



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

Confidential

Ref No : S4/1/1
Enquires : Ms. Maja M
Date : 14 August 2026

TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT
DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY CIRCULAR NO 36
OF 2026.

SUBJECT: ADVERTISEMENT OF VACANT POSTS

1. Department of **Transport and Community Safety** is an equal opportunity, affirmative action employer with clear employment equity targets. **ALL** positions targets Women and Persons with Disabilities.
2. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached Annexure "A".
3. Applicants are encouraged to register and submit their applications through the e-recruitment link at <https://erecruitment.limpopo.gov.za>, However, hand delivered applications are accepted and must be submitted on the New Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za. **NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.**
NB: Instructions from paragraph 3 to 7 applies to hand / mail delivered applications.
4. The new Z83 applications form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 application form by applicants:
 - All the fields in Part A, C and 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? Then it is acceptance for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public

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Service, will you immediately relinquish such business interest?" if yes (provide detail)".

- Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration".
 - Noting there is limited space provided for Part E, F & G, applicants often indicate "refers 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 Z83 application form for employment 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 with Yes or No as provided on the Z83 application form, however if it is not applicable to the applicant, it is acceptable to indicate N/A.
5. A specific reference number indicated on the post applied for must be quoted in the Column "Reference Number" on Z83 application form.
 6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).
 7. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.
 8. **All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity**
 9. A Pre-entry certificate obtained from National School of Government (NSG) is required to all SMS applications. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
 10. As per Department of Public Service and Administration (DPSA) directive on Human Resource Management and Development for Public Service Professionalization Volume 1 number 1.32.1, "All shortlisted candidates, including SMS shall undertake two pre- entry assessments. One will be a practical exercise and other will be an Integrity (Ethical Conduct) Assessment.

11. All shortlisted candidates will be subjected to a security clearance and verification of qualifications and will be subjected to Personnel Suitability Check for Security reasons.
12. Certified copies of educational qualifications, academic records, identity documents and a valid driver's licence (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
13. **Kindly note that No payment of any kind is required when applying for posts advertised in this circular.**
14. **NB! Candidates who previously applied for the re-advertised are welcome to re-apply if they remain interested. Previous applications will not be considered automatically**
15. The advert will also be accessible on the following websites www.ldtcs.limpopo.gov.za / www.limpopo.gov.za and www.dpsa.gov.za / <https://erecruitment.limpopo.gov.za> / departmental and Office of the Premier social media pages.
16. Applications should be submitted to the centre (Head Office or districts) where the post is located as follows:

**Head Office: The Acting Director: Human Resources Management
Department of Transport and Community Safety,
Private Bag X 9491, Polokwane, 0700 or handed in at Phamoko Building, Second
(2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699**

**Capricorn District, 39 Church Street, Snabasa Building, Polokwane 0699, Tel.
No. 073 170 6748**

**Sekhukhune District, Lebowakgomo Govt. Complex. The Director, Private Bag
X 61, Lebowakgomo, 0737, Tel No 015 633 5150**

**Waterberg District, NTK Building, Modimolle, Cnr Limpopo Street & Thabo
Mbeki. The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 718
2335/2317/2330**

**Mopani District, Giyani Govt Complex
The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000/7022**

**Vhembe District, Thohoyandou Govt Complex
The Director, Private Bag X 2145, Sibasa, 0790, Tel No 015 960 3000**
17. The closing date for submission of applications is **the 11th of September 2026 @16h30**. Late applications or faxed applications will not be considered. Failure to

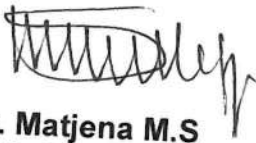
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comply with the above requirements will result in the disqualification of the application.
Enquiries: **Ms. Amika Y: 015-295 1209 and Ms. Maja M: 015 295 1163**

18. Communication will only be with shortlisted candidates and if you do not receive any response from us within 90 days /three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000).
19. **Due to austerity measures the department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews.**
20. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.



Mr. Matjena M.S

HoD: Transport and Community Safety

Date: 14/08/2022

ANNEXURE A

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ANNEXURE A

POST 01: DIRECTOR: TRANSPORT SAFETY PROMOTION (REF: LDTCS H01/ 2026)
SALARY: All-inclusive remuneration package of R1 317 384.00 per annum.
(Level 13)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 7) in Public Administration/Management / Social Sciences/Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment.
- **Five (5) years' experience at middle management/ senior managerial level in the same or related field.**
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, etc.

KNOWLEDGE AND SKILLS

Extensive knowledge and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, etc. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Financial Management, Strategic capability and leadership, People Management and empowerment, Programme and project management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. Extensive experience in Human resource development, skills development and training. Sound and in-depth experience and knowledge of relevant prescripts, policies, processes, procedures in Public Service. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

KEY PERFORMANCE AREA

- Develop, manage and monitor the implementation of transport and community safety education promotion and community outreach policies and strategies in the province.
- Manage and monitor the implementation of community and transport safety education programmes and communication strategies.
- Manage and evaluate the execution of transport and community and transport safety education and communication performance plans in the province.
- Manage and evaluate the impact of community and transport safety community outreach awareness performance plans, policies and strategies in the province.
- Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

POST 02: DIRECTOR: HUMAN RESOURCE MANAGEMENT REF: LDTCS (H02/2026)
SALARY: All-inclusive remuneration package of R1 317 384.00 per annum.
(Level 13)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 7) in Human Resource Management/Public Administration/Management / Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment.
- **Five (5) years' experience at middle management/ senior managerial level in the same or related field.**
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles, Strategic capability and leadership, People management and empowerment, Project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer service, Verbal and written communications skills, Computer literacy (MS Office and PERSAL), Analytical skills

KNOWLEDGE AND SKILLS

Knowledge of relevant Acts, Policies and Prescripts, Knowledge of relevant HR practices in the Public Service, Knowledge of relevant HR formulas, Knowledge of interdependencies in other areas, Knowledge of the mandate and objectives of the

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department, PERSAL knowledge, Knowledge of change management principles, Knowledge of retention practices and principles, Understanding of supply chain management principles, Knowledge and experience in the HR field, Knowledge of PMDS

Extensive knowledge and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, etc. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Financial Management, Strategic capability and leadership, People Management and empowerment, Programme and project management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication

KEY PERFORMANCE AREA

- Provide leadership and strategic direction in the Directorate.
- Manage human resource administration services.
- Manage the co-ordination of capacity development programs.
- Manage the implementation of performance management systems in line with government directives and departmental policies.
- Manage and facilitate human resource strategy, planning and information systems.
- Manage organizational design, job evaluation and process improvement.

POST 03: DIRECTOR: LABOUR RELATIONS AND LEGAL SERVICES REF: LDTCS (H03/ 2026)

SALARY: All-inclusive remuneration package of R1 317 384.00 per annum. (Level 13)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 7) in Legal/Labour Relations /Public Administration/Management /

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Social Sciences/Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).

- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment.
- **Five (5) years' experience at middle management/ senior managerial level in the same or related field.**
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles, Strategic capability and leadership, People management and empowerment, Project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer service, Verbal and written communications skills, Computer literacy (MS Office and PERSAL), Analytical skills.

KNOWLEDGE AND SKILLS

Extensive knowledge and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, etc. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Financial Management, Strategic capability and leadership, People Management and empowerment, Programme and project management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.

KEY PERFORMANCE AREA

- Manage and coordinate development of departmental policies.
- Ensure consistent application of disciplinary code and procedure for the public service.
- Represent the employer in resolving disputes.
- Manage grievances and constitute internal Conciliation Boards.

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- Manage and monitor industrial Actions.
- Coordinate vetting documents and coordinating litigations and giving legal advice.

POST 04: CONTROL PROVINCIAL INSPECTOR (X2 POSTS)

SALARY: All-inclusive remuneration package of R932 292.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRES: CAPRICORN DISTRICT-POLOKWANE (REF: LDTCS C1/2026)
: SEKHUKHUNE DISTRICT -LEBOWAKGOMO (REF: LDTCS S1/2026)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Traffic Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA)
- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Traffic Law Enforcement.
- A qualification in Road Traffic / Traffic Management will be an added advantage.
- Three (3) years' experience as Chief Provincial Inspector.
- 7-10 years working experience in the traffic law enforcement field.
- Five (5) years' experience of which three (3) years must be at Junior Management/Assistant Director level in traffic law enforcement field.
- Not been declared unfit to possess a firearm as contemplated in the Firearm Control Act, 2000 (Act no 60 of 2000), or other relevant legislation.
- Valid driver's license (with exception of persons with disabilities).
- No criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem solving and Analysis, Client Orientation People and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, knowledge of criminal procedure Act, Road Safety history and current situation in SA, PFMA, Negotiation skills, Conflict resolution, Problem solving and presentation skills, Ability to communicate at all levels, Ability to analyse the findings and make recommendations, understanding of legislatures governing the public service i.e. Public Service Act and Public Service Regulation. Public service knowledge, Negotiation, High level reporting skill.

KEY PERFORMANCE AREA

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009 and other related legislations.
- Manage implementation of operational law enforcement and road safety plans.
- Manage registration of operational law enforcement.
- Manage provision of traffic operational resources.
- Manage traffic information and management systems.
- Provide incident management systems.

POST 05: DEPUTY DIRECTOR: STRATEGIC PLANNING AND POLICY

COORDINATION (REF: LDTCS H04/ 2026)

SALARY: All-inclusive remuneration package of R932 292.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration/ Development /Management or Social Science or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in the same or related field.
- Valid driver's license (with exception of persons with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act,

Strategic Planning, Policy Review and Development, Understanding of the Revised Framework for Strategic Plans and Annual Performance Plans (2019) and the National and Provincial policy Framework, National Development Plan, Limpopo Development Plan, Computer literacy, Report writing, Good understanding of the PFMA, Strategic Planning, Annual Performance Plan and Operational Plans, Leadership, Financial Management, Policy analysis and policy development skills, Thorough knowledge of Public Service policies and procedures, Project Management and Project planning, Customer Service, Self- Management, Diversity Management, Change Management, Strategic Planning and organising, Policy Analysis and review, Problem solving skills, People Management, Communication skills, Leadership skills, Creativity and innovation, Policy development skills, Teamwork orientation, Improvement orientation.

KEY PERFORMANCE AREA

- Manage and coordinate the development of departmental Planning documents for consolidation.
- Manage and coordinate the submission of departmental reports for consolidation.
- Manage and coordinate the development / review of Policies and Procedure Manuals.
- Manage and coordinate submission of Policies to MANLAB for discussion and endorsement.
- Manage and supervise subordinates and utilize resources in accordance with relevant directives and legislation.

POST 06: DEPUTY DIRECTOR: ACCOUNTING AND REPORTING (REF: LDTCS

H06/ 2026)

SALARY: All-inclusive remuneration package of R932 292.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an undergraduate qualification (NQF level 6) in Financial Management/Accounting or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in the same or related field.
- Valid driver's license (with exception of persons with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Policy analysis, Good Communication skills; Facilitation skills; Presentation skills; Coordination skills.

KNOWLEDGE AND SKILLS

Advanced computer literacy, Knowledge of PFMA, BAS, PERSAL, LOGIS, Treasury regulations, Financial Management, Project Management, Programme Management, Risk identification and management, extensive knowledge and interpretation of accounting and reporting standards and good understanding of government Standard Chart of accounts, Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Financial Management, Treasury Regulations, Financial Practise Notes, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act.

KEY PERFORMANCE AREA

- Prepare Annual and Quarterly financial statements
- Manage clearing of suspense account
- Manage bookkeeping and bank reconciliation
- Prepare Annual and Quarterly financial statements
- Manage subordinates

POST 07: DEPUTY DIRECTOR: ASSURANCE SERVICES (REF: LDTCS H07/ 2026)

SALARY: All-inclusive remuneration package of R932 292.00 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Auditing/Accounting or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- Registration in the professional body such as Institute of Internal Auditors (registered as CIA), South African Institute of Chartered Accountants (CA-SA) or Internal Control Institute will be added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in the same or related field.
- Valid driver's license (with exception of persons with disability).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Policy analysis, Good Communication skills; Facilitation skills; Presentation skills; Coordination skills.

KNOWLEDGE AND SKILLS

Advanced computer literacy, Knowledge of PFMA, BAS, PERSAL, LOGIS, Treasury regulations, Financial Management, Project Management, Programme Management, Risk identification and management, extensive knowledge and interpretation of accounting and reporting standards and good understanding of government Standard Chart of accounts, Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Financial Management, Treasury Regulations, Financial Practise Notes, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act.

KEY PERFORMANCE AREA

- Supervise coordination and quality assurance of requested information and responses to audit matters from assurance providers within standardized timeframe.
- Analyze audit findings raised by AGSA, SIAS and other Assurance Providers.
- Discuss the audit findings with affected directorates.
- Monitor the implementation of the action plans and ensure that progress is reported to Provincial Treasury and Executive Management.
- Report and update on the progress made on mitigation measures.
- Coordinate meeting between the department and Assurance Providers.

POST 08: CHIEF PROVINCIAL INSPECTOR: MANTSOLE TRAFFIC CONTROL CENTRE: (REF: LDTCS W01/ 2026)

SALARY: R605 702.00 per annum (LEVEL 10)

CENTRE: WATERBERG DISTRICT (BELA-BELA)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent, Basic Diploma for Traffic Law Enforcement plus an appropriate undergraduate qualification (NQF 6) in Traffic Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- 3 - 5 years' experience as Principal Provincial Inspector.
- 7-10 years working experience in the traffic law enforcement field.
- Not been declared unfit to possess a firearm as contemplated in the Firearm Control Act, 2000 (Act no 60 of 2000), or other relevant legislation.
- Valid driver's license (with exception of persons with disabilities).
- No criminal record.

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CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.

KEY PERFORMANCE AREAS

- Manage Compliance with the Firearm Control Act 60 of 2000.
- Ensure effective and Efficient Leadership.
- Manage Service delivery improvement.
- Manage Human Resources & Financial management.
- Ensure effective and Efficient Asset management.

POST 09: ASSISTANT DIRECTOR: TRANSPORT SAFETY PROMOTIONS (REF: LDTCS H08/ 2026)

SALARY: R487 197.00.per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in in Transport Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- **3 years' experience at supervisory level in the same or related field.**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Extensive knowledge of Traffic management policies and regulations, Relevant Legislation and Traffic management regulations, Communication skills, Problem Solving and Analysis, Knowledge Management, Service Delivery and Innovation, Client Orientation and Customer Focus.

KNOWLEDGE AND SKILLS

Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation, National Land Transport Act. Public service knowledge, negotiations, Public Service Knowledge, Facilitation skills, Computer literacy, Project Management, PFMA, Supply Chain Management, Labour Relation Act, Performance Management, Public Relations, Strategic Planning, Marketing, Coordination and administration skills, Report writing skills, Quality management, Written and verbal communication skills.

KEY PERFORMANCE AREA

- Coordinate and monitor Road Safety awareness programmes.
- Coordinate and monitor Road Safety Awareness projects.
- Coordinate and monitor Road Safety Outreach projects..
- Facilitate the procurement of Road Safety promotional material

POST 10: ASSISTANT DIRECTOR: PROVINCIAL REGULATIONS ENTITY (PRE) SECRETERAT SERVICES (REF: LDTCS H09/ 2026)

SALARY: R487 197.00.per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Transport Management/Transport Management/Transport Economics/Logistics or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA)
- **3 years' experience at supervisory level in the same or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Extensive knowledge of Traffic management policies and regulations, Relevant Legislation and Traffic management regulations, Communication skills, Problem Solving and Analysis, Knowledge Management, Service Delivery and Innovation, Client Orientation and Customer Focus.

KNOWLEDGE AND SKILLS

Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation, National Land Transport Act. Public service knowledge, negotiations, Public Service Knowledge, Facilitation skills, Computer literacy, Coordination and administration skills, Report writing skills, Quality management, Written and verbal communication skills.

KEY PERFORMANCE AREA

- Render secretariat services to the Provincial Regulating Entity [PRE].
- Render administration and logistics services pertaining to the publishing of operating license applications.
- Render administrative support services to the Provincial Regulating Entity (PRE).

POST 11: ASSISTANT DIRECTOR: OPERATING LICENSING ADMINISTRATION (REF: LDTCS H10/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Transport Management/Transport Management/Transport Economics/Logistics or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- **3 years' experience at supervisory level in the same or related field.**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Good Communication skills, Facilitation and presentation skills, Conflict resolution skills, Computer literacy, Change management, Performance Management, Written and verbal communication skills, Client orientation and customer focus, Project Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of National Land Transport Act, 5 of 2009 and its regulations, Knowledge of all Public Transport products and programs, Public Transport history and current situation in SA, Financial Management & PFMA, Supply Chain Management, Labour Relation Act, Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations Negotiation Skills, People Management, Financial Solving, Planning & Organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication Skills, Group dynamics, Diversity Management-ordination Skills, Leadership Skills.

KEY PERFORMANCE AREAS

- Monitor the registration and licensing of public transport and transport operators.
- Monitor the resolution of transport operator conflicts.
- Ensure transport operator safety and compliance.
- Coordinate provincial regulatory entity hearings.

POST 12: ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES (REF: LDTCS C02/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: CAPRICORN OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Transport Management/ Transport Economics/Logistics or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- **3 years' experience at supervisory level in the same or related field.**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Good Communication skills, Facilitation and presentation skills, Conflict resolution skills, Computer literacy, Change management, Performance Management, Written and verbal communication skills, Client orientation and customer focus, Project Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of National Land Transport Act, 5 of 2009 and its regulations, Knowledge of all Public Transport products and programs, Public Transport history and current situation in SA, Financial Management & PFMA, Supply Chain Management, Labour Relation Act, Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Negotiation Skills, People Management, Financial Solving, Planning & Organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication Skills, Group dynamics, Diversity Management-ordination Skills, Leadership Skills.

KEY PERFORMANCE AREAS

- Monitor the provision of subsidized public transport services.
- Coordinate empowerment programmes for public transport operators.
- Provide technical support to municipalities.
- Monitoring illegal public transport operations and liaison with law enforcement.

POST 13: ASSISTANT DIRECTOR: SAPS EVALUATION (REF: LDTCS H11/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Development Studies/ Population Studies or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- 3 - 5 years' experience at supervisory level in the same or related field.
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Good Communication skills, Facilitation and presentation skills, Conflict resolution skills, Computer literacy, Change management, Performance Management, Written and verbal communication skills, Client orientation and customer focus, Project Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Self-motivated, Team leadership, Result oriented, Customer focused and Responsiveness, Willingness to work flexible hours, Interpersonal relations.

KNOWLEDGE AND SKILLS

Extensive knowledge and application of legislation, policies and procedures, Monitoring and Evaluation processes and methods, Good governance and Batho-Pele Principles, Diversity Management, Performance Management and Development System, The Constitution of the Republic of South Africa, Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and Regulations, SAPS Act,

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Civilian Secretariat for Police Act, Advanced Computer literacy (Excel, PowerPoint, Ms. word), Planning and Organising, Project Management, Good written and verbal Communication, Change Management, People management and Empowerment, Problem solving , Advanced Business Writing, Presentation skills, Conflict Management skills, Analytical, Innovative and Decision-making skills, Budgeting and Financial Management.

KEY PERFORMANCE AREAS

- Coordinate implementation of oversight activities at district level.
- Monitor implementation of oversight recommendations by SAPS.
- Ensure Stakeholder Management.
- Ensure Data Management.
- Management of resources (Human and Physical) through supervision of subordinates.

POST 14: ASSISTANT DIRECTOR: COMMUNITY POLICING POLICY (REF: LDTCS H12/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Research/Criminology/Policing or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA)
- **3 - 5 years' experience at supervisory level in the same or related field**
- Valid Driver's Licence (Except for people 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.

KNOWLEDGE AND SKILLS

Knowledge of policies that inform Crime Prevention: NCPS and PSPS, Knowledge of relevant legislations, Knowledge on the operation of SAPS, Knowledge of Policies related to Community Safety partnerships, Record keeping skills, Problem solving skills, Communication skills, Report writing skills, Presentation skills, Conflict Management skills, Policy analysing skills, Record keeping skills

KEY PERFORMANCE AREAS

- Coordinate the development of policing policies.
- Coordinate policy consultation workshops.
- Facilitate the implementation of policing policy.
- Manage stakeholder relations.

POST 15: ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT (REF: LDTCS H13/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Information Management / Records Management, Social Sciences/Public Administration/Development Studies/ Population Studies or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- **3 - 5 years' experience at supervisory level in the same or related field**
- Valid Driver's Licence (Except for people 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, Planning & Organising, Good Communication skills, Diversity Management, Facilitation Skills, Co-ordination Skills, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and applications of Information and knowledge Management as well as understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Through understanding of Policy analysis

KEY PERFORMANCE AREAS

- Facilitate implementation of information and knowledge services
- Facilitate the management of information repository
- Integrate departmental information
- Render library services

POST 16: ASSISTANT DIRECTOR: APPLICATION DEVELOPMENT AND MAINTENANCE (REF: LDTCS H14/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Information Technology, Computer Science, Information Systems, Software Development, or ICT related qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA)
- Experience in Microsoft technologies, SharePoint, Power Platform, open-source technologies, web development, workflow automation, and database management will serve as an added advantage
- **3 - 5 years' experience at supervisory level in Information Technology field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Knowledge of systems development lifecycle (SDLC), application development, implementation, and maintenance, Knowledge of web-based application development technologies, frameworks, and systems integration, Understanding database design,

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SQL, APIs, workflow automation, and digital business solutions, Knowledge of Microsoft technologies including Power Platform, SharePoint, ASP.NET, C#, and .NET Framework, Knowledge of open-source technologies such as PHP, MySQL, JavaScript, HTML, CSS, Angular, React, Node.js, and related web technologies, Understanding of cloud-based solutions, web services, hosting environments, and digital platforms, Knowledge of software testing, debugging, deployment, version control, and change management processes, Understanding of ICT governance, cybersecurity, backup, disaster recovery, and access control principles, Knowledge of ICT legislation, policies, standards, and Public Service regulatory frameworks.

KNOWLEDGE AND SKILLS

Software and web application development skills using technologies such as ASP.NET, C#, PHP, JavaScript, HTML, CSS, SQL, and related frameworks, SharePoint development and administration skills, Workflow automation and digital solution development, Database management and SQL querying, Systems integration, configuration, and deployment, Technical troubleshooting and problem-solving, Systems analysis and business requirements gathering, User support, technical support, and systems maintenance, Technical documentation and report writing, Research, analytical, and project coordination skills. Communication (verbal and written) skills.

