



OFFICE OF
THE PREMIER

Ref. No. : S4/1/1
Enq. : Mr. C. Kika Bham

DIRECTOR GENERAL CIRCULAR No. 06 OF 2022

ADVERTISEMENT OF ONE (1) VACANT POST ON THE ESTABLISHMENT IN THE OFFICE OF THE PREMIER.

1. Applicants are hereby invited to apply for the filling of the vacant post as per the attached advertisement Annexure A of Circular No. 06 of 2022.
2. Applications must be accompanied by a Comprehensive Curriculum Vitae, certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) as well as a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. Applications should be addressed to:

Director General
Office of the Premier
Private Bag X9483
POLOKWANE
0700
3. Applications may also be hand delivered to the Office of the Premier at 40 Hans Van Rensburg Street, Polokwane, Mowaneng Building, and Office No. A013, General Records: Registry, Ground floor.
4. Enquiries should be directed to Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at telephone numbers 015 - 287 6293 / 6441 / 6665 / 6027 respectively.
5. The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply.
6. The successful candidates must be willing to sign an oath of secrecy with the Office and a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office.
7. The closing date for the applications is the **12th May 2022 at 16h00**. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

8. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.
9. NOTE: The contents of the advertised vacant posts will also be posted on the following websites www.limpopo.gov.za and www.dpsa.gov.za.



Mr. N.S. NCHABELENG
DIRECTOR GENERAL

DATE: 07/04/2022

ANNEXURE A

DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES (WORK ENVIRONMENT)

1.	Post	:	Messenger
	Reference No.	:	OTP: 06/22/01
	Salary level	:	02
	Salary Notch	:	R 104,073.00 per annum
	Salary Scale	:	R 104,073.00 – R 122,592.00
	Centre	:	Polokwane (Head Office)

REQUIREMENTS

- NQF Level 3 (Grade 10).
- No Experience.
- A valid driver's license except for people with disability.
- Public permit driver's license.

COMPETENCIES

- Planning and organizing.
- Time Management.
- Good Communication Skills.
- Confidentiality.

RESPONSIBILITIES

The successful candidate will be required to:

- Collect and deliver documents and related items.
- Record documents in the mail register.
- Keep mail record.
- Copy and fax documents.
- Assist in the registry.