



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA



## DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

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

### DEPARTMENTAL CIRCULAR NO 46 OF 2026: 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 fields. 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. 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.
7. Shortlisted candidates will be subjected to personal suitability checks.
8. 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**

43 Church Street, Polokwane, 0699, Private Bag X9490, POLOKWANE, 0700  
Tel: (015) 284 7000, (015) 284 7030 website: <http://www.dpw.limpopo.gov.za>

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

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<br>Polokwane, 0700<br>Tel 015 287 5613/5610/5611/5612                                                                                     | Private Bag X576<br>GIYANI, 0826<br>Tel 015 811 4000                                                                        | Private Bag X02<br>Chuenespoort<br>0745<br>Tel: 015 636 8300/8330                                                                             | Private Bag X2248<br>Sibasa, 0970<br>Tel: 051 963 3790                                                                                | Waterberg District<br>Private Bag X1028<br>Modimolle, 0510<br>Tel: 014 718 3000/3040/3052/3027                           |
| Or hand delivered to:<br>15 Landros Mare Street,<br>next to Correctional<br>Services<br><br>Enq.: Mothiba MM, Mr<br>Seleka BN, Mr Maleka<br>KJ, Mabolola DP | Or hand delivered<br>to: 570<br>Parliamentary<br>Building, Giyani<br><br>Enq.: Mr Malesa P,<br>Ms Mabunda KS &<br>Ms Bila P | Or hand delivered<br>to: Lebowakgomo<br>Zone A, next to<br>Traffic Department<br><br>Enq. Ms. Makalela<br>RC & Ms Mankge MJ,<br>Mathabatha MJ | Or hand delivered<br>to: Traffic and<br>Raluswielo Street,<br>Sibasa<br><br>Enq.: Mr Mavhungu<br>MF, Ms Muthabi M<br>& Mr Tshipuke TI | Or hand delivered to:<br>Cnr. Thabo Mbeki &<br>Elias Motsoaledi<br>Modimolle<br><br>Enq: Ms Rammala MY<br>Ms Hlaole PE & |

9. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government and qualifying applicants.
10. **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.**
11. All general enquiries should be directed to Ms. Hanyane NP, Mr. Moabelo MJ, and Ms. Motsai S at 015 284 7586 / 7627/7262.
12. The closing date for submission of applications is **14 August 2026 at 16h30**. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>.
13. All Shortlisted candidates must bring certified copies of all qualifications, certificates, Identity Document and valid driver's license.
14. Late applications will not be considered.
15. 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.
16. 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) and Provincial Department social media platforms.
17. 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.

18. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.
19. The department reserves the right **NOT** to fill in the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.



**Mr. Phukuntsi MJ**  
**Head of Department**

15/07/2026

**Date**

## **ADVERTISEMENT OF LEVEL 2- 14 POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE**

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| <b>Post No. 01</b>  | <b>: Chief Construction Project Manager [Grade A-B]</b>                                                                                                                                                                              |
| <b>Ref. No.</b>     | <b>: S.4/3/2/50</b>                                                                                                                                                                                                                  |
| <b>Component</b>    | <b>: Building Infrastructure Maintenance</b>                                                                                                                                                                                         |
| <b>Salary Notch</b> | <b>: Grade A = R1 317 108.00 per, Grade B =R1 593 765 per annum. (to be structured according to individual needs). The Department will determine the salary package based on years of experience post professional registration)</b> |
| <b>Salary Level</b> | <b>: OSD</b>                                                                                                                                                                                                                         |
| <b>Centre</b>       | <b>: Capricorn district</b>                                                                                                                                                                                                          |

**MINIMUM REQUIREMENT:** Grade 12/Matric certificate and a qualification at NQF level 7 as recognized 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 AREA: 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. 02** : Chief Engineer [Grade A-B]  
**Ref** : S.4/3/13/5  
**Component** : Health Infrastructure Delivery  
**Salary Package** : Grade A = R1 317 108.00 per, Grade B =R1 593 765 per (to be structured according to individual needs) (The department will determine the salary package based on years of experience post professional registration)  
**Salary Level** : OSD  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENTS:** Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in B Engineering or BSc in Engineering. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license with the exception of persons with disabilities.

**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.

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

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

effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. **Governance:** Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering 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:** Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering 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.

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| <b>Post No. 03</b>    | <b>: Chief Quantity Surveyor [Grade A -B]</b>                                                                                                                                                                                               |
| <b>Ref</b>            | <b>: S.4/3/13/6</b>                                                                                                                                                                                                                         |
| <b>Component</b>      | <b>: Health Infrastructure delivery</b>                                                                                                                                                                                                     |
| <b>Salary Package</b> | <b>: Grade A =R1 143 468.00 per annum, Grade B =R1 376 199.00 per annum (to be structured according to individual needs). The department will determine the salary package based on years of experience post professional registration)</b> |
| <b>Salary Level</b>   | <b>: OSD</b>                                                                                                                                                                                                                                |
| <b>Centre</b>         | <b>: Head Office - Polokwane</b>                                                                                                                                                                                                            |

**MINIMUM REQUIREMENTS:** Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Quantity Survey. Six years' Quantity Survey post qualification experience required. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Valid driver's license, with the exception of applicants with disabilities.

**SKILLS:** 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.

**TECHNICAL COMPETENCIES:** Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgement.

**KEY PERFORMANCE AREAS:** **Quantity Survey analysis effectiveness:** Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration

across disciplines to ensure seamless integration with current technology. **Maintain quantity survey operational effectiveness.** Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. **Financial Management:** Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey 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 cash flow management. **Governance:** Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives 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:** Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey 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.

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| <b>Post No. 04</b>    | <b>: Project Manager: -Mechanical</b>                                           |
| <b>Ref. No.</b>       | <b>: S.4/3/10/113</b>                                                           |
| <b>Component</b>      | <b>: Mechanical Services</b>                                                    |
| <b>Salary Package</b> | <b>: R932 292.00 per annum (to be structured according to Individual needs)</b> |
| <b>Salary Level</b>   | <b>: 11</b>                                                                     |
| <b>Centre</b>         | <b>: Sekhukhune District</b>                                                    |

**MINIMUM REQUIREMENTS:** Grade 12 / Matric and a qualification at NQF level 6 as recognised by SAQA in Mechanical Engineer. An appropriate Trade test certificate. 03-05 years relevant experience in road maintenance/ construction environment at junior management level. Valid driver's license, with the exception of applicants with disabilities

**KNOWLEDGE AND SKILLS:** Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Mechanical manual, PFMA and Treasury Regulations, Strategic capability and leadership.

**KEY PERFORMANCE AREAS:** Facilitate the acquisition, provision and disposal of roads maintenance earthmoving machinery, plant and equipment: Identify and analyze the needs, Compilation of

specification to SCM, Pre-delivery inspection of machinery, identify unserviceable, oblate and redundant machinery, Evaluate the condition of the machinery and draw technical reports, Invite Board of survey, Transportation of the machinery and plant to scrapyard. **Manage the maintenance of heavy earth moving machinery, trucks, light delivery vehicle and roads related plant and equipment:** Develop service schedules. Ensure that service schedules are to and conducted to the manufacturer specifications. Monitor major breakdown repairs performed by original engineering manufacturers and departmental technicians. Develop repair trend statistics. apply corrective measures and re-engineering demand. Liaise with service providers on repairs of machinery, Ensure proper utilization of machinery. Control the road maintenance assets in the district. Compile and monitor the expenditure, Manage adherence to the relevant prescripts and eliminate waste of resources. **Manage cost benefits analysis for earth moving machinery and equipment:** Ensure that data is collected and capturer. Monitor downtime data until the completion of repairs. Ensure that cost implications for machinery maintenance are acceptable. Ensure maintenance provide maximum viable level of availability versus hours worked and production. Identify unserviceable, obsolete and redundant machinery from cost benefit analysis end results, Ensure adherence to workshop administration processes e.g. job cards history file. **Manage registration and renewal of licenses for machinery, trucks and equipment:** Receive registration document of newly acquired machinery and equipment. develop roadworthy and license renewal program and monitor adherence. Facilitate the arrangement of weighbridge, police clearance and roadworthy test for new and registered machinery and equipment. Facilitate the re-introduction of asset that was deregistered by request and default. Ensure deregistration of the plant and machinery. **Conduct physical inspection:** Monitor major repairs before and after completion, conductor. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation:** 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 leave matters.

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| <b>Post no. 05</b> | <b>: Civil/ Structural Engineer [Grade A-C]</b>                                                                                                                                                                                                                              |
| <b>Ref</b>         | <b>: S.4/3/15/10</b>                                                                                                                                                                                                                                                         |
| <b>Component</b>   | <b>: Other Provincial Departments</b>                                                                                                                                                                                                                                        |
| <b>Salary</b>      | <b>: Grade A=R914 517.00 per annum, Grade B =R1 030 296.00 per annum, Grade C = R1 172 184.00 per annum (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)</b> |
| <b>Centre</b>      | <b>: Head Office: Polokwane</b>                                                                                                                                                                                                                                              |

**MINIMUM REQUIREMENTS:** Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 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. Technical report writing. Creating high performance culture. Professional judgment. Networking.

**GENERIC COMPETENCIES:** Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management ,problem solving and analysis and people management.

**KEY PERFORMANCE AREAS:** **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 incorporate 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. Liaise with relevant bodies/councils on civil engineering-related matters.

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| <b>Post no. 06</b> | <b>: Mechanical Engineer [Grade A-C]</b>                                                                                                                                                                                                                                     |
| <b>Ref</b>         | <b>: S.4/3/13/3</b>                                                                                                                                                                                                                                                          |
| <b>COMPONENT</b>   | <b>: Health Infrastructure Delivery</b>                                                                                                                                                                                                                                      |
| <b>SALARY</b>      | <b>: Grade A=R914 517.00 per annum, Grade B =R1 030 296.00 per annum, Grade C = R1 172 184.00 per annum (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)</b> |
| <b>CENTRE</b>      | <b>: Head Office: Polokwane</b>                                                                                                                                                                                                                                              |

**MINIMUM REQUIREMENTS:** Grade 12 / Matric certificate and 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

**KEY PERFORMANCE AREAS:** 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.

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| <b>Post no. 07</b> | <b>: Electrical Engineer [Grade A-C]</b>                                                                                                                                                                                                                                     |
| <b>Ref</b>         | <b>: S.4/3/13/4</b>                                                                                                                                                                                                                                                          |
| <b>Component</b>   | <b>: Health Infrastructure Delivery</b>                                                                                                                                                                                                                                      |
| <b>Salary</b>      | <b>: Grade A=R914 517.00 per annum, Grade B =R1 030 296.00 per annum, Grade C = R1 172 184.00 per annum (to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)</b> |
| <b>Centre</b>      | <b>: Head Office: Polokwane</b>                                                                                                                                                                                                                                              |

**MINIMUM REQUIREMENTS:** Grade 12 / Matric certificate and 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.

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| <b>Post No. 08</b>  | <b>: Deputy Project Manager</b>              |
| <b>Ref. no.</b>     | <b>: S.4/3/10/80</b>                         |
| <b>Component</b>    | <b>: Regravelling and Drainage Structure</b> |
| <b>Salary Notch</b> | <b>: R 487 197.00 per annum</b>              |
| <b>Salary Level</b> | <b>: 09</b>                                  |
| <b>Centre</b>       | <b>: Waterberg district</b>                  |

**REQUIREMENTS:** Grade 12 / Matric certificate and 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.

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

**KEY PERFORMANCE AREA: Manage the roads regravelling of roads.** Identify the areas 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 Mechanical 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. 09** : Deputy Project Manager: Inspectorate  
**Ref. No.** : S.4/3/10/196  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R 487 197.00 per annum  
**Salary level** : 09  
**Centre** : Sekhukhune District

**MINIMUM REQUIREMENTS:** Grade 12 / Matric certificate and a qualification at NQF level 6 as recognised by SAQA in Civil Engineering/ Survey Engineering. 03 years relevant experience in Roads inspection environment at lower managerial level. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of Labour-Intensive Roads Constructions. 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. 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 visual assessment of roads and drainage structures:** Develop the inspection plan. Monitor alignment of the inspection plan to the operational plan. Analyse gaps and advise on the action to be taken. Allocate resources. Consolidate the assessment reports and make recommendations. **Provide maintenance expertise:** Monitor compliance with roads maintenance standards/ specifications. Manage and implement site inspection plan. Identify problems on production site and propose possible solutions. Provide on-job training to maintenance teams. **Monitor and implement the Service Delivery Improvement Programme:** Provide guidance and technical advice for Expanded Public Works Programme. Communicate, respond and attend to community requests, complaints and legal claims. Monitor completion and quality of roads projects. Provide advice to implement Service Delivery Improvement Programme. Coordinate progress reports on roads and bridges maintenance. **Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation:** 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 leave matters.

**Post No. 10** : Assistant Director: Risk Management  
**Ref. No.** : S.4/3/6/13  
**Component** : Enterprise-Wide Risk Enterprise  
**Salary Package** : R 487 197.00 per annum  
**Salary Level** : 9  
**Centre** : Head Office - Polokwane

**MINIMUM REQUIREMENT:** Grade 12/Matric, a qualification at NQF level 6 as recognized by SAQA in Auditing, Finance and Risk Management. 3 years at Supervisory level / Risk Officer/ Risk Practitioner of which 5 years' experience must be Risk Management. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Enterprise Risk Management frameworks. Risk assessment methodologies. Business Continuity Management. Combined Assurance processes. Public financial management environment. Government reporting frameworks. · Risk identification and analysis. Risk monitoring and evaluation. Report writing. Stakeholder engagement. Presentation skills. Governance and compliance monitoring. Policy implementation. Problem-solving abilities. Communication skills. Computer literacy. Microsoft Office proficiency. Strategic thinking. Planning and organisational skills.

**KEY PERFORMANCE AREAS:** **Supervise and conduct risk assessment in the Department:** Implement risk management activities in accordance with the approved Risk Management Framework. Support the development and implementation of risk management policies and strategies. Conduct departmental risk assessments and identify emerging risks. Maintain risk registers and monitor risk response plans and evaluate mitigation measures. Participate in the implementation of the Department's Combined Assurance Plan. **Provide risk management awareness campaigns:** Develop an approved annual Risk Management Awareness Campaign Plan/schedule. Conduct awareness sessions and consultations with management and risk champions. Facilitate induction awareness sessions for newly appointed employees on risk management responsibilities. Develop and circulate awareness materials such as posters, brochures, presentations and emails. **Provide Business Continuity Services:** Assist with Business Continuity Management Programme implementation. Conduct a Business Impact Analysis (BIA) for critical business processes within the department. Conduct simulation exercises and desktop testing of Business Continuity Plans. Coordinate awareness campaigns on emergency preparedness and service continuity. Engage ICT and facilities management on system recovery and infrastructure readiness. Assess departmental readiness for potential disruptions and emergencies. Facilitate lessons-learned sessions from incidents, tests and simulations conducted. Render secretariat duties to the Business Continuity Management Committee. **Establish and maintain good relation with relevant Risk Planning and Management stakeholders:** Attend departmental management meetings, governance committees and stakeholder forums to provide risk management inputs. Liaise with other units about identified high risk areas. Develop recommendations for improvement of risk management practices. Maintain continuous communication with programme managers, risk champions, and senior management regarding risk management matters. Prepare presentations, briefing notes, and reports for management and stakeholder engagements on risk management matters. Promote a culture of risk awareness and accountability across the department through continuous stakeholder interaction. **Provide resources (human, financial & physical):** Supervise and support subordinates on daily administrative and operational activities. Allocate duties and monitor workload distribution within the section to ensure effective utilisation of staff. Promote teamwork, discipline and effective communication within the unit. Identify staff capacity gaps and recommend relevant training and development interventions. Monitor staff attendance, leave management, and timely submission of timesheets. Facilitate performance management processes, including performance agreements and quarterly reviews. Monitor the utilisation of allocated funds to ensure value of money. Ensure compliance with occupational health and safety requirements within the office environment.

**Post no. 11** : Chief Artisan Grade A  
**Ref. No.** : S.4/3/10/197  
**Component** : Drainage Structures  
**Salary Notch** : R499 470.00 per annum  
**Salary Level** : OSD  
**Centre** : Mopani District

**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.

**GENERIC COMPETENCIES:** Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

**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. 12** : Road Work Superintendent  
**Ref. No.** : S.4/3/10/35  
**Component** : Alldays Roads Maintenance  
**Salary Notch** : R413 001.00 per annum  
**Salary Level** : 08  
**Centre** : Capricorn district: All days Roads Maintenance

**MINIMUM REQUIREMENT:** Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. 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.

**KEY PERFORMANCE AREAS:** Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.

|              |                                               |
|--------------|-----------------------------------------------|
| Post no. 13  | : Artisan Foreman Grade A                     |
| Ref          | : S.4/3/10/198                                |
| Component    | : Sibasa Mechanical Workshop                  |
| Salary Level | : OSD                                         |
| Salary Notch | : R397 329.00 per annum                       |
| Centre       | : Vhembe district: Sibasa Mechanical Workshop |

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

**TECHNICAL COMPETENCIES:** Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills.

**GENERIC COMPETENCIES:** Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.

**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. 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. **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. 14** : **Artisan Foreman Grade A**  
**Ref. No.** : **S.4/3/2/113**  
**Component** : **Building Maintenance**  
**Salary Level** : **OSD**  
**Salary Notch** : **R397 329.00 per annum**  
**Centre** : **Vhembe district: Thohoyandou Building Maintenance (Plumbing)**

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

**TECHNICAL COMPETENCIES:** Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills

**GENERIC COMPETENCIES:** Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.

**KEY PERFORMANCE AREAS:** **Design:** Supervise and produce designs according to client specifications and within limits of production capability. **Production:** Produce objects with material and equipment's according to job specifications 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 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. 15** : Artisan Foreman Grade A  
**Ref No.** : S.4/3/10/200  
**Component** : Drainage Structures  
**Salary Level** : OSD Grade A  
**Salary Notch** : R397 329.00 per annum  
**Centre** : Mopani District

**MINIMUM REQUIREMENTS:** - Appropriate Trade Test Certificate. Five years of 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. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing

**TECHNICAL COMPETENCIES:** Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. 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. Conflict management.