KEY PERFORMANCE AREAS

- Develop and implement departmental ICT systems and applications
- Develop and enhance departmental ICT portals, SharePoint solutions, and workflow automation
- Maintain, support, and improve departmental ICT systems and digital solutions
- Conduct systems analysis, testing, documentation, user support, and ICT compliance activities

POST 17: ASSISTANT DIRECTOR: FACILITIES AND AUXILIARY SERVICES (REF: LDTCS H15/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA)
- **3 - 5 years' experience at supervisory level in the same or related field**
- Valid Driver's Licence (Except for people 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.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act,

KEY PERFORMANCE AREAS

- Ensure provision of photocopier machines
- Ensure provision of telecommunication services
- Supervise cleaning services
- Handle office furniture
- Provide lease management

**POST 18: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION X2
POSTS (REF: LDTCS H16/ 2026)**

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Human Resource Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- PERSAL certificate / results.
- **3 - 5 years' experience at supervisory level in the same or related field**
- Valid Driver's Licence (Except for people 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. Job Knowledge/ Knowledge management, Teamwork, Client focus, Communication, Confidentiality.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Computer literacy, Management skills, negotiating skills, Innovative thinking, PERSAL, Written and verbal communication skills, Decision making, Strong leadership and team building skill, Policy development skills, Planning and organizing skills.

KEY PERFORMANCE AREAS

- Facilitate recruitment and selection processes.
- Facilitate the transfer, secondment and resettlement of employees.
- Facilitate remunerative work outside the Department (RWOPS) and financial disclosure.
- Facilitate the administration of service benefits.

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- Facilitate the administration of service terminations and pension processes.

POST 19: ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY COORDINATION X2 POSTS (REF: LDTCS H17/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Developmental Studies/ or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- **3 - 5 years' experience at supervisory level in the same or related field.**
- Valid Driver's Licence (Except for people 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.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, understanding of the revised Framework for Strategic Plans and Annual Performance Plans (2019), National & Provincial Policy Framework, National Developmental Plan, LDP as Amended, Strategic Planning, Monitoring & Evaluation and Policy Development.

KEY PERFORMANCE AREAS

- Coordinate the development of Departmental Planning documents (Strategic Plans, Annual Performance Plans & Operational Plans) for consolidation
- Coordinate submission of Departmental reports for consolidation
- Coordinate the development of departmental operational plans for consolidation and filing
- Coordinate the development / review of policies and procedure manuals

POST 20: ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS AND GRAPHIC DESIGN SERVICES (REF: LDTCS H18/ 2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Multimedia Arts, Graphic Design, Film & Video Production, or Digital Media or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- **3 - 5 years' experience at supervisory level in the same or related field.**
- Valid Driver's Licence (Except for people 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.

KNOWLEDGE AND SKILLS

Knowledge of animation and motion graphics, Familiarity with web design and development, Excellent attention to detail, Strong organizational and time-management skills, Ability to work independently and as part of a team, Good communication skills, Expertise in Adobe Creative Suite, particularly After Effects and Premiere Pro, Knowledge of HTML, CSS, and JavaScript, Experience with 3D modelling and animation software, Excellent communication and collaboration skills,

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Ability to manage multiple projects and meet deadlines, Creative problem-solving skills, Certification in multimedia design or related areas, Professionalism, Accuracy, Flexibility, Able to Work Independently, Co-operative, Team player, Supportive, Willing to work under changing and difficult circumstances, Government video documentaries and live streaming, Television and online broadcast, Concept and Video Script writing Video Documentary Research, Video capturing, Video editing and video filming, Knowledge in recording operating the sound system, cabling and patching, Excellent attention to detail, Ability to work independently and as part of a team.

KEY PERFORMANCE AREAS

- Manage, plan and produce Videography & Multimedia services.
- Develop multimedia processes of video editing and post-production for the department in ways that reflect innovation & implement special requirements in covering government programmes and activities.
- Provide photographic services support.
- Provide technical support and innovation services for multimedia.

POST 21: ASSISTANT DIRECTOR: EVENTS MANAGEMENT (REF: LDTCS H19/2026)

SALARY: R487 197.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Communications, Journalism, Marketing, Event Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA.
- **3 - 5 years' experience at supervisory level in the same or related field.**
- Valid Driver's Licence (Except for people 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.

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KNOWLEDGE AND SKILLS

Knowledge of **Health and Safety laws**- Every event should comply with the health and safety laws to minimize risks to attendees, **Permits and Licenses**- To hold an event and comply with recommendations, **Insurances**- All the events require public liability insurance for outside and mass events, **Contracts and Agreements**-To outline responsibilities and liabilities, PFMA ,People Management skills, Communication and interpersonal skills, Excellent organizational skills, Time management, Problem Solving, Attention to detail, Facilitation, Monitoring and evaluation, Presentation, Negotiating skill, Creativity skill, Adaptability skill, Stress management ,Conflict resolution, People Management skills, Communication and interpersonal skills, Excellent organizational skills, Time management, Problem Solving, Attention to detail, Facilitation, Monitoring and evaluation, Presentation, Negotiating skill, Creativity skill, Adaptability skill, Stress management, Conflict resolution

KEY PERFORMANCE AREAS

- Coordinate departmental calendar of events.
- Develop and implement events management plan for all the events.
- Coordinate events management workshops.
- Coordinate standard departmental guest list.
- Supervise subordinates in accordance with relevant directives and legislation.

POST 22: PRINCIPAL PROVINCIAL INSPECTOR X4 POSTS (MOPANI X1, SEKHUKHUNE X1 AND WATERBERG DISTRICT X2)

SALARY: R413 001.00 per annum (LEVEL 08)

CENTRE: MOPANI DISTRICT X1 MARULENG TRAFFIC STATION- (REF: LDTCS M01/ 2026), SEKHUKHUNE DISTRICT X1 RATHOKE TRAFFIC CONTROL CENTRE- (REF: LDTCS S02/ 2026), WATERBERG X1 (PTU) (REF: LDTCS W02/ 2026), ZEBEDIELA X1 (REF LDTCS: W03/ 2026)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent, Basic Traffic Diploma plus an appropriate undergraduate qualification (NQF 6) in Traffic Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).

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- 6 – 10 years working experience in Traffic Law Enforcement field.
- Valid Driver's Licence.
- A minimum of 3 years as Senior Provincial Inspector.
- The applicants must not have been declared unfit to possess a firearm as contemplated in the Firearm Control Act, 2000 (Act no 60 of 2000), or other relevant legislation.
- No Criminal record.

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.

KNOWLEDGE AND SKILLS

Extensive experience in road traffic and Public Transport policies and regulations, Law enforcement knowledge in traffic and Public Transport, Vehicle inspections, Vehicle Impoundment, Completion of law Enforcement Documents, Records management, Resource management, Customer relationship management, Planning, Organizing, Leading, Controlling, Monitoring, People Management, Service delivery, Communication, Decision making, Results and quality management, Problem solving, Writing & Reporting, Labour Relations, Driving skills, Investigations skills, Motivational skills, Innovation/ continuous improvement, Analytical skills, Computer literacy, Operations/Projects management.

KEY PERFORMANCE AREAS

- Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations
- Manage joint law enforcement activities and projects (co-operative governance)
- Manage resources and provide leadership and direction to all subordinates
- Manage the performance of all administrative activities and related duties

POST 23: SENIOR PROVINCIAL INSPECTOR

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: VHEMBE DISTRICT (SIBASA TRAFFIC STATION-REF: LDTCS V01/ 2026)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent, Basic Traffic Diploma plus an appropriate undergraduate qualification (NQF 6) in Traffic Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- 3 – 5 years working experience in Traffic Law Enforcement field.
- Valid Driver's Licence.
- A minimum 3 years' experience as Provincial Inspector
- The applicants must not have been declared unfit to possess a firearm as contemplated in the Firearm Control Act, 2000 (Act no 60 of 2000), or other relevant legislation.
- No Criminal record.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in S.A, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Public service knowledge, Public Service Knowledge and report writing skills.

