



Ref. No. : S4/1/1

Enq. : Ms. Mgbo PM

DIRECTOR GENERAL'S CIRCULAR No. 10 OF 2024.

ADVERTISEMENT OF THIRTY-NINE (39) FUNDED VACANT POSTS ON THE ESTABLISHMENT OF THE OFFICE OF THE PREMIER.

1. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached Annexure A of Director General's Circular No. 10 of 2024, including those previously advertised on Director General's Circular No. 01 of 2024. Applicants who have previously applied are requested to re-apply if still interested.
2. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable 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 / www.labour.gov.za.

NB: Instructions from paragraphs 3 to 7 applies only to hand / mail delivered applications

3. The new Z83 application 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 acceptable for an applicant to indicate not applicable or leave blank to the question, "*In the event that you are employed in the Public Service, will you immediately relinquish such business interest?*". 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 "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the 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.

4. A specific reference number indicated on the post applied for must be quoted in the Column "Reference Number" on Z83 application form.
5. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
6. Kindly note that **NO** payment of any kind is required when applying for posts advertised in this circular.
7. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

Physical Applications should be addressed to:

Director: Human Resource Management
Office of the Premier
Private Bag X9483
POLOKWANE
0700

8. 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.
9. Enquiries should be directed to Mesdames: Kekana PL / Sekele MN / Moyaba ME Mashitola MR / Mokgalaka S / Mgbo PM and Messrs.: Khorommbi P / Kika Bham C. at telephone numbers 015 - 287 6293 / 6093 / 6027 / 6349 / 6665 / 6441 / 6588 / 6063 respectively.
10. 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.
11. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required from the recommended candidate before the assumption of duty.
12. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & 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 the other will be an Integrity (Ethical Conduct) Assessment.

13. Following the interview process, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

14. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures.

The Office reserves the right **NOT** to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office.


15. The successful candidate will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty.

16. The closing date for the applications is the **20 September 2024 at 16h00**. Late applications for the advertised posts will not be considered. Failure to comply with the above-mentioned requirements will result in the disqualification of the application.

17. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive, If you have not heard from the Office 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.

18. NOTE: The advert will also be accessible on the following websites:

<https://erecruitment.limpopo.gov.za>, www.limpopo.gov.za, www.dpsa.gov.za and Office of the Premier Social media page.


MR. N.S. NCHABELENG
DIRECTOR GENERAL

DATE: 22/8/2024

ANNEXURE A

1. DIRECTORATE: OFFICE ON THE STATUS OF WOMEN

Post	:	Director: Office on the Status of Women (x1 post)
Reference No	:	OTP 10 /24 / 01
Salary level	:	13
Salary Package	:	R1, 216, 824.00 per annum (All-inclusive remunerative package)
Salary Scale	:	R1, 216, 824.00 – R 1, 433, 355.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience at Middle/Senior Managerial level.
- Proof of completion of SMS Pre-Entry Programme MUST be submitted before appointment.
- A valid driver's license except for people with disability.

CORE AND PROCESS COMPETENCIES:

Negotiation skills; People Management; Financial Solving; Planning and Organizing; Time Management; Strategic Planning; Policy Analysis and Development; Good Communication skills; Group Dynamics; Diversity Management; Facilitation skills; Co-ordination skills; Leadership skills; Change and Knowledge Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Coordination of advocacy/ awareness raising and mainstreaming programmes on gender in the province.
- Monitor the implementation of the provincial sanitary dignity and women economic empowerment strategies.
- Collaborate with other government departments, external and internal stakeholders.

INITIALS

Page 4 of 37

2. DIRECTORATE: PUBLIC SECTOR HRD PROGRAMMES

Post	:	Director: Public Sector HRD Programmes (1x post)
Reference No.	:	OTP 10 /24 / 02
Salary level	:	13
Salary Notch	:	R1, 216, 824.00 per annum
Salary Scale	:	R1, 216, 824.00 – R1, 433, 355.00
Centre	:	Polokwane (Head Office)

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Human Resource Management and Development / Public Administration or any HR Training and Development qualification in related field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience at Middle/Senior Management level.
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.
- A valid driver's license except for people with disability.

