling of documents for the chief director and the unit where required, Collects analyses and collates information requested by the chief director, Clarifies instructions and notes on behalf of the chief director, Ensure that travel arrangements are well coordinated, Prioritises issues in the office of the chief director, Manage the leave register and telephone accounts of the unit, Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit, Obtain the necessary signatures on documents like procurement advices and monthly salary reports. **Provides support to manager regarding meetings:** Scrutinises documents to determine actions/ information/ other documents required for meetings, Collects and compiles all necessary documents for the chief director to inform him/her on the contents, Records minutes/ decisions and communicates to relevant role – players, follow – up on progress made, Prepare briefing notes for the chief director as required, Coordinates logistical arrangements for meetings when required. **Supports the manager with the administration of the manager's budget:** Collects and coordinates all the documents that relate to the chief director's budget, Assists manager in determining funding requirements for purposes of MTEF submissions, Keeps records of expenditure commitments, monitors expenditure and alerts chief director of possible over – under spending, Checks and correlates BAS reports to ensure that expenditure is allocated correctly, Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose, Compares the MTEF allocation with the requested budget and informs the chief director of changes. **Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly:** Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the chief director, Remains abreast with the procedures and processes that apply in the office of the chief director.

Post No. 51 : ADMIN OFFICER: LEASE MANAGEMENT X2
 Ref. No. : S4/3/3/82
 Component : PROPERTY ACQUISITION AND DISPOSALS
 MANAGEMENT
 Salary Notch : R308 154.00 per annum
 Salary Level : 7
 Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation. 02 years' experience in property management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act, 1998

Spatial Planning and Land Use Management Act, 2013

DUTIES: KEY PERFORMANCE AREAS: Administer leases: Facilitate the appointment of the landlord, Facilitate the signing of service level agreement by the landlord and user department, Administer lease contracts, Receive notices of non-compliance in terms of maintenance from the user departments, Receive and record complaints with regard to non-adherence to conditions in lease contracts, Analyse leases to identify once that will expire in six month, Notify occupants about lapsing leases, Update Asset Register on Leases.

Renewals of leases: Facilitate the extension of leases, communicate the outcome of lease extension and the new terms if the service level agreement, Facilitate signing of revised service level agreement, Update the lease Asset Register.

Provide leases: Validate the need of office space by user departments, Analyse needs using space norms and standards, Conduct research and identify available office space/areas according to the needs of user departments, Negotiate with prospective landlords around the requested area.

Provide lease agreements in respect of unutilized state-owned properties rented out to private entities/institutions: Facilitate the appointment of Values to determine market rentals, Facilitate the signing of the lease agreements with the applicant, Monitor lease agreements.

Post No. 52 : ADMIN OFFICER: RENTAL MANAGEMENT
Ref. No. : S4/3/3/90
Component : PROPERTY ACQUISITION AND DISPOSALS MANAGEMENT
Salary Notch : R308 154.00 per annum
Salary Level : 7
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation. 02 years' experience in property management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act 1998, Spatial Planning and Land Use Management Act, 2013

DUTIES: KEY PERFORMANCE AREAS: Render the provision of rental accommodation: Facilitate renewal of rental accommodations, Provide schedules of vacating of rental accommodation in the province, Reconcile the provincial accommodation register, Conduct audits on rental management.

Provide rental contracts: Facilitate the implementation of rental stop orders by user departments, Reconcile stop orders against the request and approvals of accommodation, Liaise with user departments in matters relating to accommodation contracts.

Reconcile rental collection: Reconcile the rental collection of the province, Provide alert to district of defaulters, Facilitate write – offs of irrecoverable rental collection, Analyse rental collection pattern, Provide list of defaulters to be taken to legal unit, Acquire progress report on recovery from legal services.

Post No. 53 : ADMIN OFFICER: RECORDS MANAGEMENT
Ref. No. : S4/3/8/50
Component : SUB-DIRECTORATE: DISTRICT CORPORATE SUPPORT

Salary Notch : R308 154.00 per annum
Salary Level : 7
Centre : Vhembe District

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Records Management, Information Management/ Science /Studies, Archival Studies. 02 years' experience in Records and Information Management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership

DUTIES: KEY PERFORMANCE AREAS: Provide the administration of Human Resource records: Assist in the development of file plan, Manage security of records, verify the classification and reference of records, Manage filling of documents. **Provide the administration of General records:** Assist in the development of file plan, Ensure security of records, verify the classification and reference of records, Update filling of documents. **Provide the administration of postal and messaging services:** Implement postal and messaging strategy and plans, Register and deliver documents/ correspondence, Render courier services, Facilitate the renewals of franking machine and mailbags. **Provide the administration of records disposal:** Identify the disposable records, Facilitate the approval process to dispose identify records, Facilitate the evaluation process of identify records, Transfer the valuable records to Provincial Archive repository, Dispose the outdate records. **Manage and utilise resources (human, financial, & physical:** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates. Manage leave matters.