**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. 16** : Maintenance Operation Specialist  
**Ref. No.** : S.4/3/10/33  
**Component** : Routine Maintenance  
**Salary Notch** : R338 106.00 per annum  
**Salary Level** : 07  
**Centre** : Mopani district

**MINIMUM REQUIREMENTS:** Grade 12/ Matric and appropriate Trade Diploma. Three (03) years' experience in road work maintenance. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE AND 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 of Artisan related activities. Knowledge of machinery and occupational safety acts.

**KEY PERFORMANCE AREAS:** **Maintain an action plan for the maintenance of roads.** Give guidance and direction on work performance. Identify gaps and provide solutions. Conduct routine checks on maintenance works. Provide periodic reports on maintenance works. **Formulate roads maintenance proposals by reviewing and analysing policy inputs:** Interpret and implement roads maintenance policies. Make recommendations on the work to be done. Provide inputs on review of policies. **Support and monitor implementation of the action plan:** Provide guidance on work performance. Measure the work to be done. Provide reports. **Enhance capacity by providing information, guidance, assistance and training:** Provide guidance on work performance. Identify training needs. Conduct skills audit of subordinates. Facilitate training. Conduct on the job training.

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| <b>Post No. 17</b>  | <b>: Administrative Officer: Integrity Management</b> |
| <b>Ref. No.</b>     | <b>: S.4/3/6/15</b>                                   |
| <b>Component</b>    | <b>: Integrity Management</b>                         |
| <b>Salary Notch</b> | <b>: R338 106.00 per annum</b>                        |
| <b>Salary Level</b> | <b>: 7</b>                                            |
| <b>Centre</b>       | <b>: Head Office - Polokwane</b>                      |

**MINIMUM REQUIREMENT:** Grade 12/Matric, a qualification at NQF level 6 as recognized by SAQA National Diploma in Risk management, Law, Internal Audit, Forensic investigation, Juris Criminalis, Fraud and Ethics Management. 2 to 3 years' experience in fraud risk assessments, fraud risk monitoring, ethics management, fraud and corruption investigation. Valid driver's license, with the exception of applicants with disabilities.

**SKILLS AND KNOWLEDGE:** Enterprise Risk Management frameworks. Risk assessment methodologies. Constitution of the Republic of South Africa. Public Finance Management Act. Public Sector Integrity Management framework. Protected disclosure Act. Prevention and Combating of Corrupt Activities Act. National Anti-Corruption Strategy. Prevention of Organise Crime Act. Government reporting frameworks. Investigation skills. Risk identification and analysis. Risk monitoring and evaluation. Report writing. Presentation skills. Policy implementation. Problem-solving abilities. Communication skills. Computer literacy. Microsoft Office proficiency. Planning and organisational skills.

**KEY PERFORMANCE AREAS:** **Conduct investigation of fraud and corruption in the department:** Develop investigation plan for the purpose of conducting investigation independently. Analyze the complaint or allegations of fraud/ corruption and identify the legislation which has been contravened. Conduct interviews with the complainant/ or end user to get the background information. Gather and analyze relevant evidential documentation and evidence. Gather relevant information for background and statutory checks. Conduct interviews with potential

witnesses, relevant people and implicated officials/ people. Obtain explanations for transactions/instructions/actions. Compile detailed investigation report with findings and recommendation supported facts or evidential material. Make follow up with regards to the implementation of recommendations made in the investigation reports. Liaise with other law enforcements agencies and government departments. Ensure proper communication and report progress made with regard to investigations. **Conduct and facilitate the Anti-Fraud and Corruption awareness and training:** implement anti-fraud and corruption awareness program. Ensure capacity building and training of employees on anti-fraud and corruption throughout the department. Conduct research, audits and analysis of the awareness. Liaise with Law enforcement agencies, and other institutions to ensure fair, unbiased and uniform interpretation of policies and guidelines. **Establish and maintain good working relationship with relevant Anti-Fraud and Corruption stakeholders:** Establish the departmental Anti-Fraud and Corruption governance structure. Attend meetings with various structures (both National and Provincial). Develop relationships across diverse groups of stakeholders. Attend workshops, seminars, conferences, etc to keep up-to-date with new trends in the vetting fields. Liaise with Law enforcements Agencies, such as NPA, SIU, SAPS, and other governments departments. **Conduct and facilitate Ethics Management matters:** Conduct training and education in relation to professional ethics. Provide support to the ethics officer. Perform administration function regarding the applications for other Remunerative Work. Conduct investigation on cases of non-compliance to the Code of Conduct or Code Ethics. Conduct assessment on the applications for remunerative work outside the public service. Analyze the information contained in the applications for Other Remunerative Works and advice the Ethics Officer before approval by the Executing Authority.

**Post No. 18 : Administrative Officer: Logistics and Inventory Management**  
**Ref. No. : S.4/3/9/200**  
**Component : Logistics and Inventory Management**  
**Salary Notch : R338 106.00 per annum**  
**Salary Level : 7**  
**Centre : Head Office - Polokwane**

**MINIMUM REQUIREMENT:** Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA in Logistics Management or Supply Chain Management or Financial Management or Financial Accounting. Two (2) years related Logistics and Supply Chain Management experience. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEGDE AND SKILLS:** Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA. 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. Treasury Regulations, SCM procedures, Procurement procedures, PFMA.

**KEY PERFORMANCE AREAS: Process requisitions for goods and services:** Receive a requisition. Process requisition. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. **Coordinate the safekeeping and distribution of goods:** Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. **Monitoring and support of inventory stocktaking/stock count.** Ensure appointment of stocktaking teams. Consolidation of

stocktaking plans. Conduct visits during stocktaking/stock count. Consolidation of stocktaking/stock count reports. Submission of consolidated stocktaking/stock count report. **Monitoring and support of inventory management function at the district:** Check physical stock against the bin cards and system records. Monitor adherence to SOPs. Compilation of monitoring reports. Follow-up on corrective actions for any discrepancies or issues identified. **Collection, verification and submission of information for inventory disclosure notes.** Verify inventory records and expenditure reports. Check discrepancies. Consolidate monthly, quarterly and annual financial statement notes. **Monitoring and coordinating disposal of inventory stock.** Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal committee for approval.

**Post No. 19 : Artisan Production Grade A**  
**Ref. No. : S.4/3/2/98**  
**Component : Building Maintenance**  
**Salary Notch : R253 341.00 per annum**  
**Salary Level : OSD**  
**Centre : Vhembe district - Thohoyandou building maintenance (Bricklaying)**

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

**TECHNICAL COMPETENCIES:** Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills.

**GENERIC COMPETENCIES:** Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

**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 recognizes 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 specification, 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. 20 : Artisan Production Grade A**  
**Ref. No. : S.4/3/10/103**  
**Component : Drainage structures**  
**Salary Notch : R253 341.00 per annum**  
**Salary Level : OSD**  
**Centre : Capricorn district**

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate in Steel & shuttering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills.

**GENERIC COMPETENCIES:** Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

**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.

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|---------------------|-------------------------------------|
| <b>Post No. 21</b>  | <b>: Artisan Production Grade A</b> |
| <b>Ref. No.</b>     | <b>: S.4/3/10/86</b>                |
| <b>Component</b>    | <b>: Drainage structures</b>        |
| <b>Salary Notch</b> | <b>: R253 341.00 per annum</b>      |
| <b>Salary Level</b> | <b>: OSD</b>                        |
| <b>Centre</b>       | <b>: Sekhukhune district</b>        |

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate in Bricklaying/Plumbing/Masonry/Carpentry. Experience in Steel fixing and Shuttering will be an added advantage. Valid driver's license, with the exception of applicants with disabilities.

**TECHNICAL COMPETENCIES:** Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills.

**GENERIC COMPETENCIES:** Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

**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.

|                     |   |                                                                                                                                                                                                    |
|---------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post No. 22</b>  | : | <b>Artisan Production Grade A x3</b>                                                                                                                                                               |
| <b>Ref. No.</b>     | : |                                                                                                                                                                                                    |
| <b>Component</b>    | : | <b>Mechanical Workshop</b>                                                                                                                                                                         |
| <b>Salary Notch</b> | : | <b>R253 341.00 per annum</b>                                                                                                                                                                       |
| <b>Salary Level</b> | : | <b>OSD Grade A</b>                                                                                                                                                                                 |
| <b>Centre</b>       | : | <b>Waterberg District x1</b><br>Mokopane Mechanical Workshop-S.4/3/10/201<br><b>Vhembe District x2</b><br>Sibasa Mechanical Workshop -S.4/3/10/182<br>Malamulele Mechanical Workshop -S.4/3/10/202 |

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities.

**KNOWLEDGE:** 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 mechanical 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 cords 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 records and other registers. Maintain and adhere to agreed development plan.

**Post No. 23** : Administration Clerk X2  
**Ref. No.** : Waterberg -S.4/3/10/203, Vhembe -S.4/3/10/204  
**Component** : Roads Infrastructure Maintenance  
**Salary Notch** : R237 453.00 per annum  
**Salary Level** : 05  
**Centre** : **Waterberg District:** Lephalale Roads Maintenance  
**Vhembe District:** Thohoyandou Roads Maintenance

**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:** 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.

**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. 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. 24** : Administration Clerk RCC  
**Ref. No.** : S.4/3/2/57  
**Component** : Building Infrastructure Maintenance  
**Salary Notch** : R237 453.00 per annum  
**Salary Level** : 05  
**Centre** : Mopani district office

**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 skills. 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. 25 : Administration Clerk**  
**Ref. No. : S.4/3/2/128**  
**Component : Building Infrastructure Maintenance**  
**Salary Notch : R237 453.00 per annum**  
**Salary Level : 05**  
**Centre : Vhembe district: Makhado 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 skills. 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. 26 : Road Works Foreman x6**

**Component : Routine Maintenance**

**Salary Notch : R237 453.00 per annum**

**Salary Level : 05**

**Centre :**

**Sekhukhune district x1**

Regravelling x1-S.4/3/10/205

**Vhembe district x2**

Makhado Roads Maintenance x1-S.4/3/10/206

Musina Roads Maintenance x1 – S.4/3/10/207

**Capricorn district x2**

Lebowakgomo Cost Centre - S.4/3/10/208 x1 & Regravelling x1 - S.4/3/10/228

**Waterberg district x1:** Bela Bela Road Maintenance x1 – S/4/3/10/209

**MINIMUM REQUIREMENTS:** A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and Processes. Problem solving and analysis · Decision making · Team leadership · Creativity · Financial management · Customer focus and responsiveness · Communication · People management · Planning and organising · Conflict management.

**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.

|                     |   |                                                |
|---------------------|---|------------------------------------------------|
| <b>Post No. 27</b>  | : | <b>Tradesman Aid X3</b>                        |
| <b>Component</b>    | : | <b>Roads Maintenance</b>                       |
| <b>Salary Notch</b> | : | <b>R170 226.00 per annum</b>                   |
| <b>Salary Level</b> | : | <b>03</b>                                      |
| <b>Centre</b>       | : | <b>Sekhukhune district X2</b>                  |
|                     |   | Lebowakgomo Mechanical workshop -S.4/3/10/210  |
|                     |   | Groblersdal Mechanical workshop – S.4/3/10/211 |
|                     |   | <b>Capricorn district X1</b>                   |
|                     |   | Senwabarwana Mechanical workshop -S.4/3/10/212 |

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

**SKILLS AND KNOWLEDGE:** Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of work environment.

**KEY PERFORMANCE AREAS:** Perform services and repairs to roads related plant and equipment. Assist in carrying out services as per service category and complete standards. Assist in performing per-inspection for additional defects before repairs. Safekeeping of machinery and tools.

|                     |   |                                                 |
|---------------------|---|-------------------------------------------------|
| <b>Post No. 28</b>  | : | <b>Tradesman Aid x4</b>                         |
| <b>Component</b>    | : | <b>Building Infrastructure Maintenance</b>      |
| <b>Salary Notch</b> | : | <b>R170 226.00 per annum</b>                    |
| <b>Salary Level</b> | : | <b>03</b>                                       |
| <b>Centre</b>       | : | <b>Waterberg district x3</b>                    |
|                     |   | Modimolle Building Maintenance x1 – S.4/3/2/66  |
|                     |   | Bela Bela Building Maintenance x1 – S.4/3/2/124 |
|                     |   | Carpentry Services x1 -S.4/3/2/129              |
|                     |   | <b>Mopani district x1</b>                       |
|                     |   | Naphuno Building Maintenance – S.4/3/2/126      |

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

**KNOWLEDGE AND SKILLS:** Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.

**KEY PERFORMANCE AREAS: Provide assistant in maintenance of facilities and equipment:** Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. **Repair, clean service and safe keeping of equipments and tools according to standard:** Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.

**Post No: 29** : **Road Worker X 12**  
**Component** : **Routine Maintenance**  
**Salary Notch** : **R170 226.00 per annum**  
**Salary level** : **03**  
**Centre** : **Capricorn District x3**  
 Lebowakgomo Roads Maintenance x1 -S.4/3/10/213  
 Regravelling x2 – S.4/3/10/214  
**Sekhukhune district x3**  
 Hoeraroep Roads Maintenance x1 – S.4/3/10/216  
 Regravelling x1-S.4/3/10/217  
 Drainage Structures x1 -S.4/3/10/218  
**Waterberg district x5**  
 Mookgophong Roads Maintenance x1-S.4/3/10/219  
 Bela Bela Roads Maintenance x1 -S.4/3/10/130  
 George Masebe Roads Maintenance x1 -S.4/3/10/220  
 Roedtan Road Maintenance x 2 – S.4/3/10/221  
**Mopani district x1**  
 Regravelling x1 -S.4/3/10/169

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

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

**KEY PERFORMANCE AREAS:** Perform routine activities in respect of road maintenance and construction through: Construction of culvet 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. 30** : **Driver Operator X10**  
**Component** : **Routine Maintenance**  
**Salary Notch** : **R170 226.00 per annum**  
**Salary Level** : **03**  
**Centre** :  
**Capricorn District X3**  
 Mothapo Roads Maintenance x1-S.4/3/10/223  
 Lebowakgomo Roads Maintenance x1- S.4/3/10/224  
 Regravelling x1- S.4/3/10/175  
**Sekhukhune District x1**  
 Groblersdal Roads Maintenance – S.4/3/10/155  
**Waterberg district x2**  
 Lephalale x2 – S.4/3/10/222

**Mopani district x1**

Letaba Roads Maintenance – S.4/3/10/123

**Vhembe x3**

Mutale Roads Maintenance x1 – S.4/3/10/225

Malamulele Roads Maintenance x1 – S.4/3/10/226

Musina Roads Maintenance x1 – S.4/3/10/227

**MINIMUM REQUIREMENTS:** A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Minimum 2 years driving and operating specialized equipment experience.

**KNOWLEDGE AND SKILLS:** Knowledge of relevant Acts and regulations· Operating roads machinery· Health and safety measures· Working procedures in respect of roads environment. Decision making · Creativity · Communication · Planning and organizing.

**KEY PERFORMANCE AREAS:** Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. 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 and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. 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 vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.

|                     |                                                        |
|---------------------|--------------------------------------------------------|
| <b>Post No. 31</b>  | <b>: Driver</b>                                        |
| <b>Ref. No.</b>     | <b>: S.4/3/2/130</b>                                   |
| <b>Component</b>    | <b>: Building Maintenance</b>                          |
| <b>Salary Notch</b> | <b>: R170 226.00 per annum</b>                         |
| <b>Salary Level</b> | <b>: 03</b>                                            |
| <b>Centre</b>       | <b>: Vhembe district: Makhado Building Maintenance</b> |

**MINIMUM REQUIREMENTS:** Grade 10 qualifications / A qualification at NQF Level 03 as recognized by SAQA. A valid driver's license with Professional Driving Permit (PDP). Seven (7) to twelve (12) months driving experience.

**KNOWLEDGE AND SKILLS:** Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle· Procedure to ensure that the vehicle is maintained properly. Confidentiality · Flexible · Good communication · High standard of workmanship.

**KEY PERFORMANCE AREAS: Core driver functions:** 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 books with regard to the vehicle and the goods handled.

|                     |                                                            |
|---------------------|------------------------------------------------------------|
| <b>Post No. 32</b>  | <b>: Cleaner x3</b>                                        |
| <b>Ref No</b>       | <b>: Facilities – S.4/3/3/100, Bela bela – S.4/3/3/128</b> |
| <b>Component</b>    | <b>: Property and Facilities Management</b>                |
| <b>Salary Notch</b> | <b>: R144 024.00 per annum</b>                             |
| <b>Salary Level</b> | <b>: 02</b>                                                |
| <b>Centre</b>       | <b>: Mopani district x2</b>                                |
|                     | <b>Facilities Services x2</b>                              |
|                     | <b>Waterberg district x1</b>                               |
|                     | <b>Bela-Bela Cost Centre</b>                               |

**MINIMUM REQUIREMENTS:** Grade 08 / ABET / AET qualifications / A qualification at NQF level 02 as recognised by SAQA.

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

**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.