COMPETENCIES:

Strategic Capacity and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide strategic direction and technical support on the development of the Provincial Public Sector HRD Skills Plan (strategy) and its annual implementation plan.
- Coordinate development and implementation of Workplace Skills Plans within the Provincial Administration.
- Coordinate Transversal Training Programmes.
- Coordinate implementation of Developmental Programmes.
- Coordinate Provincial HRD Forums and Task teams meetings.

INITIALS

Page 5 of 37

3. DIRECTORATE: EXECUTIVE COUNCIL SECRETARIAT

Post : Director: Executive Council Secretariat (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).
Reference No. : OTP 10 /24 / 03
Salary level : 13
Salary Package : R1,216,824.00 per annum (All - inclusive remunerative package)
Salary Scale : R1,216,824.00 – R1,433,355.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Public Administration/ Public Policy/ Social Sciences or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five (5) years' experience at Middle/Senior Managerial level.
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.
- A valid driver's license except for people with a disability.

COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Monitoring and Evaluation, Policy analysis and development, Analytical skills, business writing skills, Coordination skills, facilitation skills, Negotiation skills, Planning & Organizing, Time management, good Communication skills, Group dynamics, diversity management and computer literate.

RESPONSIBILITIES:

The successful candidate will be responsible to:

- Provide Secretariat services and administrative support to the Executive Council.
- Manage the provision of secretariat services to the EXCO Cluster Committees and EXCO Cluster Technical Committees.
- Oversee the management, monitoring and tracking of the implementation of the Executive Council (EXCO) decisions.
- Oversee the management, monitoring and tracking of the implementation of the Cluster Programmes of Action.
- Provide strategic direction within the Unit.

4. DIRECTORATE: INTERNAL CONTROLS AND COMPLIANCE

Post : Director: Internal Controls and Compliance
(1x post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 /24 / 04

Salary level : 13

Salary Package : R1,216,824.00 per annum (All - inclusive remunerative package)

Salary Scale : R1,216,824.00 – R1,433,355.00

Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) in Auditing / Accounting / Risk Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five (5) years' experience at Middle/Senior Managerial level.
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.
- A valid driver's license except for people with disability.

COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Negotiation, Coordination and Good Communication skills, Planning & Organizing and Change Management, Time and Diversity Management, policy analysis and development and computer literate.

RESPONSIBILITIES:

The successful candidate will be responsible to:

- Coordinate Governance Structure Services
- Facilitate assurance services.
- Ensure compliance to Internal Control and Compliance Standards.
- Manage coordination with Stakeholders i.e., Provincial Treasury, Shared Internal Audit Services, Audit Committee and Auditor General of South Africa

INITIALS

Page 7 of 37

5. DIRECTORATE: CORPORATE COMMUNICATION SERVICES

Post : Deputy Director: Audio Visual Services (1x post)
Reference No. : OTP 10 / 24 / 05
Salary level : 12
Salary Notch : R1, 003, 890.00 per annum (All-inclusive remunerative Package)
Salary Scale : R1, 003, 890.00 – R1,182, 534.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Film, Video and/or Multimedia Productions or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five (05) years' experience in Film, Video and/or Multimedia Productions of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

- People Management; Time Management; Strategic Planning; Policy Analysis and Development; Good Communication skills; Group Dynamics; Diversity Management; Co-ordination skills, Leadership skills, and Change and Knowledge Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage and develop the Provincial Audio-Visual Archives.
- Manage the production of Audio-Visual Scripts.
- Manage Audio-Visual Staff.
- Manage and produce Video productions & editing of Programs.

6. DIRECTORATE: HUMAN RESOURCE DEVELOPMENT (HRD) COUNCIL SECRETARIAT

Post	:	Deputy Director: HRD Council Secretariat (1x post)
Reference No.	:	OTP 10 /24 / 06
Salary level	:	12
Salary Notch	:	R1, 003, 890.00 per annum (All-inclusive remunerative Package)
Salary Scale	:	R1, 003, 890.00 – R1,182, 534.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Human Resources Development or equivalent qualification in the relevant field as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five (05) years' experience in Human Resource Development and Training of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

- Negotiation skills; People Management; Financial Management; Problem Solving; Planning & Organizing; Time Management; Strategic Planning; Policy Analysis and Development; Good Communication skills; Group Dynamics; Diversity Management; Co-ordination skills, Leadership skills, change and knowledge management; Analytical Skills and Project Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate the Provincial HRD Council and provide secretariat services.
- Manage the monitoring, evaluation and impact assessment of the implementation of the HRD Strategy.
- Co-ordinate and promote the implementation of the Provincial and National HRD Strategies.
- Plan and provide advisory services to institutions of higher learning, TVETs and Industries.

INITIALS 

7. DIRECTORATE: INTEGRITY, SECURITY & VETTING SERVICES

Post : Deputy Director: Integrity Services (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).
Reference No. : OTP 10 / 24 / 07
Salary level : 12
Salary Package : R 1, 003, 890.00 per annum (All-inclusive remuneration package)
Salary Scale : R 1, 003, 890.00 – R 1, 182, 534.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Policing / Security Management / Forensic Investigation / Criminology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in anti-corruption environment / Integrity / Investigations of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people Management, financial solving, planning & organizing, time management, strategic planning, policy analysis and development, leadership skills, group dynamics, Change and knowledge management, facilitation and co-ordination skills, diversity management, good communication skills, and computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate and monitor establishment of the minimum anti-corruption capacity within provincial departments.
- Coordinate the implementation of anti-corruption education and awareness programmes.
- Coordinate and manage anti-corruption committees and forums.
- Monitor the implementation of the whistle blowing mechanisms.
- Coordinate and monitor the development of information management.

INITIALS

Page 10 of 37

**8. DIRECTORATE: PREMIER ADVISORY COUNCIL (BUSINESS)
SECRETARIAT- PEGAC**

Post : Deputy Director: Premier Advisory Council (Business)
Secretariat - PEGAC (1x post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 08

Salary level : 12

Salary Package : R 1, 003, 890.00 per annum (All-inclusive remuneration package)

Salary Scale : R 1, 003, 890.00 – R 1, 182, 534.00

Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Economics/ Business Management/ Developmental Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Executive Support Services of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial solving, project management, Planning and organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills, leadership skills, change and knowledge management and innovative skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate and support the Premiers Employment Growth and Advisory Council (PEGAC).
- Provide Secretariat Support to PEGAC Technical Working Groups (TWGs) and their task teams.
- Streamline PEGAC inputs and its TWGs into the implementation of the LDP IAP through EXCO Cluster Committees and the Executive Council of the Province.
- Strengthen partnership between private sector, civil society, industry and Provincial Government and streamline PEGAC and TWGs inputs into the implementation of the LDP through EXCO cluster committees.

9. DIRECTORATE: HUMAN RESOURCE MANAGEMENT COORDINATION

Post : Deputy Director: HRM Coordination (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 09
Salary level : 12
Salary Package : R 1, 003, 890.00 per annum (All-inclusive remuneration package)
Salary Scale : R 1, 003, 890.00 – R 1, 182, 534.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Human Resource Management of which three (03) years must be at Assistant Director level.
- PERSAL Certificate / Results (Attached)
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills, leadership skills, change and knowledge management, and innovation. Computer Literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate, develop and manage implementation of Human Resource policies by all Departments.
- Coordinate appointment of all Heads of Departments.
- Coordinate effective management and implementation of Departmental HR Plans.
- Coordinate and Monitor HR Practices within the Provincial Administration.
- Coordination and management of PILIR in the Province.

10. DIRECTORATE: INTER-GOVERNMENTAL RELATIONS AND OFFICIAL DEVELOPMENT ASSISTANCE (IGR & ODA)

Post : Deputy Director: ODA (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 10

Salary level : 12

Salary Package : R 1, 003, 890.00 per annum (All-inclusive remuneration package)

Salary Scale : R 1, 003, 890.00 – R 1, 182, 534.00

Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in International Relations/ Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Official Development Assistance of which three (03) years must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

People management, Planning & organizing, Time management, Diplomatic relations, Project management, Computer literate, Strategic planning, Policy analysis & development, Presentation, Communication skills, Group dynamics, Diversity management, Facilitation, Coordination skills, Interpersonal and report writing skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage Official Development Assistance.
- Monitor, evaluate and report on Official Development Assistance Project Impact Assessment.
- Liaise and network with partners and International Agencies to foster International Cooperation.
- Implement Official Development Assistance guidelines and policy framework.
- Coordinate Corporate Social Investment.