Post No. 54 : ADMIN OFFICER X2: LEASE AND MUNICIPAL SERVICE
SEKHUKHUNE X1, CAPRICORN X1
Ref. No. : S4/3/3/91 – Sekhukhune, S4/3/3/92 - Capricorn
Component : PROPERTY AND FACILITIES MANAGEMENT
Salary Notch : R308 154.00 per annum
Salary Level : 7
Centre : Sekhukhune & Capricorn District offices

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Real Estate/Property Studies. 02 years' experience in property management environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act 1998, Spatial Planning and Land Use Management Act, 2013.

DUTIES: KEY PERFORMANCE AREAS: Provide accommodation (residential): Implement accommodation policy, strategy and processes, Implement accommodation plan, Provide accommodation in the district, Facilitate accommodation allocation committee meetings, Receive applications of accommodations, Compile and monitor accommodation status register, Update allocation register. **Provide leases:** Implement lease policy, strategy and processes, Administer leases, Provide lease escalation report in

terms of the lease agreement, Liaise with tenants on conditions of the lease arrangements, Monitor adherence to lease agreements, Provide and advice on terms and conditions of the contract. **Provide rentals:** Implement rental policy, strategy and processes, Provide rental collection in terms of the lease agreement, Advice tenants on the stipulated rental fees, Provide and analyse PERSAL reports on rental, Facilitate stop order payments, Analyse and report on stop order (debit order) payments, Monitor cash payments, Reconcile PERSAL reports against the residential accommodation register. **Provide payment of rates, taxes and services:** Implement municipal services policy, strategy and processes, Compile rates and taxes reports, Inspect property to ensure correct billing in relation to correct land use of property, Receive invoices on rates, taxes and services, Prepare requisitions for payment of rates, taxes and services, Facilitate submission of requisitions and invoices to finance for payment., Compile municipal services expenditure pattern reports, Liaise with municipalities on rates and taxes, Monitor payments to service providers. **Provide refunds and arrears rental recovery:** Implement refunds and arrears policy, strategy and processes, Retrieve reports and identify defaulters, Make arrangements with defaulters for rental collection, Analyse arrear rental patterns, Analyse monthly and quarterly reports for arrear rental to be recovered, Investigate and facilitate payment of refunds. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters.

Post No. 55 : ADMIN OFFICER: AUXILIARY SERVICES
Ref. No. : S4/3/8/67
Component : SUB-DIRECTORATE: DISTRICT CORPORATE SUPPORT
Salary Notch : R308 154.00 per annum
Salary Level : 7
Centre : Waterberg District (Modimolle District office)

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Logistics, Transport Management, Public Management, Public Administration. 02 years relevant experience. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: Provide the administration of District's Government owned and subsidised motor transport: Provide departmental fleet acquisition services, Administer the renewal process of vehicle licences, Issue government vehicle, Facilitate the maintenance and repair of government vehicle, render accidents administration, Facilitate the disposal of government vehicle, Facilitate the administration of subsidised vehicles. **Provide the administration of Telecommunication systems of the District:** Facilitate installations of landlines and extensions, Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes, Evaluate applications for required cell phones for submission to Head office, Receive approval to procure and facilitate the procurement of the cell phone, Monitor compliance to allocated airtime as per Departmental policy, Analyse monthly statements of account and monitor payments of private calls. **Provide the administration and distribution of Labour Saving device and disposal of waste papers:** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines, Ratify and process the invoices, Monitor compliance to service level agreements, Facilitate sorting and shredding of waste papers, Liaise with service

provider with regard to collection of packaged waste paper, Compile report to Head office with regard to units of papers collected and amount paid. **Provide the administration and distribution of office and domestic services:** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm, Determine and Facilitate maintenance and repair of broken office and domestic furniture, Facilitate the disposal of redundant or irreparable furniture, Conduct periodic inspection with regard to all furniture taken on stock, Procurement of Uniform and Protective Clothing, Facilitate accommodation need, Manage and monitor security services. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates.

Post No. 56 : ADMIN OFFICER: LEASE AND MUNICIPAL SERVICE X2
Ref. No. : S4/3/3/93
Component : PROPERTY AND FACILITIES MANAGEMENT
Salary Package : R308 154.00 per annum
Salary Level : 7
Centre : Vhembe District

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Real Estate/ Property Studies. 02 years' experience in property management environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Government Immovable Asset Management Act of 2007, Provincial Infrastructure Delivery Management System, Provincial Land Administration Act 1998, Spatial Planning and Land Use Management Act, 2013

DUTIES: KEY PERFORMANCE AREAS: **Provide accommodation (residential):** Implement accommodation policy, strategy and processes, Implement accommodation plan, Provide accommodation in the district, Facilitate accommodation allocation committee meetings, Receive applications of accommodations, Compile and monitor accommodation status register, Update allocation register. **Provide leases:** Implement lease policy, strategy and processes, administer leases, provide lease escalation report in terms of the lease agreement, Liaise with tenants on conditions of the lease arrangements, Monitor adherence to lease agreements, Provide and advice on terms and conditions of the contract. **Provide rentals:** Implement rental policy, strategy and processes, provide rental collection in terms of the lease agreement, Advice tenants on the stipulated rental fees, Provide and analyse PERSAL reports on rental, Facilitate stop order payments, Analyse and report on stop order (debit order) payments, Monitor cash payments, Reconcile PERSAL reports against the residential accommodation register. **Provide payment of rates, taxes and services:** Implement municipal services policy, strategy and processes, Compile rates and taxes reports, Inspect property to ensure correct billing in relation to correct land use of property, Receive invoices on rates, taxes and services, Prepare requisitions for payment of rates, taxes and services, Facilitate submission of requisitions and invoices to finance for payment, Compile municipal services expenditure pattern reports, Liaise with municipalities on rates and taxes, Monitor payments to service providers. **Provide refunds and arrears rental recovery:** Implement refunds and arrears policy, strategy and processes, Retrieve reports and identify defaulters, Make

arrangements with defaulters for rental collection, Analyse arrear rental patterns, Analyse monthly and quarterly reports for arrear rental to be recovered, Investigate and facilitate payment of refunds. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates, Manage division leave matters

Post No. 57 : **ADMIN OFFICER: FACILITIES SERVICES**
Ref. No. : **S4/3/3/80**
Component : **PROPERTY AND FACILITIES MANAGEMENT**
Salary Notch : **R308 154.00 per annum**
Salary Level : **7**
Centre : **Vhembe District**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Office administration, Public Administration/ (Management). 02 years' experience in property management environment. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation.

DUTIES: KEY PERFORMANCE AREAS: Provide landscaping services: Implement landscaping plans for the district, Facilitate procurement of protective clothing for the district, Provide specifications for procurement of landscaping equipment and materials, Facilitate repairs and servicing of landscaping equipment, Allocate groundsmen to serve the district office and cost centres. **Provide cleaning services:** Implement cleaning plans for the district, Monitor budget for cleaning services, Procure protective clothing for the district, Provide specifications for procurement of cleaning equipment and materials, Facilitate repairs and servicing of cleaning equipment, Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. **Provide waste management services:** Implement waste management plan, Facilitate sorting and shredding of waste paper, Liaise with service provider with regard to collection of packaged waste paper, Receive monthly income reports generated through waste management. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline

Post No. 58 : **PROVISIONING ADMIN OFFICER X3**
Ref. No. : **S4/3/9/67**
Component : **FINANCE**
Salary Notch : **R308 154.00 per annum**
Salary Level : **7**
Centre : **Waterberg District (Modimolle District office)**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Financial Accounting/ Management / Administration, Logistics/ Assets Management. 02 years' supervisory position in Logistics/ Assets Management. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Knowledge and understanding of the following: Assets Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

DUTIES: KEY PERFORMANCE AREAS: Manage stock needs analysis and performance: Conduct stores needs analysis, Compile monthly stores specification report and submit to the district office, Compile the stores budget analysis, Compile register of frequently and non -frequent used items. **Manage the stores:** Receive goods from the supplier, Approve stores received on the system, Monitor the issuing of stores and the Bin cards, File all documents in a chronological order and compile monthly report. **Manage stock taking:** Check stock against the tally cards and bin cards, Balance the ledger at the end of the year, Identify redundant, non-serviceable and obsolete equipment for disposal, Compile monthly stock-taking reports. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Manage division leave matters.

Post No. 59 : **PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS**
Ref. No. : **S4/3/8/68**
Component : **EMPLOYEE HEALTH AND WELLNESS, SPECIAL PROGRAMMES AND LABOUR RELATIONS**
Salary Notch : **R308 154.00 per annum**
Salary Level : **7**
Centre : **Head Office**

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Social Work / HR/ Administration, Behavioural science. 02 years' experience in compensation and medical claims processing. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Knowledge and understanding of OHS Act and Regulations, Knowledge and understanding of Environmental Health/Safety management fields.

DUTIES: KEY PERFORMANCE AREAS: Coordinate compensation for occupational injuries and disease (COID) programme in the department: Collate the statistical information on occupational injuries and disease (OID) in the department, Implement COID cases, Conduct audit on IOD in the department, Ensure that all notified IOD/ Occupationally acquired diseases cases are reported to the Office of the Compensation Commissioner, Maintain COID data base and IOD register for all cases in the department, Ensure payment of the administration fee to the office of the compensation commissioner as prescribed by law, Report IOD/ occupationally acquired disease cases on line with the Department of Labour systems. **Process payment of**

goods and services, in line with PFMA and SCM framework: Liaise with employees and medical specialist/ other service providers regarding the submission of medical reports and bills, Verify and prepare submissions for the payment of medical bills for OID/ occupationally acquired cases, Advice on the budget projection for COID/ occupationally acquired cases, Collate proof of payments of all medical bills and administration fee and keep records thereof, Update commitment register. **Administer COID:** Ensure that all notified cases are finalised with the office of the Compensation Commissioner, Ensure that outstanding documents of all notified cases are followed up with the office of the Compensation Commissioner, Provincial and National Treasury, Service Providers, Family members etc. Liaise with employees and medical specialists/ other service providers regarding the submission of medical reports and bills, Advice employees on further management of cases once closed by Department of Labour, Administer awards as issued by Department of Labour. **Provide support to OHS unit:** Provide OHS administrative support, Supervise interns, Manage leave for interns.

Post No. 60 : PERSONNEL PRACTITIONER: HRM
Ref. No. : S4/3/8/69
Component : SUB-DIRECTORATE: CORPORATE SUPPORT
Salary Notch : R308 154.00 per annum
Salary Level : 7
Centre : Vhembe District

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in HRM/Public Administration. 02 years' experience within Human Resource. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of PERSAL, relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.

DUTIES: KEY PERFORMANCE AREAS: Provide recruitment services: Receive applications from registry and keep record thereof, Provide statistics of received application per post, Compile scheduling of district posts, provide the administration for district selection services, Facilitate shortlisting and interviews in the district, provide the administration for district appointment services **Provide the administration of conditions of services:** Provide the administration for service termination due to death/ resignation, retirement (normal and early retirement), provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards, Facilitate state guarantees, Monitor attendance and leave registers, facilitate PILIR, and Conduct district leave auditing. **Provide the administration of post establishment and HR system:** Provide the administration for transfer and translation of personnel, Effect the translation and transfer of personnel upon receipt of approval from the HOD, Conduct district head count, Capture PERSAL transaction. **Facilitate and coordinate district human resource development services:** Assist in the development of district workplace skills plan, Liaise with head office on schedule of courses to be attended, Provide the administration for the learnerships and internships, Verify the compilation of performance management and development system documentation, Render secretariat services in performance management and development system moderation, Conduct performance management and development system workshops, Provide the administration for performance management and development system rewards/incentives. **Coordinate the employment relations services:** Liaise with head office on grievances and misconducts, Facilitate district labour forums, Provide secretariat to the labour forums. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's,

Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates.

Post No. 61 : PROPERTY INSPECTOR LAND MANAGEMENT X04
Ref. No. : S.4/3/3/56 – Vhembe, S4/3/3/54 - Sekhukhune
Component : PROPERTY AND FACILITIES MANAGEMENT
Salary Notch : R308 154.00 per annum
Salary Level : 7
Centre : Vhembe District X3 ; Sekhukhune X1- (re-advert)

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Real Estate/ Bachelor of Science in Property Studies. 02 years' experience. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Written communication, Ability to act with tact and discretion, good grooming and presentation, Investigation skills

DUTIES: KEY PERFORMANCE AREAS: Verify and identify state land: Verification of provincial properties through vesting process, Conduct regular inspection, Provide information on the verified and identified state land. **Inspect land for acquisition purposes:** Identify redundant land, Submit list of redundant land identified to Head Office, Verify as to whether the land is vested Nationally, Provincially and locally, Assist with the implementation of the vesting of properties, Verify National Rural Legislative data in terms of land information. **Inspect land for disposal purposes:** Conduct land assessment for disposal purposes, Compile the reports for the land status. **Inspect land for transferring of land to municipalities:** Conduct land assessment for transfer purposes, Compile the reports for the land status. **Conduct space audit:** Provide office measurements, Monitor adherence to space norms, Monitor adherence to OHS Act

Post No. 62 : PROPERTY INSPECTOR: LEASE AND MUNICIPAL SERVICES X2
Ref. No. : S4/3/3/94
Component : PROPERTY AND FACILITIES MANAGEMENT
Salary Package : R308 154.00 per annum
Salary Level : 7
Centre : Waterberg

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Real Estate/ Property Management / studies. 02 years' experience. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Language skills, Computer Literacy, Sound organisational skills, Good people skills, High level of reliability, Report writing

DUTIES: KEY PERFORMANCE AREAS: Inspect property for rental purposes: Conduct property assessment before handing – over to occupants for rental purposes, Conduct property conditional assessment on termination of rental, Compile the reports for property condition, Monitor condition of the lease agreement during the rental period, Ensure that tenant pays key deposit prior occupation, Opening of job cards on behalf

of tenants. **Investigate subletting of tenants:** Conduct tenant audit to ensure that tenants are not subletting, Conduct regular inspection in rented properties, Investigate property complains and compliance. **Enforce conditions of the Lease Agreements:** Compile tenant vacating report and inspection, Monitor and ensure that vacating tenants are liable for all damages, Facilitate the refunding of key deposit to the tenants. **Conduct space audit.(Residential):** Confirm number of room in a house, Confirm number of rooms occupied, Confirm payment of room occupied, Lock vacant room.