KEY PERFORMANCE AREAS

- Enforce Road Traffic, Public Passenger, Transport and other relevant legislations.
- Examine Drivers' Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS).
- Provide visible Traffic Control/Policing and promote/ensure crime prevention activities.
- Perform all administrative activities and related duties.
- Assess road conditions.
- Mentor and coach Provincial Inspectors (PI's) on probation and appointed PI's

POST 24: PERSONAL ASSISTANT: TRANSPORT REGULATION (REF: LDTCS H20/2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in in Public Management/ Social Sciences/Management Assistant or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of Two (2) years experience as Management assistant / Secretary/Administrator / related field
- Valid Driver's Licence (Except for people 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.

KNOWLEDGE AND SKILLS

Batho Pele Principles, Knowledge of Office administration, Knowledge of Microsoft package, Communication, Planning, Time management, Teamwork, Verbal Communication, Report writing, Monitoring and Evaluation skills, Ability to work in multi-disciplinary teams, Advanced Computer literacy, Sound and in-depth knowledge of

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relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act,

KEY PERFORMANCE AREAS

- Provide a secretarial/receptionist support service to the Director/Chief Director.
- Render administrative support services.
- Arrange Travel, Accommodation, Catering services for the Chief Directorate.
- Receive and Consolidate/Compile specific manuals that will contribute towards improving the smooth running of the office.
- Coordinate and compile necessary documents for the office of the Chief Director

POST 25: ADMINISTRATIVE OFFICER: TRAFFIC PROCUREMENT x2 POSTS (REF: LDTCS H21/ 2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of 2 years experience in the same or related field.
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Coordinate the procurement of traffic law enforcement equipment.
- Coordinate procurement and management of uniforms, stationery and operational consumables.
- Coordinate procurement and administration of firearms and ammunition.
- Maintenance of Asset register.
- Updating of Inventory lists.
- Identify obsolete and redundant assets in Law Enforcement.

POST 26: ADMINISTRATIVE OFFICER: NATIS HELPDESK SERVICES (REF: LDTCS H22/ 2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Management/Administration/Social Science or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of Two (2) years' experience level in the same or related field.
- Valid Driver's Licence (Except for people 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. Basic Computer, Financial Management, Problem Solving, Planning & organizing, Time Management, Policy analysis, Good Communication skills, Facilitation skills, Presentation skills, Coordination skill.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, National Road Traffic Act, Public Finance Management Act, Protection of Personal Information Act, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Understanding NaTIS Security Policy and Procedures as amended from time to time, Experience in NaTIS administration at all key service centres (RA, DLTC, VTS and NaTIS Helpdesk, Knowledge of the minimum requirements for sensitive transactions. Basic Computer skills.

KEY PERFORMANCE AREAS

- Supervise the capturing of sensitive transactions to curb fraud on the System.
- Supervise NaTIS user access processes.
- Supervise the amendment of data on the system and the reversal of erroneous transactions.
- Supervise Task Management System (TMS).
- Ensure proper use of Task Management System (TMS) and Remedy System.
- Attend to administration Issues related to the office.

POST 27: ADMINISTRATION OFFICER: STUDENT ADMINISTRATION: (REF: LDTCS H23/ 2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: LIMPOPO TRAFFIC COLLEGE-MUTALE

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Management/Administration/Social Science or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of Two (2) years' experience level in the same or related field.
- Valid driver's license (with exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer Literacy, PFMA, organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act.

KEY PERFORMANCE AREA

- Handle application for training.
- Provide student administrative services.
- Provide record keeping.
- Managing auxiliary services.

POST 28: ADMINISTRATION OFFICER: CONFLICT MANAGEMENT: (REF: LDTCS H24/ 2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: HEAD OFFICE(POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Transport Management/ Transport Economics/Logistics or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (with exception of persons 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.

KNOWLEDGE AND SKILLS

Computer Literacy, Knowledge of Public Transport products and programs, Public Transport history and current situation in SA, PFMA and Treasury Regulations, Knowledge of Public Service Policies and Procedures, Communication Skills, Conflict Management, Public relations, Analytical thinking and strategic management.

KEY PERFORMANCE AREA

- Implementation Legislations governing Public Transport.
- Conduct technical inspections on all provincial routes.
- Monitor NTR – RAS.
- Monitor and render advice to the Provincial Taxi Council.

**POST 29: ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES:
SEKHUKHUNE DISTRICT (REF: LDTCS S03/ 2026)**

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: SEKHUKHUNE DISTRICT (LEBOWAKGOMO)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Transport Management/ Transport Economics/Logistics or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Investigate matters related to illegal public transport operations.
- Inspect subsidized contract agreement and general permits.
- Monitor bus timetable and routes.
- Inspect bus and taxi routes.
- Monitor scholar transport and animal-drawn carts.

**POST 30: ADMINISTRATIVE OFFICER: OPERATING LICENSES X3 POSTS
SEKHUKHUNE DISTRICT X1, VHEMBE DISTRICT X1 AND WATERBERG DISTRICT
X1**

SALARY: R338 106.00 per annum (LEVEL 07)

**CENTRE: SEKHUKHUNE DISTRICT (ELIAS MOTSOLEDI MUNICIPALITY – REF: LDTCS
S04/ 2026)**

**CENTRE: VHEMBE DISTRICT (THULAMELA MUNICIPALITY – REF: LDTCS V02/
2026)**

**CENTRE: WATERBERG DISTRICT (BELA-BELA MUNICIPALITY – REF: LDTCS
W04/ 2026)- Post targeting Persons with Disabilities**

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Transport Management/ Transport Economics/Logistics or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.

KEY PERFORMANCE AREAS

- Register Taxi Associations and non members.
- Arrange operating licenses board meetings.
- Verify vehicles ownership.
- Issue permits and operating licenses.

POST 31: ADMINISTRATIVE OFFICER: SAPS EVALUATION: REF (LDTCS H25/2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRES: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Research/Criminology/Policing or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Planning and Organizing skills, Attention to details, Teamwork, Good Written and Verbal Communication, Report writing skills, Monitoring and Evaluation skills, Advanced Computer literacy, Multitasking, Work independently, Ability to accept responsibility, Produce good quality of work.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing the Public Service, Monitoring and evaluation processes, Batho Pele Principles, The Constitution of the Republic of South Africa, Public Finance Management Act (PMFA) and Treasury Regulations, Public Service Act and Regulations, SAPS Act, Civilian Secretariat for Police Act, South African Justice Advanced Computer literacy (Excel, PowerPoint, Ms. word), Office Administration, Planning and Organising, Good written and verbal Communication, Problem analysis and decision making, Business Writing, Presentation skills.

KEY PERFORMANCE AREAS

- Provide operational assistance during implementation of projects
- Provide administrative functional support
- Perform generic administrative functions
- Assist with data management
- Assist with follow-up visits at police stations and SAPS Components

POST 32: ADMINISTRATIVE OFFICER: COMMUNITY POLICING POLICY: REF (LDTCS H26/ 2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRES: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Research/Criminology/Policing or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of policies that inform Crime Prevention: NCPS and PCPS, Knowledge of relevant legislations, Knowledge on the operation of SAPS, Knowledge of Policies related to Community Safety partnerships, Record keeping skills, Problem solving skills, Communication skills, Report writing skills, Presentation skills, Conflict Management skills, Policy analysing skills, Pro-activeness, Honesty, Team player, Responsiveness, Willing to work under pressure.

KEY PERFORMANCE AREAS

- Coordinate data collection for the development of policing policies.
- Provide administrative support.
- Assess the implementation of policing policy.
- Maintain Stakeholder relations.

POST 33: ADMINISTRATIVE OFFICER: COMMUNITY POLICING & PARTNERSHIP:
REF (LDTCS H27/ 2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRES: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Research/Criminology/Policing or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and policies that informs Domestic Violence Act, Criminal Procedure Act, Sexual Offence Act, Justice Act, Knowledge on the Criminal Justice System, Knowledge of polices related to Community Safety within the Municipality, Knowledge of Public Finance Management Act(PMFA), Investigative skills, Quality of work skills, Communication and facilitation skills, Good analytical and innovative skills, Problem solving skills, Presentation and Report writing skills, Conflict Management skills, Policy analysing skills, Computer skills, Human relations skills, Change Agent, Team Player, Innovative thinker, Receptive to suggestions and ideas, Problem solving, Co-operative, Willing to work under pressure.

KEY PERFORMANCE AREAS

- Provide information required.
- Capture data in the database.
- Handling the control of documents.
- Provide admin support to the directorate.

POST 34: ADMINISTRATIVE OFFICER: PROVINCIAL CRIME PREVENTION STRATEGY & VOLUNTEER PROGRAMME: REF (LDTCS H28/ 2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRES: HEAD OFFICE(POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Research/Criminology/Policing or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of policies that inform Crime Prevention: NCPS and PCPS, Knowledge of relevant legislations, Knowledge on the operation of SAPS, Knowledge of Policies related to Community Safety partnerships, Record keeping skills, Problem solving skills, Communication skills, Report writing skills, Presentation skills, Conflict Management skills, Policy analysing skills, Pro-activeness, Honesty, Team player, Responsiveness, Willing to work under pressure, Batho Pele Principles, Computer literacy.

KEY PERFORMANCE AREAS

- Coordinate the Integrated Crime and Prevention Strategy.
- Facilitate the recruitment and registration of YCOP participants.
- Update / Verifications of YCOP members on the Database and arrangement of workshops.
- Coordinate the implementation of Rural Safety Workshops.
- Provide administrative support to the directorate.

POST 35: ADMINISTRATIVE OFFICER: POLICE OVERSIGHT X2 POSTS: SEKHUKHUNE DISTRICT AND WATERBERG DISTRICT

SALARY: R338 106.00 per annum (LEVEL 07)

**CENTRES: SEKHUKHUNE DISTRICT- LEBOWAKGOMO REF (LDTCS S05/ 2026)
AND WATERBERG DISTRICT- MODIMOLLE REF (LDTCS W05/ 2026)**

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Research/Criminology/Policing or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and Understanding of Public Service Act, Policies and procedures, PFMA, South Africa Police Service Act, Civilian Secretariat for Police Service, Policy Framework for the Government-wide Monitoring and Evaluation System, SAPS National Instructions and Legislation, National Development Plan, Extensive knowledge in monitoring and evaluation tools and systems, Communication skills (Verbal & non-verbal, Computer literacy, Investigation and interviewing skills, Analytical and decision making skills, Report writing skills, Problem solving skills. Extensive knowledge of monitoring and evaluations skills and South African Police Service legislation and policies

KEY PERFORMANCE AREAS

- Monitoring SAPS Components.
- Assess customer satisfaction in policing precinct/ area.
- Monitor SAPS Garage.
- Provide admin support to the directorate.

POST 36: ADMINISTRATIVE OFFICER: COMMUNITY SAFETY AND PARTNERSHIP X 2POSTS- SEKHUKHUNE DISTRICT AND WATERBERG DISTRICT

SALARY: R338 106.00 per annum (LEVEL 07)

**CENTRES: SEKHUKHUNE DISTRICT (LEBOWAKGOMO) REF (LDTCS S06/ 2026)
AND WATERBERG DISTRICT (MODIMOLLE) REF (LDTCS W06/ 2026)**

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Social Sciences/Public Administration/Research/Criminology/Policing or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

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CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and policies that informs Domestic Violence Act, Criminal Procedure Act, Sexual Offence Act, Justice Act, Knowledge on the Criminal Justice System, Knowledge of polices related to Community Safety within the Municipality, Knowledge of Public Finance Management Act(PMFA), Investigative skills, Quality of work skills, Communication and facilitation skills, Good analytical and innovative skills, Problem solving skills, Presentation and Report writing skills, Conflict Management skills, Policy analysing skills, Computer skills.

KEY PERFORMANCE AREAS

- Provide information required.
- Capture data in the database.
- Handling and controlling documents.
- Provide admin support to the directorate.

POST 37: ARTISAN FOREMAN (GRADE A): PANEL-BEATING AND SPRAY PAINTING - REF: LDTCS C03/ 2026)

SALARY: R397 329.00 per annum (OSD)

CENTRE: CAPRICORN DISTRICT (SESHEGO GOVERNMENT GARAGE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus Trade Test Certificate/Technical Diploma in Spray-painting or panel-beating as recognized by the South African Qualification Authority (SAQA).
- A minimum of (3) years' experience as an Artisan.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Problem-solving and analysis, Decision-making, Teamwork and creativity Customer focus and responsiveness, Communication and conflict management.

KNOWLEDGE AND SKILLS

Technical Competencies, Team leadership, Technical analysis, Computer-aided technical applications, Production process knowledge, 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. Deep knowledge of mechanical activities, Computer literacy, Financial Management & PFMA, Written and verbal communication skills, Trustworthy, Honesty

KEY PERFORMANCE AREAS

- Provide Panel beating services.
- Provide Spray painting services.
- Do secret marking of new vehicles for all provincial departments.
- Do fitting of number plates
- Do key ring tags of new vehicles for all provincial departments
- Do assessment and quotations of accidents vehicles
- Do minor stripping and assembly

POST 38: ARTISAN PRODUCTION: REPAIRS AND SERVICE-GRADE C: (REF: LDTCS C04/ 2026)

SALARY: R345 342.00 per annum (OSD)

CENTRE: CAPRICORN DISTRICT (SESHEGO GOVERNMENT GARAGE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate Trade Test Diploma in Diesel/Electro-mechanical as recognized by the South African Qualification Authority (SAQA).
- A minimum of 2- years' experience in relevant / related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Deep knowledge of mechanical activities, Computer literacy, Financial Management & PFMA, Written and verbal communication skills, Trustworthy and Honesty.

KEY PERFORMANCE AREAS

- Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles.
- Ensure technical services and support in the government garage/ workshop in conjunction with Artisans.
- Manage administrative and related functions such as providing input into the budgeting process, compiling and submitting reports as required.

POST 39: ADMINISTRATION OFFICER: PROVINCIAL FLEET (REF: LDTCS H29/2026)

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in in Public Management/Management Assistant/Social Sciences/Management Assistant or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Government Structures i.e. The Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Code of Conduct, Basic Conditions of Employment, Occupational Health and Safety. Understanding of the Government Motor Transport Handbook version 1 of 2017 and the Subsidized Motor Transport Handbook version 1 of 2019. Knowledge in Fleet Management, Fleet Planning. Fleet management Practices and procedures. Computer skills; Diversity management; Financial Management; Problem Solving; Planning & organizing; Leadership and Control, Time Management; Negotiation skills; Policy knowledge; Facilitation skills; Presentation skills; Coordination skills, Report writing, Change Management, Project Management, Driving skills.

KEY PERFORMANCE AREA

- Administer government fleet services.
- Handle accidents reports, losses, theft, unauthorized or misuse of vehicles.
- Administer subsidized motor transport services.
- Consolidate monthly reports.

**POST 40: ADMINISTRATION OFFICER: DEPARTMENTAL FLEET X 3POSTS:
CAPRICORN DISTRICT X1, SEKHUKHUNE DISTRICT x1 AND WATERBERG
DISTRICT X1**

SALARY: SALARY: R338 106.00 per annum (LEVEL 07)

**CENTRE: CAPRICORN DISTRICT- POLOKWANE (REF: LDTCS C05/ 2026)
SEKHUKHUNE DISTRICT- LEBOWAKGOMO (REF: LDTCS S07/ 2026)
WATERBERG DISTRICT- MODIMOLLE (REF: LDTCS W07/ 2026)**

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in in Public Management/Management Assistant/Social Sciences/Management Assistant or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Government Structures i.e. The Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Code of Conduct, Basic Conditions of Employment, Occupational Health and Safety. Understanding of the Government Motor Transport Handbook version 1 of 2017 and the Subsidized Motor Transport Handbook version 1 of 2019. Knowledge in Fleet Management, Fleet Planning. Fleet management Practices and procedures. Computer skills; Diversity management; Financial Management; Problem Solving; Planning & organizing; Leadership and Control, Time Management; Negotiation skills; Policy knowledge; Facilitation skills; Presentation skills; Coordination skills, Report writing, Change Management, Project Management, Driving skills.

KEY PERFORMANCE AREA

- Administer government fleet services.
- Handle accidents reports, losses, theft, unauthorized or misuse of vehicles.
- Administer subsidized motor transport services.
- Consolidate monthly reports.

POST 41: HUMAN RESOURCE DEVELOPMENT PRACTITIONER (REF: LDTCS

H30/ 2026) - Post targeting Persons with Disabilities

SALARY: SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 6) in Human Resource Development/Management/Public Administration/ Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience of, and insight into legislation which impacts on human resource development, Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing, Record management, Negotiation, Supervisory, Problem solving, Analytical thinking, People Management, Financial Solving, Planning & Organizing, Time Management, Strategic Planning, Good Communication Skills, Group dynamics Diversity Management, Facilitation Skills, Co-ordination Skills, Change and Knowledge Management, Professionalism, Accuracy, Flexibility, Independent, Co-operative, Team Player.

KEY PERFORMANCE AREA

- Administer the implementation of skills programmes.
- Administer bursaries
- Administer Conferences and workshops
- Administer payments of recognition of improved qualification

POST 42: ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT (SIGN LANGUAGE)
(REF: LDTCS V03/ 2026)
SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 6) in Sign language Interpretation/Linguistics/Education or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two years' experience in the same or related field.
- Ability to communicate and interpret sign language.
- Valid driver's license.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of working with deaf people, Sign language, In-depth knowledge of South African Sign Language (SASL), Understanding of deaf culture and communication needs, Knowledge of professional interpreting ethics and confidentiality. Knowledge of disability services. Excellent sign language and verbal communication, Strong listening and comprehension abilities, Ability to interpret accurately and under pressure, Professionalism and integrity, Good interpersonal and relationship management skills, Cultural sensitivity and awareness, Time management and organizational skills, Ability to work independently and part of a team

KEY PERFORMANCE AREAS

- Provide disability support for deaf and hard-hearing employees.
- Interpret spoken communication into sign language and sign language into spoken language accurately and effectively.
- Facilitate communication during meetings, training sessions, workshops, interviews and public events.
- Provide administration services for deaf and hard-hearing employees.
- Support disability awareness campaigns, commemorative days and training initiatives.

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POST 43: ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT (VISUALLY IMPAIRED) X 2POSTS: MOPANI DISTRICT AND VHEMBE DISTRICT

SALARY: SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: MOPANI DISTRICT- GIYANI (REF: LDTCS M02/ 2026)

: VHEMBE DISTRICT- THOHOYANDOU (REF: LDTCS V04/ 2026)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 6) in Social Work/Disability Studies/Community Development/Psychology/Public Administration/Management / Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two years' experience in the same or related field.
- Valid driver's license.

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge of working with visually impaired people, Knowledge of disability services Problem Solving, Interpersonal Skills, Safe driving skills, Time Management, Good Communication Skills, Diversity Management, Computer Literacy Orientation And Mobility Skills Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Provide direct support to visually impaired employees to access departmental information and services.
- Conduct accessibility assessment and identify barriers affecting visually impaired person.
- Facilitate communication between visually impaired employees and co-workers/stakeholders etc.
- Provide administration services and support.

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- Support disability awareness campaigns, commemorative days and training initiatives.

**POST 44: ADMINISTRATIVE OFFICER: ANTI-FRAUD, ETHICS AND INTEGRITY
(REF: LDTCS H31/ 2026)**

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 6) in Internal Auditing/Criminology/Criminal Justice/Forensic Investigation/Public Administration/Management / Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer Literacy, Orientation And Mobility Skills Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations, Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, criminal procedure act, fire arm control act, constitution, anti-fraud and corruption strategy, prevention and combating of corrupt activities act, Minimum information security standard, national anti-corruption strategy, promotion of administration of justice act, protection of personal information act, code of conduct, national road traffic act and departmental policy. Knowledge in investigation and report writing skills. Interpretation of acts and departmental policies.

KEY PERFORMANCE AREAS

- Conduct investigations into reported incidents e.g. theft, fraud & corruption and Adhoc investigations.
- Build capacity for employees and conduct awareness on anti-fraud and corruption and provide advisory services.
- Assist with the implementation of anti-fraud and corruption prevention policies.
- Assist in conducting lifestyle investigations from referred cases.
- Identify and detect fraud risk areas.

POST 45: STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT (REF: LDTCS V05/ 2026)- Post targeting Persons with Disabilities

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 6) in Supply Chain/Logistics/Finance or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Monitor the implementation of the procurement plan.
- Draft specifications and terms of reference for required goods and services.
- Registration of suppliers into the Central Supplier Database (CSD).
- Conduct price analysis.

POST 46: STATE ACCOUNTANT: ASSET AND INVENTORY MANAGEMENT X 2POSTS

CAPRICORN DISTRICT X1 AND WATERBERG DISTRICT X1

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: CAPRICORN DISTRICT- POLOKWANE (REF: LDTCS C06/2026)

CENTRE: WATERBERG DISTRICT- MODIMOLLE (REF: LDTCS W08/2026)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 6) in Finance or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in the same or related field.
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Registration of Departmental Assets.
- Maintenance of Asset register.
- Updating of Inventory lists.
- Conduct disposal of obsolete and redundant assets.

POST 47: STATE ACCOUNTANT: REVENUE AND DEBT X4 POSTS: CAPRICORN DISTRICT X1, HEAD OFFICE X2 AND VHEMBE DISTRICT X1

SALARY: R338 106.00 per annum (LEVEL 07)

CENTRE: CAPRICORN DISTRICT- POLOKWANE (REF: LDTCS C07/ 2026)

HEAD OFFICE- POLOKWANE (REF: LDTCS H32/ 2026)- Post targeting

Persons with Disabilities

VHEMBE DISTRICT- THOHOYANDOU REF: LDTCS V06/ 2026)

MINIMUM REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate qualification (NQF 6) in Finance or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA.)
- A minimum of 2 years' experience in the same or related field.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Facilitate the creation and recovery of departmental debts.
- Reconciliation of revenue collected and debts.

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- Monitoring and revenue collection and safekeeping of state funds.
- Ensure compliance to rules and regulations of revenue policies.