11.DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post : Deputy Director: Debt and Bank Reconciliation Management (1x post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 11

Salary level : 11

Salary Package : R 849, 702.00 per annum (All-inclusive remuneration package)

Salary Scale : R 849, 702.00 – R 1 000, 908.00

Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Financial Accounting/ Cost and Management / Accounting or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Financial Management of which three (03) years must be at Assistant Director level.
- BAS Certificate / Results (Attached)
- A valid driver's license except for people with disability.

COMPETENCIES:

People Management, planning & organizing, negotiation skills, financial solving, time management, strategic planning, policy analysis and development, leadership skills, group dynamics, Change and knowledge management, facilitation and co-ordination skills, diversity management, good communication skills, and computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage bank reconciliation.
- Manage and collect debts
- Manage control expenditure and clear suspense accounts.
- Liaise with Provincial Treasury.

12.DIRECTORATE: PROTOCOL AND EVENTS MANAGEMENT SERVICES

Post : Deputy Director: Protocol and Events Management Services (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).
Reference No. : OTP 10 / 24 / 12
Salary level : 11
Salary Package : R 849, 702.00 per annum (All-inclusive remuneration package)
Salary Scale : R 849, 702.00 – R 1 000, 908.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in International Relations/ Public Relations/ Events Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (5) years' experience in Communications/ Protocol/ Events Management of which three (3) years' must be at Assistant Director level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation, People management, Planning & organizing, Diplomatic relations, Strategic planning, Policy analysis & development, Communication skills, Group dynamics, Diversity management, Facilitation, Coordination, Leadership and events management skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage events.
- Manage the rendering of protocol services.
- Manage corporate gifts and flag bank.

INITIALS

Page 15 of 37

13. CHIEF DIRECTORATE: STATE LAW ADVISORY SERVICES (LEGAL SERVICES)

Post : Senior Legal Administration Officer (MR6)
(1x Post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 13

Salary level : OSD

Salary Package : R556 356.00 per annum (All-inclusive remunerative package)

Salary Scale : R556 356.00 - R1, 314 666.00

Centre : Polokwane

REQUIREMENTS:

- An undergraduate legal qualification (NQF level 7) in LLB/ B URIS / B Proc as recognized by the South African Qualification Authority (SAQA).
- At least eight (08) years' appropriate post qualification legal experience in labour matter.
- Admission as an Attorney or an Advocate.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, planning & organizing, time management, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills, leadership skills, change and knowledge management, problem solving, research skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Ensure a well-coordinated civil & labour litigation service and represent the Provincial administration in conciliation, arbitration and labour court matters.
- Provide legal advice to the Provincial administration.
- Draft or edit labour related contracts and legal documents for the Provincial administration.
- Perform delegated and assigned duties.

INITIALS

Page 16 of 37

14.DIRECTORATE: PUBLIC SECTOR HRD PROGRAMMES

Post : Assistant Director: Public Sector HRD
Programmes (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).
Reference No. : OTP 10 / 24 / 14
Salary level : 10
Salary Notch : R552,081.00 per annum.
Salary Scale : R552,081.00 – R650,322.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Human Resource Development or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (3) years' experience in Human Resource Development and Training at a Supervisory level (HRD Practitioner / Training Officer level 7/8).
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, People Management, Budgeting and Financial Management, Problem solving, Planning & Organizing, Time Management, Strategic Planning, Policy Development and Analysis, Good Communication skills, Group Dynamics, Diversity Management, skills development facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, policy formulation and coordination and computer literate.

RESPONSIBILITIES:

The successful candidate will be responsible to:

- Assist in the development of policies and standard operating procedures.
- Co-ordinate and monitor the development and implementation of Developmental programmes (Internship, Learnership / Artisan Development, Experiential programmes and Gratitude Recruitment Scheme).
- Co-ordinate departmental bursaries.
- Develop and monitor implementation of Adult Education Training programmes in the Limpopo Provincial Departments.

15. SUB-DIRECTORATE: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM.

Post : Assistant Director: Performance Management
Development System (1x post)

(Re-advertisement: Applicants who have previously applied are requested to re- apply if still interested).

Reference No. : OTP 10 / 24 / 15
Salary level : 10
Salary Notch : R552,081.00 per annum.
Salary Scale : R552,081.00 – R650,322.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Human Resource Development/ Human Resource Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (03) years' experience in Performance Management of at a Supervisory level (PMDS Practitioner level 7/8).
- PERSAL Certificate / Results (Attached).
- A valid driver's license except for people with disability.

COMPETENCIES:

Planning & organizing, policy analysis and development, facilitation and presentation skills, managing interpersonal conflict and resolving problems, monitoring and evaluation, statistical analysis skills, report writing, and PERSAL.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide guidance and support on transversal PMDS.
- Assist in monitoring and coordination of the implementation of PMDS.
- Co-ordinate and administer performance management and development system (PMDS).
- Conduct performance assessment and incentive system.
- Coordinate, facilitate and manage the performance agreements of HOD's.

INITIALS

Page 18 of 37

16. DIRECTORATE: RESEARCH AND MEDIA LIAISON SERVICES.

Post : Assistant Director: Research and Media Liaison Services (1x post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 09 / 24 / 16
Salary level : 10
Salary Notch : R552,081.00 per annum.
Salary Scale : R552,081.00 – R650,322.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Communication / Media Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (03) years' experience in Communication at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial solving, planning & organizing, time management, strategic planning, good communication skills, group dynamics, facilitation skills, co-ordination skills, leadership skills, research skills, and business writing skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide research services for executive council (EXCO) and the provincial government.
- Analyse and monitor media coverage and need trend.
- Coordinate public participation programme.

**17. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION
TECHNOLOGY OFFICE (DGITO)**

Post : Business Analyst: Applications Development and
Maintenance (1x post)
Reference No. : OTP 10 / 24 / 17
Salary level : 09
Salary Notch : R444,036.00 per annum
Salary Scale : R444,036.00 – R523,056.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A Minimum of three (03) years' experience in supervising application Systems within the ICT environment.
- A valid driver's license except for people with disability.

COMPETENCIES:

Report writing skills; Negotiation skills; People Management; Programming; Financial Management; Planning & Organizing; Time Management; Contract development skills; Policy analysis and development; Good communication skills; Group Dynamics; Diversity Management; Facilitation skills; Co-ordination skills; Leadership skills; Change and Knowledge Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Conduct Business Analysis Planning and Monitoring.
- Determine business requirements from stakeholders.
- Confirm and verify business requirements from stakeholder.
- Conduct Enterprise Analysis.
- Conduct Requirements Analysis.
- Assess and validate business solutions.

INITIALS



18.DIRECTORATE: HRD, PMS AND EMPLOYEE HEALTH AND WELLNESS PROGRAMMES (EHW).

Post : Assistant Director: EHWP (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).
Reference No. : OTP 10 / 24 / 18
Salary level : 09
Salary Notch : R 444, 036.00 per annum
Salary Scale : R 444, 036.00 – R 532, 602.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Health Sciences / Social Work or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Employee Health and Wellness Programme at a Supervisory level.
- Valid registration with statutory body.
- A valid driver's license except for people with disability.

COMPETENCIES:

People Management, planning & organizing, negotiation skills, time management, strategic planning policy analysis and development, leadership skills, group dynamics, Change and knowledge management, facilitation and co-ordination skills, diversity management, good communication, and computer literate.

RESPONSIBILITIES:

The successful candidate will be required to:

- Manage the implementation, evaluation and review of Employee Assistance Programme (EAP) in the Office of the Premier.
- Manage the implementation of Occupational Health & Safety (OHS) and compensation for Occupational Injuries and Diseases (COID).
- Manage the implementation of Health and Productivity Management at workplace in the Office of the Premier.

INITIALS

Page 21 of 37

19. DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post : Assistant Director: Government Subsidized Vehicles (1x post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 19
Salary level : 09
Salary Notch : R 444, 036.00 per annum
Salary Scale : R 444, 036.00 – R 532, 602.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Supply Chain Management / Transport Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of three (03) years' experience in Transport Management / Supply Chain Management at a Supervisory level (Senior / Admin Officer/ Transport Officer level 7/8).
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial solving, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, co-ordination skills, leadership skills, change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer the processing of application of government subsidized vehicles.
- Monitor and control the utilization of SMS, MMS, Scheme A & B vehicles.
- Process fuel claims for SMS, MMS, Scheme A & B users.

INITIALS

Page 22 of 37

20.DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Post : Assistant Director: Quotation Management (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 20
Salary level : 09
Salary Notch : R 444, 036.00 per annum
Salary Scale : R 444, 036.00 – R 532, 602.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Supply Chain Management/ Logistics / Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Supply Chain Management at a Supervisory level.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation, people management, financial solving, planning & organizing, time management, coordination, leadership, communication, strong customer service ethic, policy analysis & development.

RESPONSIBILITIES:

The successful candidate will be required to:

- Facilitate sourcing of quotations.
- Facilitate evaluation of quotations.
- Render secretariat services to the sub-bid evaluation and sub-bid adjudication committees.

21. DIRECTORATE: INTERNAL CONTROLS AND COMPLIANCE.

Post	:	Assistant Director: Internal Controls and Compliance (1x post)
Reference No.	:	OTP 10 / 24 / 21
Salary level	:	09
Salary Notch	:	R444,036.00 per annum
Salary Scale	:	R444,036.00 – R532,602.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Internal Auditing or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A Minimum of three (03) years' experience in Internal Control and Compliance / Internal Auditing at a Supervisory level (Senior / Internal Auditor level 7/8).
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills; People Management; Financial Management; Planning & Organizing; Time Management; Strategic Planning; Policy analysis and development; Good communication skills; Diversity Management; Co-ordination skills; Leadership skills; Change and Knowledge Management; and Project Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Assist in the development of Internal Control and Compliance Plan.
- Execution of Internal Control and Compliance Work.
- Compile the Reports of Internal Control and Compliance.
- Coordinate the execution of Liaison with Treasury, Internal Audit, Auditor General and other Stakeholders.

22. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES

Post : Personnel Practitioner (Conditions of Service)
(1 x post)
Reference No. : OTP 10 /24 / 22
Salary level : 08
Salary Notch : R376,413.00 per annum
Salary Scale : R376,413.00 – R443,403.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Human Resource Management or equivalent qualification in related field/area as recognized by the South African Qualification Authority (SAQA)
- A minimum of two (02) years' experience in Human Resource Management.
- PERSAL literacy

COMPETENCIES:

Negotiation skills, people management, planning & organizing, time management, good communication skills, group dynamics, diversity management, co-ordination skills; and change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Handle of leave matters.
- Process overtime claims.
- Facilitate the processing of resettlement and relocation costs, medical aid, long service, pension benefits and payment of leave gratuity.
- Facilitate the processing of homeowner allowance, state guarantees on housing loans.

**23. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION
TECHNOLOGY OFFICE (DGITO)**

Post	:	Database Administrator (1 x post)
Reference No.	:	OTP 10 /24 / 23
Salary level	:	08
Salary Notch	:	R376,413.00 per annum
Salary Scale	:	R376,413.00 – R443,403.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in related field/area as recognized by the South African Qualification Authority (SAQA)
- A minimum of two (02) years' experience in ICT environment.
- A valid driver's license except for people with disability.

COMPETENCIES:

Analytical thinking, report writing skills, people management, financial management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills; and systems development life cycle.

RESPONSIBILITIES:

The successful candidate will be required to:

- Determine database requirements.
- Develop information systems databases.
- Maintain information systems database.
- Provide application maintenance and support.

**24.DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION
TECHNOLOGY OFFICE (DGITO)**

Post : Network Controller (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).
Reference No. : OTP 10 / 24 / 24
Salary level : 08
Salary Notch : R376, 413.00 per annum
Salary Scale : R376, 413.00 – R 443, 403.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in ICT or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in an ICT environment.
- A valid driver's license except for people with disability.

COMPETENCIES:

Report writing skills, people management, technical skills, planning & organizing, time management, policy analysis and development, good communication skills, diversity management, facilitation skills, and co-ordination skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Determine Network requirements.
- Provide LAN, WAN and Desktop Support Services.
- Monitor the Network environment.
- Provide the IT Server Support.

25. DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

Post	:	State Accountant: Accounts (1 x post)
Reference No.	:	OTP 10 /24 / 25
Salary level	:	07
Salary Notch	:	R308,154.00 per annum
Salary Scale	:	R308,154.00 – R362,994.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Financial Management.

COMPETENCIES:

- Financial Accounting, Computer Literacy; Written and Verbal Communication, Budgeting, Public Management, Basic Interpersonal Relations, Ability to perform routine tasks; Ability to operate computer and Organizing.

SKILLS AND KNOWLEDGE


- PERSAL & BAS knowledge will be an added advantage

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer general Accounts.
- Administer departmental salary payments.
- Liaise with Treasury; Internal Audit; Office of the Auditor-General and other stakeholders.
- Reconcile payments.

INITIALS



26.DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

Post : State Accountant: Budget Planning (1 x post)
Reference No. : OTP 10 / 24 / 26
Salary level : 07
Salary Notch : R308,154.00 per annum
Salary Scale : R308,154.00 – R362,994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Financial Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Financial Management.

COMPETENCIES:

- People Management, Financial solving; Planning and Organizing, Time Management, Good Communication skills, Group Dynamics, Diversity Management; Facilitation skills; Co-ordination skills; Change and Knowledge Management; and Interpersonal skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Assist on Budget Planning.
- Distribute monthly expenditure and commitment Reports.
- Complete cash flow activities.

INITIALS



27.DIRECTORATE: LABOUR RELATIONS

Post	:	Labour Relations Officer (1 x post)
Reference No.	:	OTP 10 /24 / 27
Salary level	:	07
Salary Notch	:	R308,154.00 per annum
Salary Scale	:	R308,154.00 – R362,994.00
Centre	:	Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Labour Relations/ Human Resources, Labour Law or equivalent qualification in related field/ area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of one to two (01 - 02) years' experience in Labour Relations / Human Resources environment.

COMPETENCIES:

- People Management, Planning and Organizing; Time Management; Good Communication skills; Group Dynamics and Diversity Management; Facilitation skills; Change and Knowledge Management; and Disciplinary Management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Facilitate Resolutions of Grievances.
- Facilitate Misconduct.
- Facilitate Dispute Resolutions.
- Handle logistical arrangements for the Unit.

INITIALS

Page 30 of 37

28. DIRECTORATE: SUPPLY CHAIN MANAGEMENT.

Post : Administrative Officer: Government Subsidized Vehicles (1x post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 28
Salary level : 07
Salary Notch : R308, 154.00 per annum
Salary Scale : R308, 154.00 – R 362, 994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Supply Chain Management /Transport Management or equivalent qualification in the relevant field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Supply Chain Management / Transport Management.
- A valid driver's license except for people with disability.

COMPETENCIES:

Negotiation skills, people management, financial solving, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics, diversity management, facilitation skills, co-ordination skills and leadership skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Capture fuel claims for subsidized vehicles, SMS, MMS and scheme B.
- Capture applications for subsidized vehicles.
- Update commitment register.
- Update contracts for schemes.

INITIALS

Page 31 of 37

29. DIRECTORATE: SUPPLY CHAIN MANAGEMENT.

Post : Administrative Officer: Inventory Management
Services (2 x posts)
Reference No. : OTP 10 / 24 / 29
Salary level : 07
Salary Notch : R308,154.00 per annum
Salary Scale : R308,154.00 – R362,994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Supply Chain Management or equivalent qualification in related field / area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (02) years' experience in Supply Chain / Logistics Management.
- A valid driver's license except for people with disability.

COMPETENCIES:

- Negotiation skills, People Management; Financial Solving; Planning and Organizing, Time Management; Strategic Planning, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Co-ordination skills and Leadership skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Order and receive inventory items.
- Issue inventory items.
- Conduct monthly spot – checks and assist with quarterly stock-taking.
- Safeguarding of Stores.

30.DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post : State Accountant: Salary Administration (1x post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).
Reference No. : OTP 10 / 24 / 30
Salary level : 07
Salary Notch : R308, 154.00 per annum
Salary Scale : R308, 154.00 – R 362, 994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Financial / Accounting Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Salary Administration.
- A valid driver's license except for people with disability.

COMPETENCIES:

Financial Accounting, financial solving, time management, good communication skills, budgeting and public management, interpersonal skills, ability to perform routine tasks, organizing, computer literate, knowledge of PERSAL and BAS.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer the accurate payment of salaries, wages and allowances to all employees.
- Process Human Resources advices on salaries in PERSAL and management of salary related debts.
- Administer performance of Tax and other Statutory Deductions reconciliations and render Departmental monthly tax returns to SARS and advices to employees and third parties.
- Process Subsistence and Travel, Transport / Fuel and Overtime Claims.

INITIALS 

31.DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post : Administrative Officer: Asset, Disposal and Financial Systems (1 x post)
Reference No. : OTP 10 / 24 / 31
Salary level : 07
Salary Notch : R308,154.00 per annum
Salary Scale : R308,154.00 – R362,994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF Level 6) in Accounting/ Economics or equivalent qualification in related field/ area as recognized by the South African Qualifications Authority (SAQA).
- A minimum of two (2) years' experience in Asset Management.

COMPETENCIES:

- Negotiation skills, People Management, Planning and Organizing; Time Management; Policy analysis and development, Financial solving, Good Communication skills, Group Dynamics and Leadership skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Administer assets and asset register.
- Receive and distribute new assets.
- Administer the disposal of assets.

INITIALS



32.DIRECTORATE: SPECIAL PROGRAMMES

Post : Administrative Officer: OSC, Older People & Military Veterans (1x Post)

(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 32
Salary level : 07
Salary Notch : R308, 154.00 per annum
Salary Scale : R308, 154.00 – R 362, 994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Public Administration/ Social Sciences or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Administration.
- A valid driver's license except for people with disability.

COMPETENCIES:

Time management, people management, negotiation skills, planning & organizing, good communication skills, diversity management, change and knowledge management, leadership skills, co-ordination skills.

RESPONSIBILITIES:

The successful candidate will be required to:

- Coordinate the improvement of mainstreaming of children, older persons and military veterans programmes.
- Coordinate advocacy programs for children, older persons and military veterans programmes.
- Coordinate capacity building for children, older persons and military veterans.
- Coordinate procurement processes for children, older persons and military veterans.

INITIALS

Page 35 of 37

33. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICE (WORK ENVIRONMENT)

Post : Administrative Officer: General Records (1x Post)
(Re-advertisement: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 33
Salary level : 07
Salary Notch : R308, 154.00 per annum
Salary Scale : R308, 154.00 – R 362, 994.00
Centre : Polokwane

REQUIREMENTS:

- An undergraduate qualification (NQF level 6) in Information Science / Archives & Records Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (02) years' experience in Records Management.
- A valid driver's license except for people with disability.

COMPETENCIES:

Good communication skills, organizational, interpersonal, creativity, reporting, writing skills, basic records management skills, Dewey Decimal Classification (DDC) and file plan.

RESPONSIBILITIES:

The successful candidate will be required to:

- Supervise incoming and outgoing post / mail.
- Handle remittance register.
- Supervise the management and maintenance of general records.
- Supervise messenger / driver services and registry clerks.
- Administer implementation of systematic disposal program.

INITIALS

Page 36 of 37

34.DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT SERVICES (WORK ENVIRONMENT)

Post : Cleaner (5 x Posts)

(2 of 5 posts are Re-advertisements: Applicants who have previously applied are requested to re-apply if still interested).

Reference No. : OTP 10 / 24 / 34

Salary level : 02

Salary Notch : R131,265.00 per annum

Salary Scale : R131,265.00 – R154,626.00

Centre : Polokwane

REQUIREMENTS:

- NQF level 1 or 2 (Grade 8 or 9) (AET / ABET level 2 certificate).

COMPETENCIES:

Knowledge of relevant prescripts as well as understanding legislative framework governing the Public Service. leaning skills, time management, good communication skills, group dynamics, diversity management, leadership skills, change and knowledge management.

RESPONSIBILITIES:

The successful candidate will be required to:

- Provide cleaning services by cleaning offices, restrooms, corridors, elevators and passages.
- Keep and maintain cleaning materials and equipment.

INITIALS

Page 37 of 37