Post No. 63 : PERSONNEL OFFICER: HRM X6
Ref. No. : S4/3/8/70 – Waterberg, S4/3/8/54 – Mopani, S4/3/8/52 Capricorn
Component : SUB-DIRECTORATE: CORPORATE SUPPORT
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Waterberg X2, Mopani X2 and Capricorn X2

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer, Working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in HR.

PERSAL

DUTIES: KEY PERFORMANCE AREAS: Render administration clerical support of recruitment services: Receive application forms from registry and keep record thereof, Provide statistics of received application per post, Compile scheduling of district posts, Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district, Capture appointment on PERSAL system, Verify qualifications with academic institutions and other authorised bodies, Update PERSAL system in terms of personnel qualifications. **Render administration clerical support of conditions of services:** Receive notification of service termination due to death/ resignation, retirement (normal and early retirement), Circulate route form to relevant section for liabilities, Effect termination on the PERSAL system upon receipt, Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms, Verify correctness of the forms and attachments, Capture benefits, Facilitate state guarantees, Issue the leave forms, Verify correctness of the forms and attachments, Acknowledge the receipt of leave applications, Capture leave on the PERSAL system, Conduct district leave auditing. **Render administration clerical support for post establishment and HR system:** Receive transfer application letter, Verify correctness of the application and attachments, Verify the availability of post, Capture PERSAL transaction, Compile monthly statistics on transfers, Conduct district head count. **Render administration clerical support for district human resource development services:** Create a training/ learning programmes database according to the WSP, Make logistical arrangements for the training programme, Liaise with personnel about the training logistics in time, Issue and receive the course attendance form from personnel, Capture the certificate(s) on persal system, Liaise with head office on schedule of courses to be attended, Verify the compilation of performance management and development system documentation, Make logistical arrangements for performance management and development system moderation, Implement rewards on the persal systems, Receive quarterly probation assessments form(s), Capture and update the form on persal system, Make arrangements

for the induction and orientation programme, Make logistical arrangements for performance management and development system workshops.

Post No. 64 : ADMIN CLERK: AUXILIARY SERVICES X4
Ref. No. : S.4/3/8/51 – Vhembe, S4/3/8/71 – Capricorn, S4/3/8/73 – Sekhukhune, S4/3/8/72 - Waterberg
Component : SUB-DIRECTORATE: DISTRICT CORPORATE SUPPORT
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Vhembe X1, Capricorn X1, Sekhukhune X1, Waterberg X1

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Basic knowledge of relevant Public Service.

DUTIES: KEY PERFORMANCE AREAS: Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. **Render administration clerical support on office services and accommodations:** Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component (district offices). **Provide personnel administration clerical support services within the component:** Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component. **Render financial administration support services in the component:** Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts and petty cash for the component.

Post No. 65 : ADMIN CLERK X2
Ref. No. : S4/3/8/73
Component : SUB-DIRECTORATE: DISTRICT CORPORATE SUPPORT
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Capricorn District- (Molemole & Blouberg)

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Basic knowledge of relevant Public Service prescripts.

DUTIES: KEY PERFORMANCE AREAS: Place order: Receive request of goods from the end user. **Receive stock from the supplier:** Verify stock received against the invoice, Sign off the invoice for received goods,

Update and maintain register of suppliers, Capture goods in registers databases. **Receive stock into the system:** Capture the received stock into the system, Verify and update the register in line with the system stock. **Issue goods to end users:** Receive request of goods from the end user (LOGIS FORM), Issue the stores on the system, Issue the stores to end user, Receive issuing form back from the end-user, File the issuing form.

Post No. 66 : ADMIN CLERK: BUILDING INFRASTRUCTURE MAINTENANCE X4
Ref. No. : S.4/3/2/39
Component : SUB-DIRECTORATE: DISTRICT CORPORATE SUPPORT
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Waterberg District (Thabazimbi Office X1;
Bakenberg X1; Bela-Bela Cost Centre X1; Lephalale Cost Centre X1)

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service, Basic knowledge of work procedures in terms of the working environment

DUTIES: KEY PERFORMANCE AREAS: Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. **Render administration clerical support on office services and accommodations:** Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. **Provide personnel administration clerical support services within the component:** Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. **Render financial administration support services in the component:** Check correctness of subsistence and travel claims of officials and submit to manager for approval.

Post No. 67 : ADMIN CLERK: ROADS MAINTENANCE X4:
Mopani X 2; Capricorn X 1, Waterberg X1
Ref. No. : S4/3/10/107 – Mopani, S4/3/10/108 – Capricorn, S4/3/10/109 - Waterberg
Component : ROUTINE MAINTENANACE
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Mopani (Phalaborwa X1; Letaba X1; Capricorn (Matlala),
Waterberg (Mokopane X1)

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service, Basic knowledge of work procedures in terms of the working environment

DUTIES: KEY PERFORMANCE AREAS: Render administration clerical support of roads maintenance: Receive documentation for roads maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. **Render administration clerical support on office services and accommodations:** Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. **Provide personnel administration clerical support services within the component:** Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. **Render financial administration support services in the component:** Check correctness of subsistence and travel claims of officials and submit to manager for approval.

Post No. 68 : ADMIN CLERK: STORES X 7
Ref. No. : S4/3/9/72
Component : FINANCE (Logistics and Assets Management)
Salary Package : R216 417.00 per annum
Salary Level : 5
Centre : Waterberg District (Hessie se water Roads Maintenance Centre X1; Modimolle Cost Centre X3; Mokopane x1; Lephalale X1; Thabazimbi Cost Centre x1)

MINIMUM REQUIREMENTS: A qualification at NQF level 4 (Grade 12) as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service, Basic knowledge of work procedures in terms of the working environment

DUTIES: KEY PERFORMANCE AREAS: Place order: Receive request of goods from the end user. **Receive stock from the supplier:** Verify stock received against the invoice, Sign off the invoice for received goods, Update and maintain register of suppliers, Capture goods in registers databases. **Receive stock into the system:** Capture the received stock into the system, Verify and update the register in line with the system stock. **Issue goods to end users:** Receive request of goods from the end user (LOGIS FORM), Issue the

stores on the system, Issue the stores to end user, Receive issuing form back from the end-user, File the issuing form.

POST NO. 69 : **ADMIN CLERK: AUXILIARY SERVICES (Re-advertisement)**
(Applicants who previously applied are encouraged to apply)
Ref. No. : **S4/3/3/51**
Component : **CORPORATE SUPPORT**
Salary Notch : **R216 417.00 per annum**
Salary Level : **05**
Centre : **Vhembe District X1**

MINIMUM REQUIREMENTS: A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Basic knowledge of relevant Public Service. Communication skills. Planning and organising. Accuracy. Flexibility. Co-operative. Team player. **SKILLS AND KNOWLEDGE:** Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Communication skills. Accuracy. Flexibility. Co-operative. Team player.

DUTIES: KEY PERFORMANCE AREAS: Render administration clerical support of fleet services.

Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management. Update fleet management registers and statistics Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. **Render administration clerical support on office services and accommodations.** Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). **Provide personnel administration clerical support services within the component.** Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. **Render financial administration support services in the component.** Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component

Post No. 70 : **REGISTRY CLERK: RECORDS MANAGEMENT**

Ref. No. : S4/3/8/74
Component : SUB-DIRECTORATE: DISTRICT CORPORATE SUPPORT
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Waterberg District (Modimolle District office)

MINIMUM REQUIREMENTS: A qualification at NQF level 4 (Grade 12) as recognised by SAQA. Qualification in Record Management / Archives will be an added advantage. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Basic knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service, Basic knowledge of storage and retrieval procedure in terms of the working environment

DUTIES: KEY PERFORMANCE AREAS: Provide registry counter services: Attend to clients, Handle telephonic and other enquiries received, Receive and register hand delivered mail/files. **Handle of incoming and outgoing correspondence:** Receive all mail, Sort, register and dispatch mail, Distribute notices on registry issues. **Render an effective filing and record management service:** Opening and close files according to record classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and files, Complete index cards for all files. **Operate office machines in relation to the registry function:** Open and maintain franking machine register, Frank post, record money and update register on a daily basis, Undertake spot checks on post to ensure that no private posts are included, Lock post in postbag for messengers to deliver to post office, Open and maintain remittance register, Record all valuable articles as prescribed in the remittance register, Hand delivers and signs over remittances to finance, Send wrong remittances back to sender via registered post and record reference number in register, Keep daily record of amount of letters franked. **Process documents for archiving and/disposal:** Electronic scanning of files, Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Keep records for archived documents.

Post No. 71 : ROAD WORK FOREMAN X3: WATERBERG X2; MOPANI X1
Ref. No. : S4/3/10/46 – Waterberg, S4/3/10/43
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE
MAINTENANCE
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Waterberg X2 (George Masebe/Mokopane); Mopani District-
Maruleng X1

MINIMUM REQUIREMENTS: A qualification at NQF level 3 (grade 10) as recognised by SAQA. 03 years' experience in road maintenance experience. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Acts and regulations, Road maintenance Manual, Roads operating machinery, Health and safety measures, Roads production procedures and processes

DUTIES: KEY PERFORMANCE AREAS: Support road construction and/or maintenance work through: Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works, Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area. **Supervise activities in respect of road construction and/or maintenance work through:** Application of safety and precautionary measures, Conduct inspections, Exercise control over tools, supplies and other equipment's, Allocate tasks and oversee work performance, and maintenance of equipment's, Co-ordinate the blading program.

Post No. 72 : FOREMAN: CLEANING AND GROUNDS
Ref. No. : S4/3/3/59
Component : PROPERTY AND FACILITIES MANAGEMENT
Salary Notch : R183 279.00 per annum
Salary Level : 4
Centre : Mopani District: Phalaborwa

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Machine Operations, Working procedures in respect of working environment.
DUTIES: KEY PERFORMANCE AREAS: Supervise cleaners: Perform administrative and related functions, Provide guidance and advice to cleaners, Develop and update the cleaning roster.
Provision and monitor of cleaning services: Oversee and monitor cleaning of: offices, corridors, general kitchen, restrooms, elevators, boardrooms. **Provision and monitor of grounds services:** Oversee and monitor cleaning of: Surroundings, premises. **Manage and ensure the maintenance and replacement of cleaning materials and equipment's:** Maintain and replace cleaning machines and equipment's, Make a requisition and issue cleaning materials.

Post No. 73 : GROUNDSMAN X03
Ref. No. : S4/3/3/95
Component : PROPERTY AND FACILITIES MANAGEMENT
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Mopani District (Letaba x 02, Phalaborwa x 1)

MINIMUM REQUIREMENTS: A qualification at NQF level 1 or 2 as recognised by SAQA.

SKILLS: Machine Operations, Working procedures in respect of working environment

DUTIES: KEY PERFORMANCE AREAS: Maintain premises and surroundings: Clean premises and surroundings, Empty dirty bins. **Maintain the garden:** Watering the garden, Prune and trim flowers and trees, Mow the grass, Remove weeds and garden refuse, Apply insecticides, Cultivate the soil for trees and flowers. **Maintain gardening equipment's and tools:** Detect and report malfunctioning of gardening equipment's and tools, Repair minor defects of gardening equipment and tools. **Keep gardening materials and equipment:** Cleaning of machines and equipment's after use, Request gardening materials.

Post No. 74 : DRIVER x 02
Ref. No. : S4/3/10/110 – Waterberg, S4/3/10/111 - Capricorn
Component : BUILDING MAINTENANCE
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Waterberg District (Lephalele Cost Centre) X1; Capricorn X1

MINIMUM REQUIREMENTS: A qualification at NQF level 4 (grade 12) / AET Qualifications recognised by SAQA. 07 to 10 months experience. Valid driver's license, with the exception of applicants with disabilities (to check).

SKILLS: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services, Prescripts for the correct utilisation of the motor vehicle, Procedure to ensure that the vehicle is maintained properly.

DUTIES: KEY PERFORMANCE AREAS: Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents), Perform routine maintenance on the allocated vehicle and report defects timely, Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.

Post No. 75 : ROAD WORKERS X15
Ref. No. : S/4/3/10/53 – Mopani, S4/3/10/52 - Capricorn
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE
MAINTENANCE
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Capricorn (Matlala X 03, Sandrivier x 1, Alldays x1, Dendron x1, Lebowakgomo X1 , Mothapo X 1, Skeiding x2 ; Mopani District Offices (Maruleng x 4, Tzaneen x 1

MINIMUM REQUIREMENTS: A qualification at NQF level 1 or 2 as recognised by SAQA. Applicants with disabilities and youth are encouraged to apply.

SKILLS: Knowledge of relevant Acts and regulations, operating roads machinery, Health and safety measures, Working procedures in respect of roads environment.

DUTIES: KEY PERFORMANCE AREAS: Perform routine activities in respect of road maintenance and/or construction through: Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting.

Post No. 76 : TRADEMAN AID X04
Capricorn X1 ; Mopani x3
Ref. No. : S4//3/2/40 – Mopani, S4/3/2/41 Capricorn
Component : BUILDING MAINTENANCE X3
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Mopani District (Sekgosese x 1 ; Tzaneen Mechanical x 2)
; Capricorn (Molemole x1)

MINIMUM REQUIREMENTS: A qualification at NQF level 3 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Cleaning equipment, Safety, Health and safety measures, Working procedures in respect of working environment

DUTIES: KEY PERFORMANCE AREAS: Maintenance of office buildings: Conduct regular building inspections, Attend to minor electrical, plumbing, plastering and carpentry problems. **Maintenance of office equipment's and furniture:** Repair broken furniture and equipment's, Report defects. **Safe keeping of machinery and equipment's:** Clean equipment's and machinery after use, Report faults.

Post No. 77 : DRIVER OPERATOR X16
SEKHUKHUNE X06; WATERBERG X09; Vhembe X1
Ref. No. : S4/3/10/60 – Sekhukhune, S4/3/10/16 – Waterberg, S4/3/10/63
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE
MAINTENANCE
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Sekhukhune (Hoeraroep x 2, Tsimanyane x 1, Veeplas
x 1, Meckelenberg x 02); Waterberg District (Drainage x2; hessie se water
x 02, Vaalwater x 2, Tolwe x1, Lephalele x 1, Roedtan x1),Vhembe
(Drainage)

MINIMUM REQUIREMENTS: A qualification at NQF level 3 (grade 10). 5 years' experience in driving and operating specialist equipment. Valid driver's license, Code EC and operating certificate (with the exception of applicants with disabilities).

SKILLS: Knowledge of relevant Acts and regulations, operating roads machinery, Health and safety measures
Working procedures in respect of roads environment

DUTIES: KEY PERFORMANCE AREAS: Perform activities in respect of operation through inter alia the following: Operating specialized equipment, Load and offload goods/equipment, Inspection and maintenance of equipment and report defects, Keep log sheets of vehicles and machineries, Application of safety and precautionary measures, Cleaning and lubrication of machinery equipment, Grading of gravel roads and re-aveling/shoulder maintenance **Render driving services Perform activities in respect of operation through inter alia the following:** Transportation of work teams and materials/equipment's, Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water), Inspection of the vehicles/equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle.

Post No. 78 : DRIVER EXTRA HEAVY DUTY X4
Sekhukhune X1; Vhembe X2; Mopani x 1
Ref. No. : S4/3/10/94 – Sekhukhune, S4/3/10/95 – Vhembe, S4/3/10/112 - Mopani
Component : SUB-DIRECTORATE: ROADS INFRASTRUCTURE
MAINTENANCE
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Sekhukhune (Groblersdal), Mopani (Tzaneen) ; Vhembe
(Sibasa & Makhado) District

MINIMUM REQUIREMENTS: A qualification at NQF level 3 (Grade 10) as recognised by SAQA. 05 years' experience in heavy duty driving. Valid driver's license, code EC.

SKILLS: Knowledge of relevant Acts and regulations, Operating roads machinery, Health and safety measures, Working procedures in respect of roads environment.

DUTIES: KEY PERFORMANCE AREAS: Drive Heavy duty vehicles: Transportation of work teams and materials/equipment's, Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water), Inspection of the vehicles/equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle

Post No. 79 : GENERAL WORKERS STORE ASSISTANT X9
Ref. No. : S4/3/9/59 – Sekhukhune, S4/3/9/74 – Capricorn, S4/3/9/59 - Waterberg
Component : LOGISTICS AND ASSET MANAGEMENT
Salary Notch : R131 265.00 per annum
Salary Notch : 2
Centre : Capricorn (Molemole X1, Blouberg X2) ; Waterberg District
(Modimolle X3); Sekhukhune (Fetakgomo-Tubatse Stores X1; Ephraim
Mogale Stores X1; Elias Motsoaledi Stores X1)

MINIMUM REQUIREMENTS: A qualification at NQF level 1 or 2 as recognised by SAQA. Applicants with disabilities and youth are encouraged to apply.

SKILLS: Cleaning equipment, Safety, Health and safety measures, working procedures in respect of working environment.

DUTIES: KEY PERFORMANCE AREAS: Provide general assistant work: Off - load equipment's and goods to the stores during delivery, Load equipment's or goods upon request, Deliver stores to relevant offices.

Clean stores and government vehicles: Clean government vehicles, Clean relevant workstation.

Post No. 80 : CLEANER: PROPERTY FACILITIES X3
Ref. No. : S4/3/3/67
Component : PROPERTY AND FACILITIES MANAGEMENT
Salary Notch : R131 265.00 per annum
Salary Level : 2
Centre : Waterberg District (Lephalale; Thabazimbi and Modimolle) Cost Centre's

MINIMUM REQUIREMENTS: A qualification at NQF level 1 or 2 as recognised by SAQA. Applicants with disabilities and youth are encouraged to apply.

SKILLS: Cleaning equipment, Safety, Health and safety measures, working procedures in respect of working environment.

DUTIES: KEY PERFORMANCE AREAS: Provide cleaning services: office corridors, elevators and boardrooms: Dusting and waxing office furniture, Sweeping, scrubbing and waxing of floor, Vacuuming and shampooing floors, Cleaning walls, windows and doors, Emptying and cleaning of dirty bins, Collect and removing of waste papers, Freshen the office areas. **Provide cleaning services: kitchen and rest rooms by:** Clean basins, Wash and keep stock of kitchen utensils. **Provide cleaning services in restrooms:** Refill hand wash liquid soap, Re - place toilet papers, hand towels and refreshers, Empty and wash waste bins.

Keep and maintain cleaning materials and equipment: Report broken cleaning machines and equipment's, Cleaning of machines (microwares, vacuum cleaners etc.) and equipment's after use, Request cleaning materials.