POST 48: ADMIN CLERK: HELP DESK SERVICES (REF: LDTCS H33/ 2026)

SALARY: R237 453.00 per annum. (Level 05)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Computer Literacy.
- A qualification in Administration will be an added advantage.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

KEY PERFORMANCE AREAS

- Facilitate with natis security administration functions.
- Coordination of natis training and natis meetings.
- Procurement of natis equipment and stationery.
- Perform other clerical functions.

POST 49: ADMIN CLERK: NATIS CLERK X3 POSTS: SEKHUKHUNE DISTRICT X1 POST AND WATERBERG DISTRICT X2 POSTS

SALARY: R237 453.00 per annum. (Level 05)

CENTRE: SEKHUKHUNE DISTRICT (DILOKONG TRAFFIC STATION -REF LDTCS S08/ 2026)

CENTRE: WATERBERG DISTRICT (LEPHALALE TRAFFIC STATION - REF LDTCS W09/ 2026)

CENTRE: WATERBERG DISTRICT (NORTHAM TRAFFIC STATION - REF LDTCS W10/2026)

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Computer Literacy.
- A qualification in Finance or Licensing will be an added advantage.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

KEY PERFORMANCE AREAS

- Registration and licensing of vehicles.
- Issue drivers and learner's licenses..
- Issue roadworthy certificates.
- Issue special vehicles permits, motor trade numbers and allocate license numbers.

**POST 50: ADMIN CLERK: CONTRAVENTION AND GENERAL ADMIN X7 POSTS:
CAPRICORN DISTRICT X1, MOPANI DISTRICT X1, SEKHUKHUNE DISTRICT X1,
VHEMBE DISTRICT X2 AND WATERBERG DISTRICT X2**

SALARY: R237 453.00 per annum. (Level 05)

**CENTRE: CAPRICORN DISTRICT (DENDRON TRAFFIC STATION – REF LDTCS
C08/ 2026)- Post targeting Persons with Disabilities**

CENTRE: MOPANI DISTRICT (GIYANI TRAFFIC STATION – REF LDTCS M03/ 2026)

**CENTRE: SEKHUKHUNE DISTRICT (PUBLIC TRANSPORT UNIT (PTU)-
LEBOWAKGOMO – REF LDTCS S09/ 2026)- Post targeting Persons with Disabilities**

**CENTRE: VHEMBE DISTRICT (MAMPAKUIL TRAFFIC CONTROL CENTRE – REF
LDTCS V07/ 2026) AND MAKHADO TRAFFIC STATION (REF LDTCS V08/ 2026)**

**CENTRE: WATERBERG DISTRICT (LEPHALALE TRAFFIC STATION - REF LDTCS
W11/ 2026) AND**

**CENTRE: WATERBERG DISTRICT (MOKOPANE TRAFFIC STATION - REF LDTCS
W12/ 2026)**

REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Computer Literacy.
- A qualification in Financial Management will be an added advantage.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

KEY PERFORMANCE AREAS

- Render general administration support services.
- Render financial support services.
- Render contravention services.
- Handle transport services.

POST 51: ADMINISTRATION CLERK: TRAFFIC COLLEGE: (REF: LDTCS H34/2026)

SALARY: R237 453.00 per annum (LEVEL 05)

CENTRE: LIMPOPO TRAFFIC COLLEGE- MUTALE

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Computer Literacy.
- A qualification in Administration will be an added advantage.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer Literacy, PFMA, organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act.

KEY PERFORMANCE AREA

- Enrol learners in line with training policy.
- Capture and file learner information.
- Provide invigilation services.
- Monitor compliance with occupational health and safety legislation.
- Provide record keeping.
- Managing auxiliary services.

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POST 52: HUMAN RESOURCE CLERK X6 POSTS: CAPRICORN DISTRICT X2, HEAD OFFICE X2 AND WATERBERG DISTRICT X2

SALARY: R237 453.00 per annum. (Level 05)

CENTRE: CAPRICORN DISTRICT X 2 (POLOKWANE -REF LDTCS C09/ 2026)

CENTRE: HEAD OFFICE (POLOKWANE - REF LDTCS H35/ 2026)- One Post targeting Persons with Disabilities

CENTRE: WATERBERG DISTRICT (MODIMOLLE - REF LDTCS W13/ 2026)

REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Computer Literacy.
- A qualification in Human Resource Management will be an added advantage.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

KEY PERFORMANCE AREAS

- Implement human resource administration practices (Recruitment and Selection, Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at Interviews, absorptions, probationary periods e.g.).
- Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.).
- Performance Management Systems.
- Termination of service.

POST 53: FINANCE CLERK - CASHIER X10: CAPRICORN DISTRICT X3, HEAD OFFICE X1, MOPANI DISTRICT X1, SEKHUKHUNE DISTRICT X1, VHEMBE DISTRICT X3 AND WATERBERG DISTRICT X1.

SALARY: R237 453.00 per annum. (Level 05)

CENTRE: CAPRICORN DISTRICT (POLOKWANE TRAFFIC STATION REF LDTCS C10/ 2026)

CENTRE: CAPRICORN DISTRICT (LEBOWAKGOMO TRAFFIC STATION REF LDTCS C11/ 2026)- Post targeting Persons with Disabilities

CENTRE: CAPRICORN DISTRICT (DENDRON TRAFFIC STATION -REF LDTCS C12/ 2026)

CENTRE: MOPANI DISTRICT (BOLOBEDU TRAFFIC STATION -REF LDTCS M04/ 2026)

CENTRE: HEAD OFFICE (POLOKWANE -REF LDTCS H36/ 2026)

CENTRE: SEKHUKHUNE DISTRICT (DILOKONG TRAFFIC STATION - REF LDTCS S10/2026)- Post targeting Persons with Disabilities

CENTRE: VHEMBE DISTRICT (MAKHADO TRAFFIC STATION - REF LDTCS V09/ 2026)

CENTRE: VHEMBE DISTRICT (MALAMULELE TRAFFIC STATION - REF LDTCS V10/ 2026)- Post targeting Persons with Disabilities

CENTRE: VHEMBE DISTRICT (MUSINA TRAFFIC STATION - REF LDTCS V11/ 2026)

CENTRE: WATERBERG DISTRICT (DISTRICT OFFICE - MODIMOLLE - REF LDTCS W14/ 2026)

REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Computer Literacy.
- A qualification in Financial Management will be an added advantage.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

KEY PERFORMANCE AREAS

- Perform cashier duties i.e. issuing of receipts, safekeeping and banking of state monies.
- Maintain and update relevant register.
- Provide a consolidated report.
- Capture revenue transactions in the financial systems.
- Prepare payment to Provincial and service provider for cash collection.

POST 54: REGISTRY CLERK: RECORDS AND REGISTRY SERVICES X1 POSTS
(REF: LDTCS S11/ 2026)

SALARY: R237 453.00 per annum (LEVEL 5)

CENTRE: SEKHUKHUNE DISTRICT: LEBOWAKGOMO

MINIMUM REQUIREMENTS: -

- Grade 12 or equivalent qualification.
- Computer Literacy.
- A qualification in Administration will be an added advantage.
- Valid Driver's Licence (Except for persons with disabilities).

CORE AND PROCESS COMPETENCIES

Client orientation, Customer focus, Communication, Job knowledge, Interpersonal relations, teamwork, flexibility.

KNOWLEDGE AND SKILLS

Knowledge of registry duties, practices as well as the ability to capture data and operate computer, knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge of the National Archives Act and the MIS prescripts and procedures.

KEY PERFORMANCE AREA

- Provide registry counter services.
- Handle incoming and outgoing correspondence.
- Render an effective filing and records management services
- Operate office machines in relation to the registry function.
- Process documents for archiving and disposal.