



LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

OFFICE OF  
THE PREMIER

Ref. No. : S4/1/1

Enq. : Mr Kika Bham C.

**DIRECTOR GENERAL'S CIRCULAR No. 05 OF 2026.**

**ADVERTISEMENT OF FUNDED VACANT POSTS ON THE ESTABLISHMENT OF THE OFFICE OF THE PREMIER.**

1. Applicants are hereby invited to apply for the funded vacant posts as advertised per the attached "Annexure A" of Director General's Circular No. 05 of 2026, including some previously advertised in Director General's Circular No. 03 of 2025. Applicants who have previously applied are requested to re-apply if still interested.
2. Applications are encouraged to be submitted through the Provincial Government e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za).

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

3. The new Z83 application form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 application form by applicants:
  - All the fields in Part A, C, and D should be completed. In Part B, all fields should be completed in full except the following:
    - South African applicants need not provide passport numbers.
    - If an applicant responded "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?*" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "*In the event that you are employed in the Public Service, will you immediately relinquish such business interest?*". *If yes (provide detail)*".

- Applicants may leave the following question blank if they are not in possession of such: *"If your profession or occupation requires official registration, provide date and particulars of registration"*.
  - All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
  - Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment, and applicants are accountable for the information that is provided therein.  
**NB:** The questions related to conditions that prevent re-appointment under Part F must be answered with "Yes" or "No" as provided on the Z83 application form; however, applicants currently employed by the public service do not need to complete the section.
4. Applicants must quote the specific reference number indicated on the post applying for in the Column "Reference Number" on Z83 application form.
  5. Certified copies of educational qualifications (or any other required certificates and/or results on the post), academic records, Identity Document and a valid driver's license (where required) will only be submitted by shortlisted candidates to HRM on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process.  
  
**NB: The requirements of the post should be indicated in the CV.**
  6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

Physical Applications should be addressed to:  
Director: Human Resource Management Services  
Office of the Premier  
Private Bag X9483  
**POLOKWANE**  
0700

7. Applications may also be hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, **POLOKWANE**, Mowaneng Building, and Office No. A013, General Records: Registry, Ground Floor.

**Enquiries** should be directed to Messrs: **Khorommbi P / Kika Bham C.** and Mesdames **Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL** at telephone numbers 015 - 287 6558 / 6063 / 6441 / 6665 / 6027 / 6293, respectively.

8. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended:

- All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job.
- Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate.
- The Office shall communicate the logistics for the psychometric assessment to the candidate.

NB: Only recommended candidates for Senior Management Services (SMS) posts shall undergo psychometric assessment (Giotto, 15FQ+, and CPP assessment).

9. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows:

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required from the recommended candidate before the assumption of duty.

10. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, number 1.32.1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment.
11. The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will **not** be liable for any expenses incurred.
12. Following the interview process, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
13. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures.
14. The successful candidate falling within the designated categories for disclosure of financial interests will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty.
15. The closing date for the applications is **17 July 2026 at 16h00**. Late applications for the advertised posts will not be considered. Applications which are forwarded/ submitted to the wrong address will also not be considered.
16. **The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan and targets of the Office. NB:** The Office reserves the right **NOT** to make any appointment to the posts advertised. The employment decision shall, among other determinations, be informed by the Employment Equity Plan and status of the Office.

17. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving. If you have not heard from the Office within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

18. NB: The advert will also be accessible on the following websites: <https://erecruitment.limpopo.gov.za>, [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and Limpopo Office of the Premier social media platform.



**Mr. N.S. NCHABELENG**  
**DIRECTOR GENERAL**

DATE 03 JUL 2026

## ANNEXURE A

### 1. CHIEF DIRECTORATE: PERFORMANCE MONITORING AND EVALUATION PROGRAMMES, SYSTEMS AND DATA MANAGEMENT

Post	:	Chief Director: Performance Monitoring and Evaluation Programmes, Systems and Data Management (1x post)
Reference No.	:	OTP: 05 / 26 / 01
Salary level	:	14
Salary Package	:	R1, 554, 696.00 per annum (all-inclusive remunerative package)
Salary Scale	:	R1, 554, 696.00 – R1, 858, 821.00
Centre	:	Polokwane

#### REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate under undergraduate qualification (NQF 7) in Public Management / Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience at a Senior Managerial level in Performance Monitoring and Evaluation environment.
- SMS Pre-Entry (Nyukela) Certificate prior to appointment.
- A valid driver's license except for people with disabilities.

#### CORE COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management Management, Change Management, Sound and in-depth knowledge of relevant prescripts and application of research methodology as well as the understanding of the legislative framework governing the Public Service, Computer literacy.

#### SKILLS AND KNOWLEDGE:

Negotiation skills, People Management, Financial Management, Problem solving, Planning & Organising, Time Management, Strategic Planning, Policy analysis and development, Good Communication skills, Group dynamics Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and Knowledge Management,

#### RESPONSIBILITIES:

A successful candidate will be required to:

- Establish, Maintain and Manage Monitoring and Evaluation Systems for the Province through the Sectors.
- Ensure the development, management and implementation of National and Provincial policies, strategies, guidelines, directives and procedures on M&E and Service Delivery Improvement.
- Ensure coordination, management and the implementation of service delivery Intervention programmes, Data and Systems.
- Provide leadership and strategic direction in the Chief Directorate
- Manage and utilise Human Resources in accordance with the relevant directives and legislation.

## 2. CHIEF DIRECTORATE: TRANSFORMATION

Post	:	Chief Director: Transformation (1x post)
Reference No.	:	OTP: 05 / 26 / 02
Salary level	:	14
Salary Package	:	R1, 554, 696.00 per annum (all-inclusive remunerative package)
Salary Scale	:	R1, 554, 696.00 – R1, 858, 821.00
Centre	:	Polokwane

### REQUIREMENTS:

- An appropriate undergraduate qualification (NQF 7) or an equivalent qualification in a relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience at a Senior Managerial level.
- SMS Pre-Entry (Nyukela) Certificate prior to appointment.
- A valid driver's license except for people with disabilities.

### CORE COMPETENCIES:

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Computer literacy.

### SKILLS AND KNOWLEDGE:

Negotiation skills, People management, Financial Management, Problem Solving, Planning & Organizing, Time management, Strategic planning, Policy analysis and development, good communication skills, Group dynamics, Diversity Management, Facilitation skills, Co-ordination skills, Leadership skills, Change and Knowledge Management.

### RESPONSIBILITIES:

A successful candidate will be required to:

- Coordinate, monitor and evaluate the implementation and mainstreaming of programmes for persons with disabilities, older persons, children, and military veterans in Limpopo Province.
- Coordinate, monitor and evaluate the implementation of youth development programmes in Limpopo Province.
- Coordinate, monitor and evaluate the implementation of women empowerment and equality programmes in Limpopo Province.
- Coordinate, monitor and evaluate the implementation of ethics and anti-corruption programmes in Limpopo Province.

- Coordinate, monitor and evaluate the implementation of security management programmes in Limpopo Province.
- Coordinate, monitor and evaluate the implementation of service standards and Thusong Service Centre programme in Limpopo Province.

### 3. **DIRECTORATE: HRD COUNCIL SECRETARIAT**

Post : Deputy Director: HRD Council Secretariat (1x post)  
 Reference No. : OTP: 05 / 26 / 03  
 Salary level : 12  
 Salary Package : R1,101, 468.00 per annum (all-inclusive remunerative package)  
 Salary Scale : R1, 101, 468.00 – R1, 297, 476.00  
 Centre : Polokwane

#### **REQUIREMENTS:**

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Human Resource Development or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Human Resource Development & Training of which three (3) years must be at an Assistant Director level.
- A valid driver's license except for people with disabilities.

#### **COMPETENCIES:**

Sound and in-depth knowledge of relevant prescripts, and procedures pertaining to skills development as well as understanding of the legislative framework governing the Public Service.

#### **SKILLS AND KNOWLEDGE**

Negotiation skills, People Management, Financial Management, Problem Solving Planning & organizing, Time Management, Strategic Planning, Policy analysis and Development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge Management, Planning and organization skills, Analytical Skills, Project Management Skills, Computer literacy.

#### **RESPONSIBILITIES:**

A successful candidate will be required to:

- Coordinate and provide secretariat services to the Limpopo Human Resource Development Council meetings
- Create linkages and coordinate Economic Sector.
- Coordinate and promote the implementation of the Provincial and National HRD Strategies
- Plan and provide Advisory Services to Institutions of Higher Learning, SETA's, Industries.

#### 4. **DIRECTORATE: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION**

Post : Deputy Director: Infrastructure Planning and Project Management Coordination (1x post)  
Reference No. : OTP: 05 / 26 / 04  
Salary level : 12  
Salary Package : R1,101,468.00 per annum (all-inclusive remuneration package)  
Salary Scale : R1,101,468.00 – R1, 297,476.00  
Centre : Polokwane

#### **REQUIREMENTS:**

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Built Environment / Civil engineering or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (5) years' experience in Infrastructure Planning of which three (3) years' must be at an Assistant Director level.
- A valid driver's license except for people with disabilities.

#### **COMPETENCIES:**

People management, Planning & organizing, Time management, Negotiation skills, Good communication skills, Group dynamics, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management

#### **SKILLS AND KNOWLEDGE**

Sound and in-depth knowledge of relevant prescripts, application of administration as well as understanding of the legislative framework governing the Public Service such as: Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Financial Management Act, Occupational Health and Safety Act.

#### **RESPONSIBILITIES:**

A successful candidate will be required to:

- Support integrated Infrastructure Development Planning in the Province.
- Support the Development, updating and review of the Provincial Integrated Infrastructure related Policy / Framework / Strategy / Plan.
- Provide support on priority projects in the Province.
- Facilitate the Development of Province - Wide intervention Plans on Infrastructure matters.

## 5. DIRECTORATE: RECORDS AND KNOWLEDGE MANAGEMENT

Post	:	Deputy Director: Records and Knowledge Management (1x post)
Reference No.	:	OTP: 05 / 26 / 05
Salary level	:	12
Salary Package	:	R1,101,468.00 per annum (all-inclusive remuneration package)
Salary Scale	:	R1,101,468.00 – R1, 297,476.00
Centre	:	Polokwane

### REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Records Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (3) years' experience in Records Management at an Assistant Director level.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Negotiation skills, People management, Financial Management, Problem solving, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and knowledge management, Risk Management.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions.

### RESPONSIBILITIES:

A successful candidate will be required to:

- Coordinate and monitor management of General and Human Resource Records effectively.
- Coordinate and monitor the implementation of Data Management Programs.
- Coordinate and monitor the implementation of Knowledge Management Programs.
- Coordinate and monitor the preservation of Institutional memory through the implementation of Records and Knowledge Management process, practices and systems.
- Coordinate and monitor the implementation of Legislative frameworks (PAIA, POPIA and PAJA).

## 6. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT

Post	:	Deputy Director: Facilities and Auxiliary Management (1x post)
Reference No.	:	OTP: 05 / 26 / 06
Salary level	:	11
Salary Package	:	R932,292.00 per annum (all-inclusive remuneration package)
Salary Scale	:	R932,292.00 – R1, 098, 195.00
Centre	:	Polokwane

### REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (5) years' experience in Facilities Management or Administration Environment of which three (3) years' experience must be at an Assistant Director level.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Negotiation skills, People Management, Financial Management, Problem solving, Planning and Organizing, Time management, Strategic planning, Policy analysis and development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, leadership skills, Change and Knowledge Management.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts in application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions.

### RESPONSIBILITIES:

A successful candidate will be required to:

- Manage Infrastructure services.
- Manage maintenance services.
- Manage auxiliary services.
- Management of policies and processes.

**7. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES**

Post : Deputy Director: Budget Planning (1x post)  
Reference No. : OTP: 05 / 26 / 07  
Salary level : 11  
Salary Package : R932,292.00 per annum (all-inclusive remuneration package)  
Salary Scale : R932,292.00 – R1, 098, 195.00  
Centre : Polokwane

**REQUIREMENTS:**

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting or Cost and Management Accounting or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (05) years' experience in Finance of which three (3) years must be at an Assistant Director level in Budget Planning / Management Accounting.
- A valid driver's license except for people with disabilities.

**CORE COMPETENCIES:**

Knowledge of relevant prescripts, application of Financial Management as well as understanding of the Legislative framework governing the Public Service such as; Public Finance Management Act, Treasury Regulations, and Division of Revenue Act, Knowledge of Accounting Principles through knowledge of BAS.

**SKILLS AND KNOWLEDGE:**

People management, Financial Management, Problem solving, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, Change and Knowledge management.

**RESPONSIBILITIES:**

A successful candidate will be required to:

- Manage Budget Planning Services.
- Manage Financial Reporting.
- Manage Cashflow Management.
- Manage Personnel within his/her area of work.

## 8. DIRECTORATE: RESEARCH AND DEVELOPMENT

Post : Assistant Director: Research and Development  
(1x post)  
Reference No. : OTP: 05 / 26 / 08  
Salary level : 10  
Salary Notch : R605,742.00 per annum  
Salary Scale : R605,742.00 – R713,535.00  
Centre : Polokwane

### REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration, Public Management, Public Affairs, Development Studies, Development Planning and Management, Social Science or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Research at a Supervisory level.
- A valid driver's license except for people with disabilities.

### COMPETENCIES:

Research methodology, Interpersonal skills, Communication skills, Time Management, Ability to work well without supervision as well as in a team, Planning and organizing, Honesty and integrity, Client orientation/customer focus.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of research ethics, understanding of the NHREC prescripts, Computer literacy.

### RESPONSIBILITIES:

A successful candidate will be required to:

- Implement the Provincial Research Guidelines.
- Provide technical support to the LPREC.
- Provide secretarial support to the LPREC.
- Monitor the approved research projects.

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

Post	:	Assistant Director: Telecommunications and Office Equipment (1x post)
Reference No.	:	OTP: 05 / 26 / 09
Salary level	:	9
Salary Notch	:	R487,197.00 per annum
Salary Scale	:	R487,197.00 – R584,370.00
Centre	:	Polokwane

**REQUIREMENTS:**

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Information Communication and Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Network Administration or ICT.
- A valid driver's license except for people with disabilities.

**COMPETENCIES:**

Negotiation skills, People management, problem solving, Planning and Organizing, Time management, Diversity management, Leadership skills, Change and knowledge management.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of the following; Digital transformation, hierarchy and media, Telecommunications equipment and call centre technologies, Network and telecommunications design and implementation, Telecommunications standards and protocols, Telecommunications service contracts and maintenance.

**RESPONSIBILITIES:**

A successful candidate will be required to:

- Supervise the provision of Administrative Services to the Department.
- Manage telecommunications Records.
- Supervise the provision of support and resolution for telecommunication issues.
- Ensure the management of Switchboard and Photocopier services.

**10. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES**

Post	:	Assistant Director: Salary Administration (1x post)
Reference No.	:	OTP: 05 / 26 / 10
Salary level	:	9
Salary Notch	:	R487,197.00 per annum
Salary Scale	:	R487,197.00 – R584,370.00
Centre	:	Polokwane

**REQUIREMENTS:**

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Accounting / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of three (03) years' experience in Salary administration at a Supervisory level.
- BAS and PERSAL certificate / results
- A valid driver's license except for people with disabilities.

**COMPETENCIES:**

Negotiation skills, People management, Financial Management, Problem solving, Planning and Organizing, Time management, Strategic Planning, Policy analysis and development, Good communication skills, Group dynamics, Diversity management, Facilitation skills, Coordination skills, Leadership skills, Change and knowledge management, PERSAL and BAS systems.

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of relevant prescripts, applicable to financial management as understanding of the legislative framework governing the Public Service such as Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulation.

**RESPONSIBILITIES:**

A successful candidate will be required to:

- Administer Salary Payments.
- Administer Payroll and other Salary Reports.
- Administer implementation of Human Resource Advices.
- Administer subsistence and travel, fuel and overtime claims payments.
- Administer tax returns and reconciliation.

**11. DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

Post : Artisan Foreman Grade A (1x Post)  
Reference No. : OTP: 05 / 26 / 11  
Salary level : OSD  
Salary Package : R397, 329.00 (All-inclusive remunerative package)  
Salary Scale : R397, 329.00 – R450, 504.00  
Centre : Polokwane

#### **REQUIREMENTS:**

- A Trade Test Certificate in Mechanical Engineering as recognized by the South African Qualification Authority (SAQA).
- A minimum of five (5) years' post qualification experience in Mechanical Engineering as an Artisan.
- A valid driver's license, except for people with disability.

#### **COMPETENCIES:**

Teamwork, analytical skills, creativity self-management, Customer focus and responsiveness, Communication, Computer skills, Planning organizing, Conflict Management.

#### **SKILLS AND KNOWLEDGE:**

Computer aided-applications, Knowledge of legal compliance, Technical report writing, production, process knowledge and skills.

#### **RESPONSIBILITIES:**

A successful candidate will be required to:

- Supervise technical design, production, operation and maintenance services.
- Perform administrative and related function.
- Maintain and advance expertise.
- Human Capital Resource Management.

## **12. DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES**

Post : Organisational Development Practitioner  
(1 x post)  
Reference No. : OTP: 05 / 26 / 12  
Salary level : 08  
Salary Notch : R413,001.00 per annum  
Salary Scale : R413,001.00 – R486,501.00  
Centre : Polokwane

## REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Organisational Development and Change Management environment.
- A driver's license except for people with disabilities.

## COMPETENCIES:

Planning and Organizing, Time Management, Strategic planning, Policy Analysis and development, Group dynamics, Change and Knowledge Management, Job Evaluation Analysis and ORGPLUS.

## SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, applications of human resources as well as understanding of the legislative frameworks governing the Public Service. Good communication skills, Diversity management, Facilitation skills, Co-ordination skills, Leadership skills, presentation skills.

## RESPONSIBILITIES:

A successful candidate will be required to:

- Assist with the designing of the functional organization and staff establishment structure.
- Facilitate the development of Job Descriptions and conduct Job Evaluations.
- Assist in the implementation of Operations Management Framework (OMF).
- Implement Change Management Programme and strategies.
- Provide secretariat and administrative function to the unit.

### 13. DIRECTORATE: AIDS COUNCIL SECRETARIAT

Post	:	Administrative Officer: AIDS Council Secretariat (1 x post)
Reference No.	:	OTP: 05 / 26 / 13
Salary level	:	7
Salary Notch	:	R338,106.00 per annum
Salary Scale	:	R338,106.00 – R398,277.00.00
Centre	:	Polokwane

## REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Administration or Office Management.

## COMPETENCIES:

Negotiation skills, People management, Planning & organizing, Time management, Good communication skills, Group dynamics, Diversity management, Co-ordination skills, Change and knowledge management.

## SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts and legislative frameworks governing the Public Service such as: National Strategic Plan on HIV, STIs and TB, Provincial Strategic Plan on HIV, STIs and TB, Employment Equity Act, Public Finance Management Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, and Regulations, Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations, and Various Bargaining Council Resolutions. Computer literacy.

## RESPONSIBILITIES:

A successful candidate will be required to:

- Provide administrative support to the Unit.
- Make logistical arrangements for the Unit.
- Serve as the secretariat for the Unit.

## 14. DIRECTORATE: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES

Post	:	Administrative Officer: Assets, Disposal and Financial Systems Management (1x post)
Reference No.	:	OTP: 05 / 26 / 14
Salary level	:	7
Salary Notch	:	R338,106.00 per annum
Salary Scale	:	R338,106.00 – R398,277.00.00
Centre	:	Polokwane

## REQUIREMENTS:

- A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting / Economics / Information Systems Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Asset Management and/or Financial Management Information Systems.
- BAS and LOGIS certificates / results.
- A valid driver's license except for people with disabilities.

## COMPETENCIES:

Negotiation skills, People management, Financial Management, Problem solving, Planning & organizing, Time management, Policy Analysis and Development, Good communication skills, Group dynamics, Leadership skills, Computer literacy.

## SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of Supply Chain Management and relevant prescripts such as Asset Management Policies and Procedures, PFMA, PPPFA and Treasury Regulations.

## RESPONSIBILITIES:

A successful candidate will be required to:

- Administer assets and assets register.
- Receive and distribute new assets.
- Administer the disposal and verification of assets.
- Administer access to financial systems.

## 15. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION TECHNOLOGY OFFICE (DGITO)

Post	:	Administrative Officer: ICT Infrastructure (Telecommunications and Office Equipment) (1x post)
Reference No.	:	OTP: 05 / 26 / 15
Salary level	:	7
Salary Notch	:	R338,106.00 per annum
Salary Scale	:	R338,106.00 – R398,277.00.00
Centre	:	Polokwane

## REQUIREMENTS:

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).
- A minimum of two (2) years' experience in Public Administration or Telecommunication and Office Equipment Management.

**COMPETENCIES:**

Negotiation skills, People management, Problem solving, Planning & Organizing, Time management, Diversity management, Leadership skills, Change and knowledge management, Computer skills

**SKILLS AND KNOWLEDGE:**

Sound and in-depth knowledge of the following relevant Legislatures such as: Batho Pele principles, PAJA and PAIA, Basic principles of employment act, constitution of RSA, Telecommunication policies. Computer literacy.

**RESPONSIBILITIES:**

A successful candidate will be required to:

- Manage Telecommunications Contracts
- Administer Telecommunications Services
- Supervise Switchboard and Call Centre Operations
- Supervise Billing and Financial Controls
- Maintain proper record-keeping
- Engage and Support Stakeholders

**16. DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

Post	:	Administrative Officer: Government Owned Vehicles (1x post)
Reference No.	:	OTP: 05 / 26 / 16
Salary level	:	7
Salary Notch	:	R338,106.00 per annum
Salary Scale	:	R338,106.00 – R398,277.00.00
Centre	:	Polokwane

**REQUIREMENTS:**

- A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Supply Chain Management / Transport Management / Logistics Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA).

- A minimum of two (2) years' experience in Supply Chain Management / Transport Management.
- A valid driver's license except for people with disabilities.

**COMPETENCIES:**

Negotiation skills, Diversity management, Planning organisation, Time management, Good Communication skills, Leaderships skills, Coordination skills.

**SKILLS AND KNOWLEDGE**

Knowledge of Transport policy, Understanding of Road Traffic Act, Article 40 of the Public Service Act (Indemnity forms), Regulation 364 and 369 of the Road Traffic Act (Act No. 29 of 1989)(Number of passengers of mass/load), Section 18 of the RTA (Act 29 of 1989)(Physical disabilities must be referred to the Head of Department for consideration), Act 29 of 1987, Regulation 365 (Prohibits any loading exceeding), PFMA – Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999)9Purchasing of vehicles), Computer literacy.

**RESPONSIBILITIES:**

A successful candidate will be required to:

- Allocate Government owned vehicles for special purposes.
- Register and process vehicle licenses.
- Check log-sheets and trip authorisation for government owned vehicles.
- Attend to Traffic fines and handle accidents / incidents.

**17. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT**

Post	:	Registry Clerk: General Records (2 x posts)
Reference No.	:	OTP: 05 / 26 / 17
Salary level	:	5
Salary Notch	:	R237,453.00 per annum
Salary Scale	:	R237,453.00 – R279,708.00
Centre	:	Polokwane

**REQUIREMENTS:**

- A National Senior Certificate / an equivalent (NQF 4) or an equivalent qualification as recognized by the South African Qualification Authority (SAQA).
- Computer Literacy (Microsoft Office package)

**COMPETENCIES:**

People Management, Planning & Organising, Time Management, Good Communication skills, Group Dynamics, Diversity Management, Leadership skills, Change and Knowledge Management.

## SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of legislative framework governing the Public Service such as Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, Computer literacy.

## RESPONSIBILITIES:

A successful candidate will be required to:

- Provide General Records services to clients.
- Implement staff file plan, Records policy, Procedure manual and records control schedule.
- File personal and series files.
- Facilitate Messenger and Postal services.

## 18. DIRECTORATE: DEPARTMENT GOVERNMENT INFORMATION TECHNOLOGY OFFICE (DGITO)

Post	:	Photocopy Operator (1 x post)
Reference No.	:	OTP: 05 / 26 / 18
Salary level	:	2
Salary Notch	:	R144,024.00 per annum
Salary Scale	:	R144,024.00 – R169,656.00
Centre	:	Polokwane

## REQUIREMENTS:

- Grade 8 / ABET / AET level 2 certificate qualification as recognized by the South African Qualification Authority (SAQA).

## COMPETENCIES:

Interpersonal Skills, Machine Operating Skills, Time Management skills, Good Communication skills, Diversity Management.

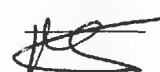
## SKILLS AND KNOWLEDGE:

Sound and knowledge of relevant prescripts and understanding of legislative framework governing the Public Service such as Occupational Health and Safety Act, Computer literacy.

## RESPONSIBILITIES:

A successful candidate will be required to:

- Operate the Photocopier machines.



- Perform minor maintenance on the photocopy machines.
- Make requisition for photocopying materials.

## 19. DIRECTORATE: RECORDS AND FACILITIES MANAGEMENT

Post	:	Cleaner (1 x post)
Reference No.	:	OTP: 05 / 26 / 19
Salary level	:	2
Salary Notch	:	R144,024.00 per annum
Salary Scale	:	R144,024.00 – R169,656.00
Centre	:	Polokwane

### REQUIREMENTS:

- A minimum of Grade 8 (NQF level 1 or 2) / (AET or ABET level 2 certificate) qualification as recognized by the South African Qualification Authority (SAQA).

### COMPETENCIES:

Cleaning Skills, Time Management, Good Communication skills, Group Dynamics, Diversity Management, Leadership skills, Change and Knowledge Management.

### SKILLS AND KNOWLEDGE:

Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of legislative framework governing the Public Service such as Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, Computer literacy.

### RESPONSIBILITIES:

A successful candidate will be required to:

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