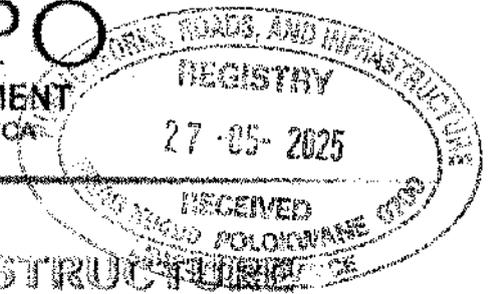




**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA



**DEPARTMENT OF  
PUBLIC WORKS, ROADS & INFRASTRUCTURE**

Ref : S4/1  
TO : ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL GOVERNMENT  
FROM : HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS AND INFRASTRUCTURE

**DEPARTMENTAL CIRCULAR NO 12 OF 2025: ADVERTISEMENT OF VACANT POSTS**

1. Applications are hereby invited to apply for the vacant posts, which exist in the department.
2. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <http://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the Z83 form obtainable from any Public Service Department or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za). Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the eRecruitment system.
3. Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he/she applies for by completing all relevant field. The declaration must be signed in order for an applicant to be considered. The Z83 form must not be used isolation during the selection process. The selection committee must refer to the applicant's curriculum vitae (CV) for additional relevant information. Part F: All applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment, as their prior employment can be verified through their CV.
4. Part A, Part B, C and Part D: applicants may leave questions blank, mark them as not relevant, and use dashes or N/A if they do not apply to them or the position they are applying for.
5. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/ dates).
6. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment.
7. All shortlisted candidates including Senior Management Services (SMS) posts will be subjected to two pre-entry assessments, a Technical /practical exercise and Integrity (Ethical Conduct) Assessment, the logistics of which will be communicated by the Department.

43 Church Street Polokwane, 0699, Private Bag 39496, POLOKWANE, 0700  
Tel. (015) 264 7000. (015) 264 7030 website: <http://www.dpw.limpopo.gov.za>

*The heartland of Southern Africa - development is about people!*

8. The successful candidate will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the applicable prescripts.
9. 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.
10. Shortlisted candidates will be subjected to personal suitability check.
11. Applications for **Head Office** posts should be forwarded to:

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

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

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

12. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government.
13. **N.B The applicants who have applied before, for the posts that are indicated as re-advert need to re-apply again for the posts mentioned as re-advert.**

14. All general enquiries should be directed to Ms. Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, and Ms. Motsai S at 015 284 7570/ 7586 / 7663/7627/7262.
15. The closing date for submission of applications is **Friday, the 13 June 2025 at 16h00**. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>.
16. All Shortlisted candidates must bring certified copies of all qualifications, Identity Document and valid driver's license.
17. Late applications will not be considered.
18. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
19. The contents of this circular will also be posted on the following websites [www.dpw.limpopo.gov.za](http://www.dpw.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za)/ [www.dpsa.gov.za](http://www.dpsa.gov.za).
20. Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.
21. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.
22. The department reserves the right **NOT** to fill the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.



**Mr. Phukuntsi MJ**  
Head of Department

27 May 2025

**Date**

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

**Post no. 01** : Director- District Co-ordination  
**Ref No** : S.4/3/11/3  
**Component** : District Co-ordination  
**Salary Level** : 13  
**Salary Package** : R1 216 824.00 per (to be structured according to individual needs)  
**Centre** : Mopani District

**MINIMUM REQUIREMENTS:** A qualification at NQF level 7 as recognised by SAQA. Five (05) years of experience at a middle/senior managerial level. Valid driver's license with the exception of applicants with disabilities.

**CORE AND PROCESS COMPETENCIES:** Strategic capability 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.

**KEY PERFORMANCE AREAS: Provide project and programme support:** Provide and implement project and programme management systems for infrastructure management. Provide portfolio, programme and project governance standards for infrastructure delivery and property management. Provide quality and safety standards aligned to legislative requirements for infrastructure delivery and property management. Provide document management system for infrastructure delivery and property management in close collaboration with Departmental Supply Chain Management. Manage the mapping of all business processes for infrastructure delivery and property management. Manage the development of standardised operating procedure manuals for infrastructure delivery and property management. Provide strategies to improve the rendering of infrastructure and property management. Provide quality and safety standards for all government buildings including leases-in. Manage the provision of project mentoring programme, professional registration mentoring, coaching programmes and support with planning, budgeting and accounting services. Provide reports and presentations to provide consolidated progress on the implementation of infrastructure and property management projects and programmes being implemented in the province. **Manage district coordination services:** Map property and infrastructure processes and make continuous recommendation for improvement. Determine the definition, methodology and design of portfolio, programme and project governance standards. Develop and maintain project documentation system and build records. Determine quality and safety standards. Undertake research and enforce green technologies. Consolidate district budget inputs. Monitor the district expenditure against the allocated budgets. Manage and oversee the development of district procurement plans. Manage district assets in terms of availability and movements. **Manage the district property and facilities services:** Provide the district acquisition, transfer and donation of state land. Provide and maintain the immovable asset register. Provide support to other departments in the district on matters pertaining to office and residential accommodation. Manage rentals and leases. Manage the payment of rates and taxes to the municipalities. Provide district landscaping designs and services. Manage and provide cleaning services. **Provide district**

**support services:** Manage and monitor the district accounts and payments. Manage the acquisition of goods and services. Manage the stores and district movable assets. Manage the provision of human resources. Manage the capacitation and performance of human resources. Manage and monitor the safekeeping of district records. Manage the provision of fleet and office services. **Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation:** Give direction to the district team in realizing the district strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Ensure that the division is adequately staffed. Manage and monitor performance of district employees. Ensure capacity and development of staff. Manage discipline.

**Post no. 02** : Chief Construction Project Manager: (Re-advert), Grade A  
**Ref. no** : S. 4/3/13/2  
**Component** : Health Infrastructure Delivery  
**Salary Package** : R 1 266 450.00 per annum (to be structured according to individual needs)  
**Salary level** : OSD Grade A  
**Centre** : Head Office- Polokwane

**MINIMUM REQUIREMENTS:** A qualification at NQF level 7 as recognised by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting.

**GENERIC COMPETENCIES:** Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

**KEY PERFORMANCE AREAS:** **Project design and analysis effectiveness:** Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. **Maintain project operational effectiveness:** Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. **Financial Management:** Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according

to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. **Governance** Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. **People management** Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives

**Post no 03** : **Senior Project Manager: Roads Infrastructure Maintenance: (Re-advert),**  
**Ref** : **S.4/3/10/147**  
**Component** : **Roads Infrastructure Mmaintenance**  
**Salary Package** : **R1059 105.00 per annum (to be structured according to individual needs)**  
**Salary Level** : **12**  
**Centre** : **Vhembe District**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Five (05) years relevant experience in roads environment, three (03) years in Junior management position. Valid driver's licence with the exception of applicants with disabilities.

**SKILLS:** Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**KNOWLEDGE OF:** Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation, PFMA and Treasury Regulations, Strategic capability and leadership.

**KEY PERFORMANCE AREAS: Manage the regraveling of roads and construction of drainage structures:** Plan and program roads regraveling and construction of drainage structures. Manage and coordinate the Identification, approval and the usage of the borrow pits. Manage and ensure the availability of resources (e.g. road regraveling material). Coordinate the execution of road regraveling activities. Monitor correct application and adherence to road regraveling and construction of drainage structure standards. **Manage the district road maintenance operations:** Manage the implementation of the road maintenance manual. Manage and control the utilization of heavy roads construction and maintenance plant

and equipments. Manage adherence to Occupational Health and Safety by providing specifications for camp resources (sanitation resources etc.), protective clothing and equipments. Manage roads maintenance production and provide budget. **Manage the provision of roads construction and maintenance inspection operations:** Manage the process of conducting visual assessment on roads network and road works activities. Monitor the execution of roads construction and maintenance activities. Coordinate the implantation of roads projects. **Manage the provision of mechanical services:** Manage the acquisition and disposal of district plant and equipment. Manage the district repairs and scheduled maintenance of plant and equipment. Manage the mechanical maintenance systems. Manage roads maintenance plant and equipment. Manage the registration and renewal of licensing for plant and equipment. **Manage the implementation of roads maintenance Expanded Public Works Programme:** Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. **Manage and utilize resources (human, financial, & physical) In accordance with relevant directives and legislation:** Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**Post no. 04** : Deputy Director – Property and Facilities  
**Ref. No.** : S.4/3/103  
**Component** : Property and Facilities Management  
**Salary Notch** : R896 436.00 per annum  
**Salary Level** : 11  
**Centre** : Sekhukhune District Office

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. Five (5) years' experience in property management environment with a minimum of three (3) years at Junior management / ASD level. Valid driver's license, with the exception of applicants with disabilities.

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

**Skills:** Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management

**KEY PERFORMANCE AREAS: Manage land management matters:** Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land.

Manage and facilitate disposal of state land. Manage and facilitate transfers. **Manage leases and municipal services:** Manage and provide residential accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. **Manage facilities services:** Manage physical security services and monitor adherence to service level agreement. Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. **Manage resource (Human, Financial and Equipment):** Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**Post no. 05** : Deputy Director: Corporate Services  
**Ref. No.** : S.4/3/8/92  
**Component** : Sub-Directorate: Corporate Support  
**Salary Package** : R896 436.00 per annum (to be structured according to Individual needs)  
**Salary Level** : 11  
**Centre** : Mopani District

**MINIMUM REQUIREMENTS:** An NQF level 06 qualification as recognized by SAQA. Five (5) years' relevant experience of which three (03) years must be at junior management/ ASD level in HRM. A Valid driver's license with the exception of applicants with disabilities. PERSAL training certificate / Result MUST be attached.

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

**SKILLS AND KNOWLEDGE:** Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. communication skills, Ms Office package / computer skills.

**KEY PERFORMANCE AREAS: Manage human resources services:** Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. **Manage employee wellness:** Develop wellness policy

in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. **Manage auxiliary services in the district:** Manage District's Government owned and subsidized motor transport: - Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. **Manage Telecommunication systems of the District by:-** Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. **Manage provisioning and distribution of labour serving devices and disposal of waste papers by:** - Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Monitor service level agreements. **Manage provisioning and distribution of office and domestic services by:-** Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage and monitor security services. **Manage records:** Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. **Manage and utilise resources (human, financial & physical) In accordance with relevant directives and legislation:** Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

**Post no. 06** : Deputy Director: Performance Management Development System (PMDS)  
**Ref** :S.4/3/8/93  
**Component** : Human Resource Development and Performance Management  
**Salary Notch** : R896 436.00 per annum (to be structured according to Individual needs)  
**Salary Level** : 11  
**Centre** : Head Office- Polokwane

**MINIMUM REQUIREMENTS** : A qualification at NQF Level 06 in Human Resource Management / Public Administration and or Management. Five (5) years' experience in human resource management environment with a minimum of three (03) years at Junior Management level / ASD level. Valid driver's license, with the exception of applicants with disabilities. PERSAL training certificate / Result MUST be attached.

**CORE COMPETENCIES:** Strategic capability and leadership, Facilitation skills, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management

**KEY PERFORMANCE AREAS:** Provide Performance Management strategy, Develop Performance management budget and ensure financial expenditure is according to PFMA budget, Develop and monitor Performance Management policies and procedures and ensure adherence to mandates and directives, Monitor and implement performance management according to policy guidelines and directives, Monitor link between skills gap and audit to performance management system, Monitor that performance management aimed at improving performance of employee and award the performers to encourage and improve better performance, Manage PMDS submission database. Manage issuing of timeous PMDS submission statistics reports, **Manage Performance Management committees and capacity building**, Facilitate and coordinate the appointment of Performance Management committees, Arrange the committees meeting, Provide secretary for the committees meetings, Report of committees settings and recommendations, **Manage performance appraisal and rewards**, Monitor the submission of PMDS documents, Audit PMDS documents both Head office and districts office, Manage the implementation of PMDS committee's recommendations, Generate submission to HOD for approval to implement performance reward, Oversee the implementation of performance reward on the PERSAL systems, **Manage probation and induction programmes**, Liaise with officer on probation and supervisors to fill the quarterly probation forms, Monitor probation assessments on PERSAL system, Facilitate submission to HOD for permanent appointment of officers, Monitor the generating of notification letter for completion of probation, Oversee the compilation of induction and orientation programme, Oversee the implementation of induction and orientation programme, **Manage resource (Human, Financial and Equipment)**, Manage the component's budget against its strategic objectives, Coordinate budget monitoring, projecting & reporting expenditure, Ensure that spending is maximized in line with strategic objective, Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Provide job description to subordinates

**Post no. 07** : **Construction Project Manager: Grade A (Re-advert)**  
**Ref no.** : **S.4/3/10/82**  
**Component** : **Roads and Bridges Maintenance and Building Maintenance**  
**Salary Package: R879 342.00 per annum (to be structured according to individual needs)**  
**Salary level** : **OSD - Grade A**  
**Centre** : **Head Office – Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 6 in built environment field as recognised by SAQA with a minimum of 4 years and six months certified experience, A qualification at NQF level 7 in built environment field with a minimum of 4 years certified managerial experience. A qualification at NQF level 8 in any built environment field with a minimum of 3 years experience. Compulsory valid registration with the South African Council

for the Project & Construction Management Professions (SACPCMP) as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Programme and project management, project principles and methodologies, project and professional judgement, computer-aided engineering and project applications, project design and analysis knowledge, project operational communication, process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, legal and operational compliance, research and development, creating high performance culture and technical consulting.

**GENERIC COMPETENCIES:** Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

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

**Post no. 08** : **Construction Project Manager Grade A**  
**Ref. No.** : **S.4/3/2/34**  
**Component** : **Building Infrastructure Maintenance**  
**Salary Package** : **R879 342 – 938 061 (to be structured according to individual needs)**  
**Salary Level** : **OSD**  
**Centre** : **Capricorn District**

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

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

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

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

**Post no. 09** : **Mechanical Engineer X4 (Re-advert)**  
**REF** : **S.4/3/1/79 - Education, S4/3/1/80 - Provincial and S.4/3/1/81 – Technical Portfolio) Re-advert**  
**COMPONENT** : **Education Infrastructure Delivery, Provincial Departments Infrastructure Delivery and Portfolio Technical Services.**  
**SALARY** : **R879 342.00 per annum (to be structured according to Individual needs), OSD - Grade A**  
**CENTRE** : **Head Office: Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 07 as recognised by SAQA in Mechanical Engineering. 03-05 years post experience required in mechanical engineering. Compulsory valid registration with ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering

applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking.

**GENERIC 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. Creativity. Computer skills. Planning and organizing. Negotiation skills

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

**Post no. 10** : **Electrical Engineer X 04, (Re-advert)**  
**REF** : **S.4/3/1/82, Health and S.4/3/1/83 Portfolio**  
**COMPONENT** : **Health, Education, Other Provincial**  
**SALARY** : **R879 342.00 per annum (to be structured according to Individual needs), OSD - Grade A**  
**CENTRE** : **Head Office: Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 07 as recognised by SAQA in Electrical Engineering. 03 -05 years' experience required in Electrical engineering. Compulsory valid registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking.

**GENERIC 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. Creativity. Computer skills. Planning and organizing. Negotiation skills

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

**Post no. 11** : Civil Engineer x 2, (Re-advert)  
**REF** : S.4/3/10/96  
**COMPONENT** : Roads and Bridges Maintenance  
**SALARY** : R879 342.00 per annum (to be structured according to Individual needs), OSD - Grade A  
**CENTRE** : Head Office: Polokwane

**MINIMUM REQUIREMENTS:** A qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03- 05 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking.

**GENERIC 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. Creativity. Computer skills. Planning and organizing. Negotiation skills

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

**Post no. 12** : Architect  
**Ref. No.** : S.4/3/1/05  
**Component** : Other Provincial Departments Infrastructure Delivery  
**Salary Package** : R772 572.00 per annum (to be structured according to Individual needs)  
**Salary Level** : OSD - Grade A  
**Centre** : Head Office – Polokwane

**MINIMUM REQUIREMENTS:** A qualification at NQF level 07 as recognized by South African Qualification Authority (SAQA) in Architecture or relevant qualification. 03 years post qualification in architectural experience required. Compulsory registration with South African Council for the Architectural Profession (SACAP) as a professional Architect. Valid driver's license, with the exception of applicants with disabilities.

#### **CORE AND PROCESS COMPETENCIES:**

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

#### **SKILLS & KNOWLEDGE**

Knowledge of relevant Public Service Acts, regulations and frameworks. Programme and Project Management. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and Development. Knowledge of Legal Compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Decision making. Team leadership. Analytical Skills. Creativity. Self-management.

**KEY PERFORMANCE AREAS: Perform architectural activities on state owned or leased buildings, structures or facilities:** Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance with legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. **Human capital development:** Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. **Office administration and budget planning:** Manage resources, prepare and consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. **Research and development:** Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on project management.

**Post no. 13** : Deputy Project Manager-Re-advert  
**Ref. no.** : S.4/3/10/58  
**Component** : Regraveling and Drainage Structure  
**Salary Notch** : R582 444.00 per annum  
**Salary Level** : 10  
**Centre** : Vhembe District

**REQUIREMENTS:** A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Three (03) years of experience at supervisory level in Roads Maintenance environment. Valid driver's license, with the exception of applicants with disabilities.

**CORE COMPETENCIES:** Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

**KNOWLEDGE OF:** Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations.

**KEY PERFORMANCE AREA: Manage the roads regraveling of roads.** Identify the areas of the that needs regraveling. Planning of work to be done. Coordinate and facilitate work. Facilitate the preparation of quarry site and stockpiling of gravel. Conduct assessment of the work. **Manage construction of drainage structures.** Identify the spot that needs drainage. Quantify the material needed. Identify all working area environment before the work is started. Conduct inspection (Installation of pipes, maintenance of existing pipes). Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. **Consolidate the availability of equipment and ensure proper maintenance.** Liaise with the civil workshop on: Equipment/plant that are available. Breakdowns are reported. Plant/equipment are well maintained. **Manage and utilise resources (human,**

**financial, & physical) in accordance with relevant directives and legislation.** Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

**Post no. 14 : Deputy Project Manager – Regraveling & Drainage**  
**Ref. No. : S.4/3/10/164**  
**Component : Roads Infrastructure Maintenance**  
**Salary Notch : R582 444.00 per annum**  
**Salary Level : 10**  
**Centre : Sekhukhune District Office**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 06 as recognised by SAQA in Civil Engineering. 03 years relevant experience in roads construction and maintenance environment. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE OF:** Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations.

**CORE COMPETENCY:** Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management

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

**Post no. 15 : Chief Artisan – Building Maintenance**  
**Ref no : S.4/3/2/31**  
**Component : Building Infrastructure Maintenance**  
**Salary notch : R 480 261.00 per annum.**  
**Salary level : OSD**  
**Centre : Capricorn District**

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

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

**DUTIES: Manage technical services:** Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities, Ensure the promotion of safety in line with statutory and regulatory requirements, provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure quality assurance in line with specifications. **Manage administrative and related functions:** Provide inputs to budgeting process, Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan, Update database, Manage artisans and related personnel and assets. **Financial Management:** Control and monitor expenditure according to budget to ensure efficient cash flow management, Manage the commercial value add of the discipline – related activities and services. **People Management:** Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. **Maintain and advance expertise:** Continuous individual development to keep up with new technologies and procedures, Research/literature studies on technical/engineering technology to improve expertise, Liaise with relevant bodies/councils on technical/engineering-related matters.

**Post no. 16** : Chief Artisan (Re-advert)  
**Ref. No.** : S.4/3/10/98  
**Component** : Drainage Structures  
**Salary Notch** : R 480 261.00 per annum  
**Salary Level** : OSD - Grade A  
**Centre** : Vhembe District

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

**SKILLS AND KNOWLEDGE:** Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and Organizing.

**CORE AND PROCESS COMPETENCIES:** People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management;

Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

**DUTIES: Manage technical services:** Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. **Manage administrative and related functions:** Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. **Financial Management: Control** and monitor expenditure according to budget to ensure efficient cash flow management. **Manage** the commercial value add of the discipline – related activities and services. **People Management:** Manage the development. Motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements.

Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**Maintain and advance expertise:** Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**Post no. 17** : **Chief Artisan: Building Maintenance (Re-advert)**  
**Ref. No.** : **S.4/3/2/32**  
**Component** : **Building Infrastructure Maintenance**  
**Salary Notch** : **R480 261.00 per annum**  
**Salary Level** : **OSD**  
**Centre** : **Sekhukhune- Tubatse**

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate in Plumbing/ Carpentry/ Bricklaying/ Electrical. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills.

**KEY PERFORMANCE AREAS: Manage Technical Services:** Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. **Manage administrative and related functions:** Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. **Financial Management:** Control and monitor expenditure according to budget to ensure efficient cash flow management. **Manage** the commercial value add of the discipline related activities and services. **People management:** Manage the development, motivation

and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. **Maintain and advance expertise:** Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**Post no. 18** : Chief Artisan: Drainage (Re-advert)  
**Ref. No.** : S.4/3/10/121  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R480 261.00 per annum  
**Salary Level** : OSD  
**Centre** : Sekhukhune Drainage Structures

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman in Shuttering / Steel Fixing / Concrete. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:**

Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills.

**KEY PERFORMANCE AREAS:** **Manage technical services:** Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. **Manage administrative and related functions:** Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. **Financial Management:** Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. **People management:** Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. **Maintain and advance expertise:** Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

**Post no. 19** : Assistant Director: Property & Planning  
**Ref** : S.4/3/3/62  
**Component** : Directorate: Operations Management

**Salary Notch** : R468 459.00 per annum  
**Salary level** : 09  
**CENTRE** : Head Office – Polokwane

**REQUIREMENTS:** A qualification at NQF Level 06 qualifications in Urban & Regional Planning/ Real Estate. NQF level 07 in Real Estate/ Property Studies/ Urban & Regional Planning/ Town & Regional Planning as recognised by SAQA. 03 years' experience in property management environment at supervisory level. Valid driver's license, with the exception of applicants with disabilities

**CORE AND PROCESS COMPETENCIES:** Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**KEY PERFORMANCE AREAS: Develop the User Management Plan (U-AMP):** Match asset requirement with service delivery objectives of users. Verify the assets occupied or allocated to user. Determine functional performance of assets. Determine utilization of assets. Conduct GAP analysis. Determine new asset requirements. Determine refurbishment/reconfiguration. Determine surplus assets to be surrendered. Determine repairs that need to be conducted. Prepare immovable asset budget. **Conduct assessment of User Asset Management Plans:** Assess Utilization Assessment. Assess compliance. Assess user accommodation requirements. Assess acquisition plan. Assess Refurbishment plan. Assess repairs plan. Assess surrender plan. **Develop the custodian Management Plan (C-AMP):** Compile portfolio profile. Compile asset performance report. Lifecycle planning. Conduct portfolio analysis. Develop works plan. Develop asset management budget 1C-AMP. **Coordinate GIAMA Provincial User Department Forum GPUDF):** Develop schedule for the meetings. Render logistical arrangements (e.g. issue invitations, venue, draft the agenda). Render secretarial services. Draft report of the meetings.

**Post no. 20** : Assistant Director: Land Management  
**Ref. No.** : S.4/3/3/113  
**Component** : Property Management  
**Salary Notch** : R468 459.00 per annum  
**Salary Level** : 09  
**Centre** : Capricorn District

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. 03 years' experience in property management environment at supervisory level. A Valid driver's license, with the exception of persons with disabilities.

**CORE AND PROCESS COMPETENCIES:** Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

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

**Post no. 21** : **Assistant Director: Contract Performance Management and Advisory Services (Re-advert)**  
**Ref. no.** : **S.4/3/9/79**  
**Component** : **Procurement Management**  
**Salary Notch** : **R468 459. 00 per annum**  
**Salary Level** : **09**  
**Centre** : **Head Office - Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 07 as recognised by SAQA in Financial Management / Supply Chain Management. Three (03) years' supervisory position

in Contract Management environment at Supervisory level 7/8. Valid driver's license, with the exception of applicants with disabilities.

**CORE COMPETENCIES:** Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

**KNOWLEDGE OF:** relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Knowledge of CSD, LOGIS

**KEY PERFORMANCE AREAS: Monitor, analyse and determine actions to ensure proper contract administration.** Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. **Monitor contract compliance.** Determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. **Monitor supplier performance according to the contract and service level agreement.** Monitor RDP goals claimed. Monitor Participation of targeted groups in terms of the Departmental goals and PGDS. Verify the existence of project. **Provide Supply Chain Management helpdesk.** Provide advice and assistance to prospective contractors/ service providers on bidding matters. Attend to complaints from dissatisfied contractors/ service providers by accessing the evaluation reports. Attend to SCM queries. Attend to CIDB related enquiries and queries.

**Post no. 22 : Assistant Director: Demand Management Infrastructure X2 (Re-advert)**  
**Ref No : S.4/3/10/74.**  
**Component : Procurement Management**  
**Salary Notch : R468 459.00 per annum**  
**salary level : 09**  
**CENTRE : Head Office - Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 07 as recognised by SAQA. A qualification at NQF level 07 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience within Supply Chain Management at supervisory level 7/8. Valid driver's license, with the exception of applicants with disabilities.

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

**KEY PERFORMANCE AREAS:** Coordinate (synergize), review, research, analyze and plan the procurement needs of the department: Research the relevant identified needs. (in line with

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

**Post no. 23** : **Assistant Director: Acquisition Management Infrastructure (Re-advert)**  
**REF** : **S.4/3/10/75.**  
**Component** : **Procurement Management**  
**Salary Notch** : **R468 459.00 per annum**  
**Salary level** : **09**  
**CENTRE** : **Head Office - Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 07 as recognised by SAQA. A qualification at NQF level 07 in Procurement/SCM/Logistics/ Accounting / Economics / Business Management / Financial Management will be an added advantage. 03 years of experience at supervisory level 7/8 within Supply Chain. Valid driver's license, with the exception of applicants with disabilities.

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

**KEY PERFORMANCE AREAS:** Coordinate (synergize), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Compile bid documents, Publish tender invitations, Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate the expressions of interest, Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Manage and

utilise resources (human, financial, & physical); Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

**Post no. 24** : **Assistant Director: OD & Job Evaluation**  
**Ref** : **S.4/3/8/94**  
**Component** : **Human Resource Services**  
**Salary Notch** : **R468 459.00 per annum**  
**Salary level** : **9**  
**CENTRE** : **Head Office - Polokwane**

**REQUIREMENTS:** A qualification at NQF Level 06 in Management Services, Production Management, Operations Management as recognised by SAQA. 03 years at Supervisory level 7/8 / OD Practitioner within Organisational development and job evaluation environment. Job Evaluation Certificate by NSG/ SAMDI. Valid driver's license, with the exception of applicants with disabilities.

**SKILLS & KNOWLEDGE:** Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

**KEY PERFORMANCE AREAS:** **Provide organizational development services,** Implement organizational development policies and processes, Facilitate the development of organizational development plan and strategies, Assess the effectiveness of the organizational structure and identifying opportunities to strengthen the structure, Facilitate the design of macro and micro organizational structures to enable the department to deliver on its mandate, Develop and design of job descriptions/profiles, Facilitate the consultative processes necessary for the implementation of the organizational structure, Provide guidance for the defining and acceptance of departmental roles and responsibilities, Facilitates executive decisions on the determination and allocation of posts and the total post establishment of the department in line with the strategic needs of the department, **Provide Job evaluation services,** Implement job evaluation policy and processes, Advice on request for job evaluation, Evaluate posts in the department, Develop job evaluation database, Advice on implementation of new developments and or amendments, Conduct workshop on job evaluation and other related matters, **Provide operation management framework,** Provide service delivery model, Conduct organizational functionality assessment, Provide business mapping, Facilitate the development of standard operating procedures.

**Post no. 25** : **Assistant Director: Employee Health and Wellness**  
**Ref. No.** : **S.4/3/8/95**  
**Component** : **Corporate Support**  
**Salary Package** : **R468 459.00 per annum**  
**Salary Level** : **09**  
**Centre** : **Capricorn District**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 06 as recognized by SAQA. An NQF level 06 as recognized by SAQA in Social Work, Psychology / Nursing Sciences. Three (03) years' experience at supervisory level 7/8. Registration with South Africa Council for Social Service Professions (SACSSP). Valid driver's license with the exception of applicants with disabilities.

**DUTIES: Promote and Implement the occupational health, safety and environmental management strategies and programmes:** Implement Safety, Health, Environment, Risk and Quality (SHERQ) programmes. Implement HIRA and its recommendations. Conduct Occupational Health and Safety inspections/ audits. Facilitate the election, appointment and training of First Aiders, She reps and Fire Fighters. Facilitate the establishment and functionality of OHS committee. Develop emergency evacuation plans and procedures. Coordinates emergency evacuation drills. **Implement HIV and AIDS, TB and other diseases management:** Coordinate educational sessions/awareness and screening. Provide support to identified clients. Provide assistance and support to extended family members of employees. Manage and monitor after care follow – up of employee health and wellness clients. Conduct research and analyses of district employee health and wellness cases. Implement correction measures and/or recommendation of research on employee health and wellness cases. Facilitate the election, appointment and training of Peer Educators. Facilitate the establishment and functionality of Peer Educator committee. Conduct EAP marketing programmes. Provide counselling services, debrief sessions and referrals of cases. Conduct EAP case analysis. **Facilitate the implementation of health and productivity management programmes:** Conduct awareness and educational sessions on various diseases. Monitor referrals of patients and provide after care support. Monitor assessment and referral of patients on various diseases. Provide support to patients. Provide social wellness activities in the district. Distribute health and related pamphlets. Conduct research and analyses of district diseases management. Provide correction measures and/or recommendation on diseases management. **Provide the administration and support in reporting of occupational injuries and diseases:** Implement injury on duty policy, processes and procedures. Conduct injury on duty awareness programmes. Manage injury on duty register. Conduct injury on duty investigations.

**Post no. 26** : **Assistant Director: Employee Health and Wellness**  
**Ref. No.** : **S.4/3/8/96**  
**Component** : **Corporate Support**  
**Salary Package** : **R468 459.00 per annum**  
**Salary Level** : **09**  
**Centre** : **Head Office - Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 06 as recognized by SAQA. A qualification at NQF level 06 in Health Science or Social Science. Registration with relevant professional bodies. Three (03) years' lower managerial/supervisory position /level 7/8 in the Employee Health and Wellness environment. Valid driver's license with the exception of applicants with disabilities.

**KEY PERFORMANCE AREAS: Manage the implementation of Health and Productivity programmes:** Implement Employee Health and wellness policies, strategies, intervention plan guidelines and processes to provide employee assistance programme. Develop

programmes that reduce depression and anxiety, and deal with post traumatic distress. Implement guidelines of mainstreaming employee health and wellness. Promote diseases and chronic illness management. Ensure disease management awareness programmes and education programmes. Promote co-operation between health practitioners/specialists and patients. Develop programmes for improvement of employee health and reduction of workforce turnover. To promote the management of mental health and psychosomatic illness. Mitigate stigma and discrimination. **Provide crises intervention, short-term therapy/or refer clients to appropriate professional:** Assess clients, identify problems and render counselling services. Provide individual and group counselling. Co-ordinate referrals to internal/external resources. Refer cases to other resources. Provide reports on referred clients. Monitor progress of treatment. Follow up on re-intergration and readjustment of clients at work. **Co-ordinate and provide for the implementation of HIV and AIDS programme In the department:** Conduct health promotion awareness sessions based on the health calendar. Monitor ill health trends. Investigate and do necessary follow-up on chronic conditions. Facilitate medical surveillance programme. Distribute and promote condom use for both male and female. Compile reports. Provide advice on HIV and AIDS related issues to employees affected and infected. Develop and strengthen partnership with relevant internal and edxternal stakeholders on management of HAST programmes.

**Post no. 27** : **Artisan Foreman: Mechanical Workshop**  
**Ref. No.** : **S.4/3/10/121**  
**Component** : **Roads Infrastructure Maintenance**  
**Salary Notch** : **R382 047.00 per annum**  
**Salary Level** : **OSD Grade A**  
**Centre** : **Sekhukhune District-Groblersdal Workshop**

**MINIMUM REQUIREMENTS:** Trade Test Certificate (Diesel Mechanic). Five (05) post qualification years experience as an Artisan. Valid driver's license with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.

**KEY PERFORMANCE AREAS:** **Design.** Produce designs according to client specification and within limits of production capability. **Production.** Produce objects with material and equipment's according to job specification and recognised standards. **Maintenance.** Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. **Perform administrative and related functions.** Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. **Human and capital resource management:** Supervise and mentor staff. Planning of resources. Scheduling of work.

**Post no. 28** : **Artisan Foreman - Building Maintenance X2 (Re-advert)**  
**Ref** : **S.4/3/2/15 Tubatse Electrical, S.4/3/2/88 Thabamoopo (Electrical)**  
**Directorate** : **Building Maintenance**  
**Salary Level** : **OSD Grade A**  
**Salary Notch** : **R382 047.00 per annum**  
**Centre** : **Sekhukhune District (Tubatse & Thabamoopo)**

**MINIMUM REQUIREMENTS:** - Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities

**KNOWLEDGE:** Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising

**KEY PERFORMANCE AREAS:** **Design:** Supervise and produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. **Maintenance:** Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. **Perform administrative and related functions:** Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. **Human and capital resource management:** Supervise and mentor staff. Planning of resources. Scheduling of work. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

**Post no. 29** : **Administration Officer Auxiliary Services (Re-advert)**  
**Ref** : **S.4/3/8/97**  
**Component** : **Corporate Support**  
**Salary Notch** : **R325 101.00 per annum**  
**Salary Level** : **07**  
**Centre** : **Mopani District**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 06 as recognized by SAQA in Logistics, Transport Management, Public Management, Public Administration. 02- 03 years' experience in relevant environment. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE & SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis, Decision making, Team leadership, Creativity,

Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

**KEY PERFORMANCE AREAS: Provide the administration of District's Government owned and subsidised motor transport.** Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. Render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. **Provide the administration of Telecommunication systems of the District.** Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. **Provide the administration and distribution of Labour Saving device and disposal of waste papers.** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. **Provide the administration and distribution of office and domestic services.** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. **Manage and utilise resources (human, financial, & physical).** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

**Post no. 30** : Admin Officer: Facilities Management (Re-advert)  
**Ref. No.** : S.4/3/79  
**Component** : Sub-Directorate: Facilities Management  
**Salary Package** : R325 101.00 per annum  
**Salary Level** : 7  
**Centre** : Mopani Maruleng Cost Centre

**MINIMUM REQUIREMENTS:** A qualification at NQF level 06 as recognized by SAQA. 02 years of experience in Facilities/Property Management environment. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE & SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

**KEY PERFORMANCE AREAS: Provide cost centre government vehicles services.** Issue and receive trip authorisation form. Allocate cars. Monitor the inspections of cars upon allocation. Facilitate exemption to drive after working hours. Report accidents and incidents to the district office. Safe keep the keys, fuel cars and log books. Monitor verification of the log books according to the trip authorisation form. Provide fleet report. **Provide cleaning and landscaping services.** Provide inputs for the procurement of protective clothing. Provide specifications inputs for procurement of landscaping equipment and materials. Report on repairs and servicing of landscaping equipment. Allocate cleaners and groundsmen to serve for both the roads and building cost centre. **Provide general and administration support services:** Facilitate the residential accommodation services by: Receive and submit the accommodation application to the district office. Liaise with requestor about the status of the application. Update the allocation register. Facilitate the human resource services in the cost centre. Receive and consolidate cost centre leave application for submission to the district office. Receive and consolidate cost centre pmds documents for submission to the head office. Facilitate and arrange district meetings, workshops etc. Monitor switchboard operation for cost centre. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development

**Post no. 31** : Personnel Practitioner: Employee Health and Wellness (Re-advert)  
**Ref** : S.4/8/8/68  
**Component** : Employee Health and Wellness  
**Salary Notch** : R325 101.00 per annum  
**Salary Level** : 7  
**Centre** : Head Office - Polokwane

**Requirements:** A qualification at NQF level 06 as recognized by SAQA. A qualification at NQF level 06 as recognized by SAQA in Health Sciences/ Administration. 02– years experience in compensation and medical claims processing environment. Computer literacy. Valid driver's license with the exception of applicants with disabilities.

**SKILLS & KNOWLEDGE:** Problem solving and analysis, Confidentiality, Creativity, Customer focus and responsiveness, Communication. Computer skills, People management, Planning and organising. Conflict management, Presentation and Report writing.

**KEY PERFORMANCE AREAS: Coordinate Compensation for Occupational Injuries and Diseases (COID) programme in the Department:** Collate the statistical information on Occupational Injuries and Diseases (IOD) in the department. Manage proper implementation of COID cases. Conduct audit on OI in the Department. Record fatal and report critical OI cases to the Department of Labour. Ensure that all notified IOD/occupationally acquired diseases cases are reported to the Office of the Compensation Commissioner. Maintain COID data base and IOD register for all cases in the department. Ensure payment of the Administration fee to the Office of the Compensation Commissioner as prescribed by law. Report all IOD/occupationally acquired diseases cases on line with the Department of Labour Systems. **Payment of goods and services in line with PFMA and Supply Chain Management frame work, for both the Head Office and the District offices.** Liaise with employees and medical specialists/other service providers regarding the submission of medical reports and bills. Verify and prepare submissions for the payment of medical bills for

OID/occupationally acquired cases. Advice on the budget projection for COID/occupationally acquired cases. Collate proof of payment of all medical bills and administration fee and keep records thereof/ update commitment register. COID Administration: Ensure that all notified cases are finalized with the Office of the Compensation Commissioner. Ensure that outstanding documents of all notified cases are followed up with the office of the Compensation Commissioner, Provincial and National Treasury, Serviced providers, Family members & etc. Liaise with employees and medical specialists/ other service providers regarding the submission of medical reports and bills. Advise employees on further management of cases once closed by the Department of Labour. Administer awards as issued by Department of Labour. Support OHS Assistant Director: Perform delegated task and give feedback. Support OHS Assistant Director on the realization of sectional goals. Supervise OHS intern. Manage leave for intern.

**Post no. 32** : **Administration Officer: Acquisition**  
**Ref** : **S.4/3/9/82**  
**Component** : **Directorate: Procurement Management**  
**Salary Notch** : **R325 101 per annum**  
**Salary Level** : **7**  
**Centre** : **Head Office- Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 06 as recognized by SAQA. 02-03 years related supply chain experience. A qualification at NQF level 6 in Procurement/SCM/Logistics/ Accounting / Economics / Business Management / Financial Management will be an added advantage.

**SKILLS & KNOWLEDGE:** Problem solving and analysis, Decision making, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management. Planning and organising, Conflict management

**KEY PERFORMANCE AREAS:** **Render acquisition of goods and services,** Consolidate requests for invitation of bids and quotation, Verify specifications for goods and services, Prepare bids invitation documents to provincial Treasury for publication, Issue bids documents, Receive quotation, Facilitate opening of bids and quotations, Register received bids and quotation documents from the bid box, **Provide BAC secretariat,** Prepare submission to appoint member of the BAC, Conduct clearance of appointed members, Provide logistical arrangements for BAC meetings, Provide secretariat function to the BAC, **Render bids evaluation** Implement bids evaluation policy processes and procedures, Implement guidelines for appointment of bids evaluation committee, Register received bids and quotation documents from the bid box for evaluation, Prepare appointment letters for BEC members, Hand over appointment letters, the code of conduct and oath of secrecy to BEC members, Conduct security clearance for members of the BEC, Facilitate evaluation of bids and quotations, **Provide and monitor the evaluation process,** Capture information for all bids and quotations, Prepare an evaluation report- submission, Conduct clearing successful bidders with the National Treasury register of restricted supplier in line with SCM Guide for AO: Section 4.2

**Post no. 33** : **State Accountant: Financial Management**  
**Ref. No.** : **S.4/3/9/84**  
**Component** : **Financial Management**

**Salary Notch** : R325 101.00 per annum  
**Salary Level** : 7  
**Centre** : Sekhukhune District

**MINIMUM REQUIREMENTS:** A qualification at NQF level 6 as recognised by SAQA in Financial Management. 02- 03 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities. BAS certificate / results will an added advantage.

**KNOWLEDGE AND COMPETENCIES:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of Treasury Regulations, PFMA, DORA, PPPFA

**SKILLS & KNOWLEDGE:** People management. Planning and organising. Conflict management. Problem solving and analysis. Decision making. Creativity. Financial management. Communication. Computer skills

**KEY PERFORMANCE AREAS:**

**Process payments and accounts:** Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS.

**Provide salary:** Check authenticity of documents to be capture on Persal system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund.

**Provide revenue:** Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor on line receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms.

**Facilitate debt:** Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advices from Head Office to implement DEBT ON Persal in cases where the debtor is a government/department employee. Liaise with Head Office in updating of BAS records. Conceive reports from HEAD Office in clearing of Debts. Close Debt files.

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

**Post no. 34** : Personnel Practitioner  
**Ref. No.** : S.4/3/8/99  
**Component** : Human Resource Management  
**Salary Notch** : R325 101.00 per annum

**Salary Level** : 7  
**Centre** : Sekhukhune District

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

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

**SKILLS:** Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management

**KEY PERFORMANCE AREAS:**

**Provide recruitment services:** Receive applications from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Provide the administration for district selection services. Facilitate shortlisting and interviews in the district. Provide the administration for district appointment services.

**Provide the administration of conditions of services:** Provide the administration for service termination due to death/ resignation, retirement (normal and early retirement). Provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Conduct district leave auditing.

**Provide the administration of post establishment and HR system:** Provide the administration for transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Conduct district head count. Capture PERSAL transaction.

**Facilitate and coordinate district human resource development services:** Assist in the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Provide the administration for the learnerships and internships. Verify the compilation of performance management and development system documentation. Render secretariat services in performance management and development system moderation. Conduct performance management and development system workshops. Provide the administration for performance management and development system rewards/incentives.

**Coordinate the employment relations services:** Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums.

**Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

**Post no. 35** : Admin Officer: Land Management (Re-advert)  
**Ref** : S.4/3/8/96  
**Directorate** : Property and Facilities Services  
**Salary Level** : 07  
**Salary Notch** : R325 101.00 per annum  
**Centre** : Sekhukhune District Office

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. 02 years' experience in property management environment. Valid Drivers License with exception of people with disabilities.

**CORE AND PROCESS COMPETENCIES:** Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

**KEY PERFORMANCE AREAS:** **Provide district asset register:** Implement processes for assets registering. Provide records of new properties and update asset register. Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File erven in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). **Provide disposal and transfer of State properties:** Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. **Conduct & facilitate the process of land acquisition:** Implement land acquisition and vesting policies and plans. Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. **Provide office accommodation to provincial departments, district & local municipalities:** Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. **Provide resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

**Post no. 36** : **Admin Officer: Lease and Municipality Services (Re-advert)**  
**Ref** : **S.4/3/3/91**  
**Directorate** : **Property and Facilities Services**  
**Salary Level** : **07**  
**Salary Notch** : **R325 101 .00 per annum**  
**Centre** : **Sekhukhune District Office**

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 06 in Real Estate. NQF level 07 in Property Studies as recognised by SAQA. 02 years' experience in property management environment. Valid Drivers License with exception of people with disabilities.

**CORE AND PROCESS COMPETENCIES:** Facilities Management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

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

**Post no. 37** : **State Accountant: Debt Management**  
**Ref** : **S.4/3/9/83**  
**Component** : **Management Accounting**  
**Salary Notch** : **R325 101.00 per annum**  
**Salary Level** : **7**  
**Centre** : **Head Office – Polokwane**

**Requirements:** A qualification at NQF Level 6 in Financial Management /Accounting / Commerce. 02-03 years' experience in Financial Administration and Accounting services. Valid driver's license, with the exception of applicants with disabilities. BAS certificate / results will be an advantage

**Skills:** Facilitation skills, Problem solving and analysis, Decision making, Team leadership, Creativity, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising

**KEY PERFORMANCE AREAS: Provide debt management services:** Develop and implement policy and procedures related to debt management, Compile BAS take on debts to enable creation of debts into the financial system, Provide debt recovery contracts, capturing and journalizing of debts transaction into the financial system with the correct supporting documents, reconcile monthly debt statements, recover outstanding amounts to the department, Provide debt register. **Update maintain a debtors database,** Receive a route from other directorates. Open individual debtors files after a debt have been recognised. Update the database, **Coordinate the writing off irrecoverable debts,** investigate trend of payment against the contracts, investigate outstanding balance, generate a submission to write off irrecoverable debts for approval, provided write off or irrecoverable debts register.

**Post no. 38** : **Works Inspector - Inspectorate Services**  
**Ref. No.** : **S.4/3/2/26**  
**Component** : **Building Infrastructure Maintenance**  
**Salary Notch** : **R269 499.00 per annum**  
**Salary Level** : **06**  
**Centre** : **Sekhukhune District**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 06 as recognised by SAQA in Built environment or N3 and a passed trade test in Building environment or Registration as an Engineering Technician. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Project Management, Technical analysis, Computer Literacy, Technical report writing, Production, process knowledge and skills, Problem solving and analysis. **GENERIC COMPETENCIES:** Job Knowledge, Communications, Interpersonal relations, Flexibility, Teamwork, Computer literacy, Planning and Organising, Language, Good verbal and written communication

**KEY PERFORMANCE AREAS: Render a basic inspection service of work done on minor new and existing structures on a project basis. This includes:** Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations

and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. **Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following:** Development and interpretation of plans and sketches: Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. **Oversee the work of contractors through inter alia the following:** Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works programme. Gather and submit information in terms of the extended public works programme. Render extended public works programme: Gather and submit information in terms of the extended public works programme

**Post no. 39** : **Artisan Production Grade A**  
**Ref no** : **S.4/3/2/18**  
**Component** : **Building Infrastructure Maintenance**  
**Salary notch** : **R 243 597.00 per annum.**  
**Salary level** : **OSD**  
**Centre** : **Capricorn District – Molemole Building Maintenance**

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

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

**KEY PERFORMANCE AREAS:** **Design:** Produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. **Maintenance:** Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. **Perform administrative and related functions:** Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures.

**Post no. 40** : **Artisan Production Grade A: Mechanical Workshop x6**  
**Ref. No.** : **S.4/3/2/86 Giyani, S.4/3/2/87 Tzaneen**  
**Component** : **Sub- Directorate Roads Infrastructure Maintenance**  
**Salary Notch** : **R243 597.00 per annum**

**Salary Level** : OSD  
**Centre** : Mopani District - Giyani X3 & Tzaneen Mechanical Workshop X3

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

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

**DUTIES: KEY PERFORMANCE AREAS: Repairs:** Perform services and repairs to roads related plant and equipment. Receive job card, Stabilize machine or vehicle, Run the engine until warm, Turn engine off, Drain oil into container, Re-install the drain plug, Remove filters (oil, fuel & air filter), Examine filter debris, Install new filters, Refill oil and check for leaks and level, Test drive. **Service: Check** the condition of working area for safety, Determine problem existing, State problem in writing, Visual inspection on machine/vehicle (for further damage as leaks boos bolts and cracks), Fix the problem and re-test, Analyse the failure, List all possible causes, Run test and record information, Eliminate and insolate. **Provide civil expertise:** Carry out services as per service category and complete standards, doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet, Making full report of the findings and completing of job cards after completing any repair or service.

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

**Post no 41** : Artisan Production Grade A - Carpentry  
**Ref. No.** : S.4/3/2/46  
**Component** : Building Infrastructure Maintenance  
**Salary Notch** : R243 597.00 per annum  
**Salary Level** : OSD Grade A  
**Centre** : Sekhukhune District (Nebo Cost Centre)

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate (Electrical/ Plumbing / Carpentry. Experience will be an added advantage. Valid driver's license.

**TECHNICAL COMPETENCIES:** Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. **GENERIC COMPETENCIES:** Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising

**KEY PERFORMANCE AREAS: Design:** Produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. **Maintenance:** Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities

against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and or facilities. **Perform administrative and related functions:** Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. **Maintain expertise:** Continuous individual development to keep up with new technologies and procedures.

**Post no. 42** : **Artisan Production Grade A – Mechanical Services**  
**Ref. No.** : **S.4/3/10/105**  
**Component** : **Roads Infrastructure Maintenance**  
**Salary Notch** : **R243 597.00 per annum**  
**Salary Level** : **OSD Grade A**  
**Centre** : **Sekhukhune District – Lebowakgomo Mechanical Workshop**

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license.

**KNOWLEDGE OF:** Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. **TECHNICAL COMPETENCIES:** Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. **GENERIC COMPETENCIES:** Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

**KEY PERFORMANCE AREAS: Perform services and repairs to roads related plant and equipment:- Repairs:** Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. **Service:** Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. **Provide civil expertise:** Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cards after competing any repair or service. **Perform per-inspection for additional defects before repairs:** Dismantling. Lay-out. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. **Perform administrative and related functions:** Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.

**Post no. 43** : **Road Work Foreman x2**  
**Ref. No.** : **S.4/3/10/43**  
**Component** : **Roads Infrastructure**  
**Salary Notch** : **R228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Mopani District-Letaba Cost Centre and Regravelling**

**MINIMUM REQUIREMENTS:**

A qualification at NQF level 04 (Matric) as recognised by SAQA.

**GENERIC AND TECHNICAL COMPETENCIES:**

Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.

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

**Post no. 44 : Admin Clerk: Roads Infrastructure Management**  
**Ref. No. : S.4/3/2/68**  
**Component : Roads Infrastructure Maintenance**  
**Salary Notch : R228 321.00 per annum**  
**Salary Level : 05**  
**Centre : Waterberg District – Hesseswater**

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

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

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

corporate services. Render financial administration support services in the component: **Check correctness of subsistence and travel claims of officials and submit to manager for approval.**

**Post no. 45 : Road Work Foreman**  
**Ref. No. : S.4/3/10/46**  
**Component : Roads Infrastructure Maintenance.**  
**Salary Notch : R228 321.00 per annum**  
**Salary Level : 05**  
**Centre : Waterberg District: Hessie se Water**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognized by SAQA.

**GENERIC AND TECHNICAL COMPETENCIES:** Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork Accuracy, Aptitude of Figures, Computer Literacy, Planning and Organisation and Good verbal and written communication skills.

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

**Post no. 46 : Admin Clerk: Acquisition Management**  
**Ref no : S4/3/9/85**  
**Component : Finance**  
**Salary notch : R228 321.00 per annum**  
**Salary level : 05**  
**Centre : Capricorn District**

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

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

**GENERIC AND TECHNICAL COMPETENCIES:** Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Language. Good verbal and written communication skills

**DUTIES: Provide the acquisition of goods and services:** Render clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. **Provide supplier database:** Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system.

**Provide bids:** Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. **Provide bids evaluation:** Make arrangements for evaluation of bids and quotations. Capture information for all bids and quotations. Customise changes on standard evaluation criteria.

**Post no. 47** : **Road Work Foreman**  
**Ref. No.** : **S.4/3/10/44**  
**Component** : **Roads Infrastructure**  
**Salary Notch** : **R228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Sekhukhune District - Hoeraroep Cost Centre**

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

**SKILLS:** Knowledge of relevant Acts and regulations, road maintenance manual, roads operating machinery, health and safety measures, roads production procedures and processes.

**KEY PERFORMANCE AREAS:** **Support Road construction or maintenance work through:** Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. **Supervise activities in respect of road construction or maintenance work through:** Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Coordinate the blading program

**Post no. 48** : **Admin Clerk: Building Maintenance**  
**Ref. No.** : **S.4/3/2/58**  
**Component** : **Building Infrastructure Maintenance**  
**Salary Package** : **R228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Sekhukhune District (Thabamoope Building Maintenance)**

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

**KNOWLEDGE AND SKILLS:** Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

**KEY PERFORMANCE AREAS:** **Render administration clerical support of building maintenance:** Receive documentation for building maintenance, Record, organise, store,

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

**Post no. 49** : Admin Clerk: Auxiliary Services  
**Ref. No.** : S.4/3/8/76  
**Component** : Corporate Support  
**Salary Notch** : R228 321.00 per annum  
**Salary Level** : 05  
**Centre** : Sekhukhune District

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

**KNOWLEDGE AND SKILLS:** Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.

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

**support services within the component:** Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component. **Render financial administration support services in the component:** Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts for the component.

**Post no. 50** : **Admin Clerk: Lease and Municipal Services**  
**Ref. No.** : **S.4/3/114**  
**Component** : **Property and Facilities Services**  
**Salary Notch** : **R228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Sekhukhune District**

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

**KNOWLEDGE AND SKILLS:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge. Communications. Interpersonal. Flexibility. Teamwork. **SKILLS:** Computer. Planning and Organising. Good verbal and written communication

**KEY PERFORMANCE AREAS: Administer rental services:** Update and issue monthly rental statements. Update the rental register. Capture and update rental payments system for cash payments. Update register and statistics. Provide safekeeping of rental documents by: File in the respective files. Folio numbers the files. Update the refund register. Update the arrear rental register. Write arrear notifications to tenants. Prepare statement of accounts. **Render general clerical support services:** Record, organise, store, capture and retrieve correspondence and data. Remove the property from the Asset Register. Handle routing enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. **Provide supply chain clerical support services within the component:** Liaise with internal and external stakeholders in relation to procurement of goods and services. Order office stationery. Keep and maintain the assets register of the component. **Provide personnel and financial administration support services:** Maintain a leave register for the component. Facilitate traveling and accommodations. Check correctness of subsistence and travel claims of official.

**Post no. 51** : **Road Work Foreman: Road maintenance**  
**Ref. No.** : **S.4/3/10/45**  
**Component** : **Roads Infrastructure**  
**Salary Notch** : **R 228 321.00 per annum**  
**Salary Level** : **05**  
**Centre** : **Vhembe (Mutale Cost Centre)**

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

**SKILLS:** Knowledge of relevant Acts and regulations, road maintenance manual, roads operating machinery, health and safety measures, roads production procedures and processes.

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

**Post no. 52 : Admin Clerk: Auxilliary Services**  
**Ref. no. : S.4/3/8/51**  
**Component : Corporate Services**  
**Salary Notch : R 228 321.00 per annum**  
**Salary Level : 05**  
**Centre : Vhembe District**

**MINIMUM REQUIREMENTS:** An undergraduate NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities.

**SKILLS AND KNOWLEDGE:** Basic knowledge of relevant Public Service.

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

**Post no. 53** : **Data Capturer: EPWP**  
**Ref** : **S4/3/4/15**  
**Component** : **EPWP**  
**Salary Notch** : **R193 359.00 per annum**  
**Salary Level** : **4**  
**Centre** : **Head Office: Polokwane**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 4 as recognized by SAQA.

**SKILLS:** **Problem** solving and analysis. Decision making. Creativity. Communication. Computer skills. Planning and organizing.

**KEY PERFORMANCE AREAS:** Capture data from available records into the required formats e.g databases, table, spreadsheet, verify query missing data and errors observed during data entry, review and validate all data from the records, submit data, make regular backups of data, update registers and statistics, Keep and maintain records files, ensure records and files are properly sorted and secured, provide information to components.

**Post no. 54** : **Foreman Cleaning and Grounds**  
**Ref. No.** : **S.4/3/3/59**  
**Component** : **Property and Facilities**  
**Salary Package** : **R193 359.00 per annum**  
**Salary Level** : **04**  
**Centre** : **Mopani- Sekgosese Cost Centre**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognized by SAQA.

**SKILLS AND KNOWLEDGE:** Machine Operations. Working procedures in respect of working environment. Basic interpersonal relationships. Basic literacy. Organizing.

**KEY PERFORMANCE AREAS:** **Supervise Cleaners:** Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. **Provision and monitor of cleaning services** **Oversee:** and monitor cleaning of: Offices. Corridors. General kitchen. Restrooms. Elevators. Boardrooms. **Provision and monitor of grounds services:** Surroundings. Premises. **Manage and ensure the maintenance and replacement of cleaning materials and equipment:** Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.

**Post no. 55** : **Roadworker: Roads Maintenance**  
**Ref. No.** : **S.4/3/10/31**  
**Component** : **Roads Infrastructure Maintenance**  
**Salary Notch** : **R228 321.00 per annum**  
**Salary Level** : **03**  
**Centre** : **Waterberg District- George Masebe.**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognized by SAQA.

**SKILLS AND KNOWLEDGE:** Relevant Acts and regulations. Operation roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organizing. Flexibility. Co-operative. Team player.

**KEY PERFORMANCE AREAS:** Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting

**Post no. 56** : Driver  
**Ref No** : S.4/3/2/84  
**Component** : Building Maintenance  
**Salary Level** : 03  
**Salary Package** : R163 680.00 per annum  
**Centre** : Mopani- Phalaborwa Cost Centre

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

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

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

**Post no. 57** : Road Worker x 4  
**Ref. No.** : S.4/3/10/168 Drainage, S.4/3/10/132 Giyani, S.4/3/10/169  
Regravelling, S.4/3/10/170 Phalaborwa)  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R163 680.00 per annum  
**Salary Level** : 03  
**Centre** : Mopani District ( Drainage, Giyani cc Roads, Regravelling and Phalaborwa cc Roads) .

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognized by SAQA.

**SKILLS AND KNOWLEDGE:** Relevant Acts and regulations. Operation roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision

making. Creativity. Communication. Planning and organizing. Flexibility. Co-operative. Team player.

**KEY PERFORMANCE AREAS:** Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, Setting of road markings and road studs, Install road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting

**Post no. 58** : **Tradesman Aid: Building Maintenance x3 (Re-advert)**  
**Ref. No.** : **S.4/3/2/65 Modimolle, S.4/3/2/89 Mokopane**  
**Component** : **Building Infrastructure Maintenance**  
**Salary Notch** : **R163 680.00 per annum**  
**Salary Level** : **03**  
**Centre** : **Waterberg District (Modimolle X 1, Mokopane x 2)**

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA.

**SKILLS AND KNOWLEDGE:** Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

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

**Post no. 59** : **Driver Operator**  
**Ref. No.** : **S.4/3/10/171**  
**Component** : **Roads Infrastructure Maintenance**  
**Salary Notch** : **R163 680.00 per annum**  
**Salary Level** : **03**  
**Centre** : **Waterberg District –Thabazimbi**

**MINIMUM REQUIREMENTS:**

A qualification at NQF level 04 as recognized by SAQA. Valid Driver's Code EC with the exception of applicants with disabilities. Operating certificate (Grader Operator).

**Generic Competencies:** Communication, ability to read and write, good eyesight and Teamwork. **Technical Competencies:** Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles and interpret and follow operating manuals, maintenance manuals and service charts.

**KEY PERFORMANCE AREAS: Perform activities in respect of operation through:** Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machinery. Application of safety and precautionary measures. Cleaning and lubrication of machinery /

equipment. Grading of gravel roads re-gravelling/shoulder maintenance. Render driving services. **Render driving services perform activities in respect of operation through inter alia the following:** Transportation of work teams and materials/equipment's. Detect and repair minor civil problems on the vehicles and take steps to have it repaired (check level and conditions of oil, fuel, tyres and water). Inspection of the vehicles/ equipment and report defects. Complete vehicles logbook, trip authorization for the vehicles.

**Post no. 60** : Tradesman Ald X5  
**Ref. No.** : S.4/3/10/167  
**Component** : Building Maintenance  
**Salary Package** : R163 680.00 per annum  
**Salary Level** : 03  
**Centre** : Capricorn District – Polokwane Cost Centre

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA.

**SKILLS AND KNOWLEDGE:** Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

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

**Post no. 61** : Road Worker  
**Ref. No.** : S.4/3/10/153  
**Component** : Roads Maintenance  
**Salary Package** : R163 680.00 per annum  
**Salary Level** : 03  
**Centre** : Capricorn District: Matlala Cost Centre

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA.

**SKILLS AND KNOWLEDGE:** Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player

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

**Post no. 62** : Tradesman Aid: Building Maintenance X2  
**Ref. No.** : S.4/3/2/63 Nebo Building Maintenance, S.4/3/2/62  
 Thabampoopo Building Maintenance  
**Component** : Building Infrastructure Maintenance  
**Salary Notch** : R163 680.00 per annum  
**Salary Level** : 03  
**Centre** : Sekhukhune District (Nebo Building Maintenance,  
 Thabampoopo Building Maintenance).

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA.

**SKILLS AND KNOWLEDGE:** Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

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

**Post no. 63** : Driver Operator: Roads Infrastructure Maintenance (Re-advert)  
 (Regravelling)  
**Ref. No.** : S.4/3/10/60  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R163 680.00 per annum  
**Salary Level** :03  
**Centre** : Sekhukhune District - Roads Maintenance Centre

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA. Driver's license Code EC and operating certificate.

**SKILLS AND KNOWLEDGE:** Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Skills: Communication, Ability to read and write, Teamwork, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

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

**Post no. 64** : Driver Operator: Regraveling X2  
**Ref. No.** : S.4/3/10/69  
**Component** : Roads Maintenance  
**Salary Notch** : R163 680.00 per annum  
**Salary Level** : 03  
**Centre** : Capricorn District ( Regraveling x 1 and Dendron x 1)

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA. Driver's license Code EC and operating certificate.

**SKILLS AND KNOWLEDGE:** Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Skills: Communication, Ability to read and write, Teamwork, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

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

**Post no. 65** : Road Worker: Roads Infrastructure Maintenance X2  
**Ref. No.** : S.4/3/10/172 Mecklenburg Roads Maintenance, S.4/3/10/173  
 Groblersdal Roads Maintenance  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R163 680.00 per annum  
**Salary Level** : 03  
**Centre** : Sekhukhune District (Mecklenburg Roads Maintenance & Groblersdal Roads Maintenance).

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA.

**CORE AND PROCESS COMPETENCIES**

**Knowledge of:** Relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. **Skills:** Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player

**DUTIES: - KEY PERFORMANCE AREAS: Perform routine activities in respect of road maintenance and/or construction through:** Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean

and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area. Crushing of road material. Bush clearing and grass cutting.

**Post no 66 : Groundsman: Property and Facilities x2**  
**Ref. No. : S.4/3/99 Sekhukhune District (facilities Services) & S.4/3/95 1x Mopani- Giyani Cost Centre**  
**Component : Property and Facilities**  
**Salary Notch : R138 486.00 per annum**  
**Salary Level : 02**  
**Centre : Sekhukhune District (facilities Services) & Mopani- Giyani Cost Centre**

**MINIMUM REQUIREMENTS: A qualification at NQF level 02 as recognised by SAQA.**

**CORE AND PROCESS COMPETENCIES:**

**Knowledge of:** Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment. **Skills:** Basic Numeracy, Basic Interpersonal relationship. Basic literacy. Organising.

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

**Post no. 67 : Cleaner: Facility and Property Management x2**  
**Ref : S.4/3/3/100 Mopani**  
**Component : Property and Facilities Management**  
**Salary Notch : R138 486.00 per annum**  
**Salary Level : 02**  
**Centre : Mopani District (Giyani Cost Centre x2)**

**MINIMUM REQUIREMENTS: A qualification at NQF level 02 as recognised by SAQA.**

**KEY PERFORMANCE AREAS: Provide cleaning services: Office corridors, elevators and boardrooms.** Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by , clean basins, wash and keep stock of kitchen utensils, **Provide cleaning services in restrooms,** Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, **Keep and maintain cleaning materials and equipment,** Report broken cleaning machines and equipment's, cleaning of machines( microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials.