

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications should be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 29 February 2024 at 16h00.
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae and a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens 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? If yes (provide detail)” 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?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting the 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 application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates for posts of SMS will be subjected to a technical exercise during the interviews process that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. Following the interview and technical exercise, 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. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us 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. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver’s license (where required) will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of evaluation will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za.

MANAGEMENT ECHELON

- POST 04/63** : **DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT REF NO: OTP: 01 / 24 / 01 (X1 POST)**
Directorate: Executive Council Secretariat
- SALARY** : R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive remunerative package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/ Public Policy/ Social Sciences or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. A valid driver's license except for people with disability.
- DUTIES** : Provide secretariat services and administration support to the Executive Council. Manage the provision of secretariat services to the EXCO Cluster Committees and EXCO Cluster Technical Committees. Oversee the management, monitoring and tracking of the implementation of the Executive Council (EXCO) decisions. Oversee the management, monitoring and tracking of the implementation of the Cluster Programmes of Action. Provide strategic direction within the Unit.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/64** : **DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP: 01 / 24 / 02 (X1 POST)**
Directorate: Internal Controls and Compliance
- SALARY** : R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive remunerative package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Auditing/ Accounting/ Risk Management or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate Governance Structure Services. Facilitate assurance services. Ensure compliance to Internal Control and Compliance Standards. Manage coordination with Stakeholders i.e., Provincial Treasury, Shared Internal Audit Services, Audit Committee and Auditor General of South Africa.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- OTHER POSTS**
- POST 04/65** : **DEPUTY DIRECTOR: INTEGRITY SERVICES REF NO: OTP: 01 / 24 / 03 (X1 POST)**
Directorate: Integrity, Security & Vetting Services
- SALARY** : R958 824 – R1 125 825 per annum (Level 12), (all-inclusive remunerative package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Policing/ Security Management/ Forensic Investigation/ Criminology or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in anti-corruption environment/ Integrity/ Investigations of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate and monitor establishment of the minimum anti-corruption capacity within provincial departments. Coordinate the implementation of anti-corruption education and awareness programmes. Coordinate and manage anti-corruption committees and forums. Monitor the implementation of the whistle blowing mechanisms. Coordinate and monitor the development of information management.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/66** : **DEPUTY DIRECTOR: PREMIER ADVISORY COUNCIL (BUSINESS) SECRETARIAT - PEGAC REF NO: OTP: 01 / 24 / 04 (X1 POST)**
Directorate: Premier Advisory Council (Business) Secretariat- PEGAC
- SALARY** : R958 824 – R1 125 825 per annum (Level 12), (all-inclusive remunerative package)
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Economics/ Business Management/ Development Studies or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Executive Support Services of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
- DUTIES** : Coordinate and support the Premiers Employment Growth and Advisory Council (PEGAC). Provide Secretariat Support to PEGAC Technical Working Groups (TWGs) and their task teams. Streamline PEGAC inputs and its TWGs into the implementation of the LDP IAP through EXCO

Cluster Committees and the Executive Council of the Province. Strengthen partnership between private sector, civil society, industry and Provincial Government and streamline PEGAC and TWGs inputs into the implementation of the LDP through EXCO cluster committees.

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/67 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT COORDINATION REF NO: OTP: 01 / 24 / 05 (X1 POST)**

Directorate: Human Resource Management Coordination

SALARY : R958 824 – R1 125 825 per annum (Level 12), (all-inclusive remunerative package)

CENTRE : Polokwane

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

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

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/68 : **DEPUTY DIRECTOR: ODA - REF NO: OTP: 01 / 24 / 06 (X1 POST)**

Directorate: Intergovernmental Relations and Official Development Assistance

SALARY : R958 824 - R1 125 825 per annum (Level 12), (all-inclusive remunerative package)

CENTRE : Polokwane

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

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

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/69 : **DEPUTY DIRECTOR: DEBT AND BANK RECONCILIATION REF NO: OTP: 01 / 24 / 07 (X1 POST)**

Directorate: Financial Management and Accounting Services

SALARY : R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Financial Accounting/ Cost and Management/ Accounting or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of five (05) years' experience in Financial Management of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.

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

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/70 : **DEPUTY DIRECTOR: PROTOCOL AND EVENTS MANAGEMENT SERVICES REF NO: OTP 01 / 24 / 08 (X1 POST)**

Directorate: Protocol and Events Management Services

SALARY : R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in International Relations/ Public Relations/ Events Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of five (05) years' experience in Communications/ Protocol/ Events Management of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.

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

- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/71** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: OTP 01 / 24 / 09 (X1 POST)**
Chief Directorate: State Law Advisory Services
- SALARY CENTRE REQUIREMENTS** : R531 381 – R1 252 374 per annum, (Salary level OSD)
: Polokwane
: An undergraduate qualification (NQF level 7) in LLB/ B URIS/ B Proc or equivalent qualification in the relevant field/ area as recognised by SAQA. At least eight (08) years' appropriate post qualification legal experience in Labour matter. Admission as an Attorney or an Advocate. A valid driver's license except for people with disability.
- DUTIES** : Ensure a well-coordinated civil & labour litigation service and represent the Provincial administration in conciliation, arbitration and labour court matters. Provide legal advice to the Provincial administration. Draft or edit labour related contracts and legal documents for the Provincial administration. Perform delegated and assigned duties.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/72** : **ASSISTANT DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP 01 / 24 / 10 (X1 POST)**
Directorate: Public Sector HRD Programmes
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)
: Polokwane
: An undergraduate qualification (NQF level 7) in Human Resource Development or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Human Resources Development and Training at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Assist in the development of policies and standard operating procedures. Co-ordinate and monitor the development and implementation of Developmental programmes (Internship, Learnership / Artisan Development, Experiential programmes and Gratitude Recruitment Scheme). Co-ordinate departmental bursaries. Develop and monitor implementation of Adult Education Training programmes in the Limpopo Provincial Departments.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/73** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: OTP 01 / 24 / 11 (X1 POST)**
Directorate: Human Capital Investment and Research
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)
: Polokwane
: An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Performance Management at a Supervisory level. PERSAL Literacy. A valid driver's license except for people with disability.
- DUTIES** : Provide guidance and support on transversal PMDS. Assist in monitoring and coordination of the implementation of PMDS. Co-ordinate and administer performance management and development system (PMDS). Conduct performance assessment and incentive system. Coordinate, facilitate and manage the performance agreements of HOD's.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/74** : **ASSISTANT DIRECTOR: RESEARCH AND MEDIA LIAISON REF NO: OTP 01 / 24 / 12 (X1 POST)**
Directorate: Research and Media Liaison
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)
: Polokwane
: An undergraduate qualification (NQF level 6) in Communication/ Media Studies or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Communication at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Provide research services for executive council (EXCO) and the provincial government. Analyse and monitor media coverage and need trend. Coordinate public participation programme.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

- POST 04/75** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: OTP 01/ 24 / 13 (X1 POST)**
Directorate: HRD, PMS and Employee Health and Wellness
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Health Science or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Employee Health and Wellness Programme at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Manage the implementation, evaluation and review of Employee Assistance Programme (EAP) in the Office of the Premier. Manage the implementation of Occupational Health & Safety (OHS) and compensation for Occupational Injuries and Diseases (COID). Manage the implementation of Health and Productivity Management at workplace in the Office of the Premier.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/76** : **ASSISTANT DIRECTOR: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 01 / 24 / 14 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management/ Transport Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Supply Chain Management/ Transport Management at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Administer the processing of application of government subsidized vehicles. Monitor and control the utilization of SMS, MMS, Scheme A & B vehicles. Process fuel claims for SMS, MMS, Scheme A & B users.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/77** : **ASSISTANT DIRECTOR: QUOTATION MANAGEMENT REF NO: OTP 01 / 24 / 15 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management/ Logistics/ Purchasing Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Supply Chain Management at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Facilitate sourcing of quotations. Facilitate evaluation of quotations. Render secretariat services to the sub-bid evaluation and sub-bid adjudication committees.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/78** : **NETWORK CONTROLLER REF NO: OTP 01 / 24 / 16 (X1 POST)**
Directorate: Department Government Information Technology Office
- SALARY CENTRE REQUIREMENTS** : R359 517 – R420 402 per annum (Level 08)
: Polokwane
: An undergraduate qualification (NQF level 6) in ICT or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in an ICT environment. A valid driver's license except for people with disability.
- DUTIES** : Determine Network requirements. Provide LAN, WAN and Desktop Support Services. Monitor the Network environment. Provide the IT Server Support.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/79** : **ADMINISTRATIVE OFFICER: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 01 / 24 / 17 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management/ Transport Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in Supply Chain Management/ Transport Management. A valid driver's license except for people with disability.

- DUTIES** : Capture fuel claims for subsidized vehicles, SMS, MMS and scheme B. Capture applications for subsidized vehicles. Update commitment register. Update contracts for schemes.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/80** : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: OTP 01 / 24 /18 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Financial/ Accounting Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of (02) years' experience in Salary Administration. A valid driver's license except for people with disability.
- DUTIES** : Administer the accurate payment of salaries, wages and allowances to all employees. Process Human Resources Advice on salaries in PERSAL and management of salary related debts. Administer performance of Tax and other Statutory Deductions reconciliations and render Departmental monthly tax returns to SARS and advice to employees and third parties. Process Subsistence and Travel, Transport / Fuel and Overtime Claims.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/81** : **ADMINISTRATIVE OFFICER – OSC, OLDER PEOPLE & MILITARY VETERANS REF NO: OTP 01 / 24 / 19 (X1 POST)**
Directorate: Special Programmes
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Public Administration/ Social Sciences or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in Administration.
- DUTIES** : Coordinate the improvement of mainstreaming of children, Older persons and military veterans programmes. Coordinate advocacy programs for children, older persons and military veteran's programmes. Coordinate capacity building for children, older persons and military veterans. Coordinate procurement processes for children, older persons and military veterans.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/82** : **ADMINISTRATIVE OFFICER: GENERAL RECORDS REF NO: OTP 01 / 24 / 20 (X1 POST)**
Directorate: Records and Facilities Management Services
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Information Science/ Archives & Records Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in Records Management. A valid driver's license except for people with disability.
- DUTIES** : Supervise incoming and outgoing post / mail. Handle remittance register. Supervise the management and maintenance of general records. Supervise messenger / driver services and registry clerks. Administer implementation of systematic disposal program.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/83** : **CLEANER REF NO: OTP 01 / 24 / 21 (X2 POSTS)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R125 373 – R147 036 per annum (Level 02)
: Polokwane
: NQF level 1 or 2 (Grade 8/ 9) (AET/ ABET level 2 certificate). A valid driver's license.
- DUTIES** : Provide cleaning services by cleaning offices, restrooms, corridors, elevators and passages. Keep and maintain cleaning materials and equipments.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively