



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

Reference No. : S.4/2/3

TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS AND STAFF MEMBERS
ALL QUALIFYING APPLICANTS

HRM VACANCY CIRCULAR 1 OF 2026

ADVERTISEMENT OF VACANT POSTS WITHIN THE ESTABLISHMENT OF THE LIMPOPO DEPARTMENT OF
ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached **Annexure "A"**.
2. Applicants could apply through the following website: <https://erecruitment.limpopo.gov.za> OR Hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700.

2.1 Applications on e-Recruitment system:

Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. The applicant confirms and comes to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submits the application. The confirmation of the application is deemed to be the signature of the Z83.

2.2 Hand delivered or posted applications (hard copies):

Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 1C of the Public Service Regulations, 2016). The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but **must** submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. No faxed or emailed applications will be considered.

The new Z83 form **must** be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following **must** be considered in relation to the completion of the Z83 by applicants:

- (a) **Part A:** All fields must be completed in full.
- (b) **Part B:** All fields must be completed in full except when:
 - i. Passport number: South African applicants need not provide passport numbers.
 - ii. An applicant has responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?"
 - iii. "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated.
- (c) **Part C:** All fields must be completed.
- (d) **Part D:** All fields must be completed.

HEAD OFFICE

20 Hans Van Rensburg Street / 19 Biccard Street, Polokwane, 0700, Private Bag X 9484, Polokwane, 0700
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The heartland of southern Africa - development is about people!

ADVERTISEMENT OF POSTS IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM: HRM VACANCY CIRCULAR 1 OF 2026

- (e) **Part E, F & G:** Noting that there is limited space provided applicants often indicate 'refer to Curriculum Vitae (CV) or see attached', this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under **Part F** must be answered.
- (f) Declaration must be completed and signed (Please use your signature or valid e-signature and no: your name written in block/typed print. A Z83 not signed will be deemed a regret).

The position and the reference number of the post for which you are applying for, as stated in the advert, must be quoted in the spaces provided on the new Z83 form.

Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews.

All shortlisted candidates will be subjected to a practical test, integrity assessment, personal suitability checks in line with Regulation 57(1)(c), the logistics of which will be communicated by the Department. The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts.

Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.

- 3. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within **4 months** of the closing date. However, should there be any dissatisfaction, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within **4 months**, in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
- 4. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.
- 5. The Department shall not carry any related costs (transport, accommodation or meals) for invited candidates attending interviews.
- 6. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on / or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date.
- 7. All general enquiries should be directed to Ms Klaassen WA / Ms Lingenfelder L / Ms Lehaha PE / Ms Thema MW at 015 293 8691 / 8664 / 8692 / 8676.
- 8. The closing date for submission of applications is **Friday, 20 March 2026 @ 16h30**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

Note: The contents of this Circular will also be posted on the following websites www.ledet.gov.za / www.limpopo.gov.za / www.dpsa.gov.za and social media platforms.

THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER. IT IS THE DEPARTMENT'S INTENT TO PROMOTE REPRESENTATIVENESS (RACE, GENDER AND DISABILITY) THROUGH THE FILLING OF POSTS. SUITABLE WOMEN AND PERSONS WITH DISABILITY REMAIN THE TARGET GROUP AND ARE ENCOURAGED TO APPLY IN LINE WITH THE EMPLOYMENT EQUITY ACT NO. 55 OF 1998.


HEAD OF THE DEPARTMENT
DR RATHUMBU IM

DATE

27/02/2026

POST: DEPUTY DIRECTOR: CONTRACTS & PERFORMANCE MANAGEMENT
DIRECTORATE: SUPPLY CHAIN & ASSETS MANAGEMENT

REF NO: C1/26/1

SALARY: R896,436.00 – R1,055,958.00 per annum (An all-inclusive remuneration package) (Salary level 11)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Contract Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. A minimum of five (5) years' experience in Supply Chain Management environment of which three (3) years must be at an Assistant Director level. Knowledge in Contract Management will be an added advantage. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), SCM Policy and Procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa and DORA. People management skills. Time management. Verbal and written communication skills. Conflict management. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation. Computer literacy. Good governance and Batho-Pele Principles. Team leadership.

DUTIES: Manage the functional operation of the Sub-directorate: Supply Chain Contract Management. Manage a contract register for the department. Monitor supplier relations and performance management. Manage contract amendments and variations, including extension of times, renewals and price adjustments. Manage and supervise employees to ensure an effective contract management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: CONTROL ENVIRONMENTAL OFFICER GRADE A (2 X POSTS)
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

REF NO: C1/26/2

SALARY: R612,480.00 – R700,620.00 per annum (An all-inclusive remuneration package) (OSD)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Atherstone Nature Reserve (1 x post)
Masebe Nature Reserve (1 x post)

REQUIREMENTS: An NQF 6 qualification in Nature Conservation / Natural Resources Management / Environmental Management / Natural Sciences as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. Three (3) to five (5) years' experience in Nature Conservation or related fields at a supervisory level. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of the environmental legislation, policies and public service regulations. Strategic planning. Report writing. Firearm handling. People management. Financial and project management. Policy interpretation. Planning and organizing skills. Computer literacy. Management and leadership skills. Analytical thinking. Negotiation skills. Policy formulation. Conflict management and problem solving. Change and diversity management. Work under pressure. Pay attention to details. Communication skills.

DUTIES: Manage infrastructure, biodiversity and ecological services at a nature reserves. Implement strategic plans and law enforcement. Oversee tourism activities and stakeholder relations. Resource management and environmental education. Perform ecological functions and promote sustainable utilization and management of natural resources. Perform and manage administrative and related functions.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

ADVERTISEMENT OF POSTS IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM: HRM VACANCY CIRCULAR 1 OF 2026

POST: ASSISTANT DIRECTOR REF NO: C1/26/3
DIRECTORATE: TOURISM PLANNING & REGULATIONS

SALARY: R582,444.00 – R686,091.00 per annum (Salary level 10)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Tourism / Tourism Management / Public Management / Public Administration / Public Relations / Travel & Tourism / Stakeholder Management as recognized by SAQA. A qualification in research and statistics will be an added advantage. A minimum of two (2) to three (3) years' experience in the Tourism field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge of planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder skills. Ability and experience to successfully manage special projects. Community development facilitation skills. Excellent interpersonal skills. Ability to interpret and apply policies. Law enforcement. Technical procedures. Database formulation and statistics collection.

DUTIES: Identify tourism sector plans for municipalities and ensure alignment with national and provincial plans. Contribute to the development of sectoral strategies and plans. Co-ordinate inputs from industry to support the implementation of programmes that will support growth of the tourism sector. Facilitate the implementation of tourism projects. Co-ordinate government-industry committees and work structures comprising of public and private sector stakeholders. Facilitate inputs into sector policy development, sector strategic planning and business planning. Co-ordinate and monitor the implementation of the Tourism Growth Strategy. Provide support to municipalities for the development of Local Economic Development (LED) programmes. Co-ordinate the collection of economic data, research and statistics to support growth and development of the tourism sector. Establish and manage relations with stakeholders. Establish and monitor the functioning of provincial and local tourism coordinating structures and provide secretariat services. Provide advice and input to policies. Manage resources of the unit. Manage compliance and enforce developed tourism regulations and legislations.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: C1/26/4
DIRECTORATE: ENVIRONMENTAL QUALITY MANAGEMENT

SALARY: R498,816.00 – R690,237.00 per annum (OSD)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

DUTIES: Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

ADVERTISEMENT OF POSTS IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM: HRM VACANCY CIRCULAR 1 OF 2026

POST: ASSISTANT DIRECTOR: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/5
DIRECTORATE: SUPPLY CHAIN & ASSETS MANAGEMENT

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Auditing as recognized by SAQA. A minimum of three (3) years' experience in Asset Management / Stores Management / Financial Management at a lower level (salary level 7/8). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. Sound and in-depth knowledge of the relevant prescripts. Knowledge of financial management systems (BAS, LOGIS). Communication skills (verbal & written). People management skills. Negotiation and problem solving skills. Computer literacy. Be able to work in high pressure environment. Time management skills. Conflict management skills. Report writing skills. Planning and organising skills. Policy analysing and interpretation skills. Good governance and Batho-Phele Principles knowledge. Team leadership skills.

DUTIES: Provide stores management services. Maintain record keeping in issuing and receiving stock. Monitor stock-taking. Manage the movement of assets within the department. Manage the disposal of movable assets and equipment. Manage inventory levels. Manage stores and warehousing. Provide asset management services. Maintain the asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Order inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of Stores. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Manage resources (human, finance, equipment, assets). Promote correct implementation of sound asset management practices.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: C1/26/6
DIRECTORATE: SUPPLY CHAIN & ASSETS MANAGEMENT

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Public Management / Finance / Accounting / Economics / Business Management / Business Administration/ Internal Audit as recognized by SAQA. A minimum of three (3) years' experience in Demand Management / Supply Chain Management on level 7/8. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Supply Chain Management Policy, Treasury Practice and Instruction Notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Financial Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Sound written and oral communication skills. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analysing and interpretation skills. Time management. Good governance and Batho-Pele Principles. Ability to work under pressure and meet deadlines. Team leadership ability.

DUTIES: Coordinate, review, collect and collate information for the annual departmental procurement plan. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plans. Coordinate compilation of Bid/Quotation specifications. Provide administrative duties to Bid Specification Committee. Coordinate the benchmarking of market-related prices, commodity (items) analysis and core business of the enterprise. Facilitate deviation from normal procurement processes and reporting to Auditor General and Treasury. Administration of Central Supplier Database (CSD) and LOGIS. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

ADVERTISEMENT OF POSTS IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM: HRM VACANCY CIRCULAR 1 OF 2026

POST: SENIOR RESORTS OFFICER REF NO: C1/26/7
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R397,116.00 – R467,790.00 per annum (Salary level 8)

CENTRE: Lekgalameetse Nature Reserve

REQUIREMENTS: An NQF 6 qualification in Hospitality / Tourism / Eco-tourism Management / Foods and Beverages / Business Management / Nature Conservation as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. A minimum of two (2) to three (3) years' supervisory experience in the Hospitality / Tourism / Foods and Beverages / Business Management / Nature Conservation field. Valid driver's license with PDP (with exception of persons with disability). Physically fit. No criminal record.

SKILLS AND KNOWLEDGE: Knowledge of managerial functions. Knowledge of Finance and Human Resource Management. Planning and organizing. Computer literacy. Sound written and oral communication skills. Policy analysing and interpretation skills. Team work orientated.

DUTIES: Manage and monitor the effective and efficient provisioning of hospitality and tourism services. Ensure statutory compliance and guest satisfaction. Maximize resort sales and implement marketing plans. Oversee daily resort operations. Ensure the provision of room attendance and housekeeping services. Manage human resource directly and indirectly.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: FINANCIAL ADMINISTRATIVE OFFICER REF NO: C1/26/8
DIRECTORATE: FINANCIAL ACCOUNTING SERVICES

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Finance / Financial Management / Financial Accounting / Accounting / Auditing / Public Management as recognized by SAQA. A minimum of two (2) years' experience in Financial Administration. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Sound knowledge of the Public Financial Management Act (PFMA) and Treasury Regulations. Understanding of Public Service policies and legislative framework. Proficiency in financial training and data analysis. Strong communication and problem-solving skills. Ability to prioritize and manage multiple tasks under pressure. Innovation, creativity, integrity and honesty. Excellent customer care and integrity skills. Ability to network and collaborate across units. Planning and organizing skills.

DUTIES: Processing PERSAL-related payments (allowances and deductions). Creating personnel and sundry entities on BAS. Capturing payments on BAS and LOGIS. Administering payroll certificates. Processing monthly transfer payments to departmental entities. Prepare accruals and payables disclosure notes. Reconciling departmental key accounts. Advising and updating the department on payroll related matters (e.g. salary adjustments). Administering departmental liabilities. Requesting BAS and PERSAL related reports. Maintaining the payment register. Rendering general financial administrative support.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: CONSUMER OFFICER REF NO: C1/26/9
DIRECTORATE: CONSUMER AFFAIRS

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Vhembe District: Thohoyandou

REQUIREMENTS: An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LPCA, CPA Legislations or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of relevant legislation (CPA, LPCA, PFMA and PSA). Consumer care skills. Good communication skills (verbal and written). Negotiation skills. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy. Planning and organising skills.

DUTIES: Render administrative support services in the Consumer Affairs offices. Conduct compliance inspections. Conduct investigation of consumer complaints. Conduct consumer education and prepare reports. Liaise with consumers and stakeholders. Administer LPCA and CPA.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

ADVERTISEMENT OF POSTS IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM: HRM VACANCY CIRCULAR 1 OF 2026

POST: SUPPLY CHAIN OFFICER: ASSET & INVENTORY MANAGEMENT
DIRECTORATE: SUPPLY CHAIN & ASSETS MANAGEMENT

REF NO: C1/26/10

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Mopani District: Giyani

REQUIREMENTS: An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA. A minimum of two (2) years' experience in Asset Management / Stores Management / Financial Management. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), and the Constitution of the Republic of South Africa. Virtual meeting platforms literacy. Computer literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of the Batho-Pele Principles. Ability to accept responsibility and to work independently.

DUTIES: To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Ensure that disposal of assets are in line with organisational policies and procedures. Ensuring all steps are followed and documented. Compile reports on the state of assets, including monthly verification reports and asset tracking reports. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to asset and inventory. Update asset and inventory registers. Stock control of inventory for the district, keep and maintain the asset register of the districts. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ADMINISTRATION CLERK **REF NO: C1/26/11**
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Blouberg Nature Reserve

REQUIREMENTS: An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Public Management / Office Administration fields will be an added advantage. Two (2) years' experience in office administration. Computer literacy (with certificate).

SKILLS AND KNOWLEDGE: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Communication skills. Problem solving and analysis. Client orientation and customer focus.

DUTIES: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive/send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the nature reserve. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the nature reserve. 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 nature reserve. Maintain a leave register for the nature reserve. Keep and maintain personnel records in the nature reserve. Keep and maintain the attendance register of the nature reserve. Arrange travelling and accommodation. Capture and update expenditure in the nature reserve. Check correctness of subsistence and travel claims of officials and submit for approval.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

ADVERTISEMENT OF POSTS IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM: HRM VACANCY CIRCULAR 1 OF 2026

POST: PROVISIONING ADMINISTRATION CLERK: ASSET & INVENTORY MANAGEMENT
DIRECTORATE: SUPPLY CHAIN & ASSETS MANAGEMENT

REF NO: C1/26/12

SALARY R228,321.00 – R268,950.00 per annum (Salary level 5)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA will be an added advantage. Experience in Asset and Inventory Management will be an added advantage. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR) and the Constitution of the Republic of South Africa. Computer literacy. Virtual meeting platforms literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of Batho Pele Principles. Ability to accept responsibility and to work independently.

DUTIES: To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Assist in identifying assets and inventory that are due for disposal and that it is in line with organizational policies and procedure, ensure all steps are followed and documented. Capturing of requisition from end-users. Provide supply chain clerical support services within the component. Update asset and inventory registers. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: FIELD RANGER REF NO: C1/26/13
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R193,359.00 – R227,766.00 per annum (Salary level 4)

CENTRE: Blouberg Nature Reserve

REQUIREMENTS: An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Conservation training certificate / qualification is essential from accredited institution. Physically fit. No criminal record.

SKILLS AND KNOWLEDGE: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and conflict management skills. Client orientation and customer focus. Communication skills.

DUTIES: Assist with the protection of the nature reserve and its natural resources. Conduct patrols and law enforcement operations / programs. Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: FIELD RANGER REF NO: C1/26/14
DIRECTORATE: WILDLIFE RESOURCES MANAGEMENT

SALARY R193,359.00 – R227,766.00 per annum (Salary level 4)

CENTRE: Vhembe District: Thohoyandou

REQUIREMENTS: An NQF 4 qualification (Grade 12 / ABET / AET level 3) as recognized by SAQA. NQF 6 qualification in Nature Conservation as recognized by SAQA will be an added advantage. An EMI certificate will be an added advantage. Game ranging certificate. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record.

