

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

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

DEPARTMENTAL CIRCULAR NO 02 OF 2025: ADVERTISEMENT OF VACANT POSTS

1. Applications are hereby invited to apply for the vacant posts, which exist in the department.
2. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <http://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the Z83 form obtainable from any Public Service Department or can be downloaded from www.dpsa.gov.za / www.labour.gov.za.
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All fields in Part A, Part C and Part 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? 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?". Applications 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".
4. 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 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. The Declaration must be completed and signed. A specific reference number for the post applied for must be quoted in the space provided on the Z83 form.
5. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/ dates).
6. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**.

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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. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment.

7. All shortlisted candidates including Senior Management Services (SMS) posts will be subjected to two pre-entry assessments, a Technical /practical exercise and integrity (Ethical Conduct) Assessment, the logistics of which will be communicated by the Department.
8. The successful candidate will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the applicable prescripts.
9. Following the interview process, the Selection Panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
10. Shortlisted candidates will be subjected to suitability check (criminal records, credit records check for security reasons) and verification of qualifications.
11. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.
12. Applications for **Head Office** posts should be forwarded to:

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


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

Capricorn District	Mopani District	Sekhukhune District	Vhembe District	Waterberg District
Private Bag X9378 Polokwane, 0700 Tel 015 287 5600	Private Bag X576 GIYANI, 0826 Tel 015 811 4000	Private Bag X02 Chuenespoort 0745 Tel: 015 636 8300/ 8330	Private Bag X2248 Sibasa , 0970 Tel: 051 963 3790	Waterberg District Private Bag X1028 Modimolle, 0510 Tel: 014 718 3000/ 3040/ 3052/3027
Or hand delivered to: 15 Landros Mare Street, next to Correctional Services	Or hand delivered to: 570 Parliamentary Building, Giyani	Or hand delivered to: Lebowakgomo Zone A, next to Traffic Department	Or hand delivered to: Traffic and Raluswielo Street, Sibasa	Or hand delivered to: Cnr. Thabo Mbeki & Elias Motsoaledi Modimolle

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Enq.: Ms Kganakga K	Enq.: Mr. Mashele R, Ms Mabunda KS & Ms Bila P	Enq. Ms. Makalela RC & Mr Mathabatha MJ	Enq.: Mr Mavhungu MF & Ms Mathivha NM	Enq: Ms. Mokonyane, Ms Hlaole PE & Ms Rammala MY
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13. The contents of this Circular must be brought to the attention of all employees within the Limpopo Provincial Government.
14. 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.
15. All general enquiries should be directed to Ms. Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, and Ms. Motsai S at 015 284 7570/ 7586 / 7663/7627/7262.
16. The closing date for submission of applications is **Friday, the 07 February 2025 at 16h00**. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>.
17. All Shortlisted candidates must bring certified copies of all qualifications, Identity Document and valid driver's license.
18. Late applications will not be considered.
19. 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.
20. The contents of this circular will also be posted on the following websites www.dpw.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za.
21. 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.
22. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.
23. The department reserves the right **NOT** to fill the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.


Mr. Phukuntsi MJ
Acting Head of Department

21 January 2025
Date

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ADVERTISEMENT OF LEVEL 1- 14 POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

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

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

CORE AND PROCESS COMPETENCIES: Strategic capability and leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and analysis. People Management and Empowerment. Client orientation and customer focus. Communication. Honesty and Integrity.

KNOWLEDGE OF: Public Service Act. Public Finance Management Act. Treasury Notes. Labour Relations Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA).

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

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Provide and maintain the immovable asset register. Provide support to other departments in the district on matters pertaining to office and residential accommodation. Manage rentals and leases. Manage the payment of rates and taxes to the municipalities. Provide district landscaping designs and services. Manage and provide cleaning services. **Provide district support services:** Manage and monitor the district accounts and payments. Manage the acquisition of goods and services. Manage the stores and district movable assets. Manage the provision of human resources. Manage the capacitation and performance of human resources. Manage and monitor the safekeeping of district records. Manage the provision of fleet and office services. **Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation:** Give direction to the district team in realizing the district strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Ensure that the division is adequately staffed. Manage and monitor performance of district employees. Ensure capacity and development of staff. Manage discipline.

Post no. 02 : Chief Construction Project Manager: Grade A
Ref. no : S. 4/3/2/7
Component : Health Infrastructure Delivery
Salary Package : R 1 200 426 per annum (to be structured according to individual needs)
Salary level : OSD Grade A
Centre : Head Office- Polokwane

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

CORE AND PROCESS 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

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

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

Post no. 03 : Senior Project Manager: Roads Infrastructure Maintenance x 2 Ref: Sekhukhune (re- advert) S.4/3/10/116 and Vhembe S.4/3/10/147
Component : Roads Infrastructure Maintenance
Salary Package : R1 003 890.00 per annum (to be structured according to individual needs)
Salary Level : 12
Centre : Sekhukhune and Vhembe District

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

CORE AND PROCESS COMPETENCIES: Programme and project management Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

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

KEY PERFORMANE AREAS: **Manage the regravelling of roads and construction of drainage structures:** Plan and program roads regravelling and construction of drainage structures. Manage and coordinate the Identification, approval and the usage of the borrow pits. Manage and ensure the availability of resources (e.g. road regravelling material). Coordinate the execution of road regravelling activities. Monitor correct application and adherence to road regravelling and construction of drainage structure standards. **Manage the district road maintenance operations:** Manage the implementation of the road maintenance manual. Manage and control the utilization of heavy roads construction and maintenance plant and equipments. Manage adherence to Occupational Health and Safety by providing specifications for camp resources (sanitation resources etc.), protective clothing and equipments. Manage roads maintenance production and provide budget. **Manage the**

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

Post no. 04 : Construction Project Manager: Grade A (Re-advert)
Ref no. : S.4/3/10/82
Component : Roads and Bridges Maintenance and Building Maintenance
Salary Package : R833 499.00 per annum (to be structured according to Individual needs)
Salary level : OSD - Grade A
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS : A qualification at NQF level 6 in built environment field with a minimum of 4 years and six months certified experience, A qualification at NQF level 7 in built environment field with a minimum of 4 years certified managerial experience, A qualification at NQF level 8 in any built environment field with a minimum of 3 years experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Programme and project management, project 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 and technical consulting.

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

KEY PERFORMANCE AREAS: **Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager:** Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual

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responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. **Project accounting and financial management:** Report project progress to the Chief Construction Project Manager/Director, Manage project budget and resources. **Office administration:** Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library. Utilise allocated resources effectively. **Research and development:** Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management

Post no. 05 : Project Manager: Mechanical services
Ref : S4/3/1/23
Component : Roads Infrastructure Maintenance
Salary Package : R849 702.00 per annum (to be structured according to individual needs)
Salary Level : 11
Centre : Vhembe District

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

CORE AND PROCESS COMPETENCIES: Programme and project management Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

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

KEY PERFORMANE AREAS: **Facilitate the acquisition, provision and disposal of roads maintenance of 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 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

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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. **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. 06 : Deputy Director: ICT Governance Services
Ref. no. : S.4/3/7/19
Component : Corporate Services
Salary Package : R849 702.00 per annum (to be structured according to individual needs)
Salary Level : 11
Centre : Head Office - Polokwane

REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Information Technology/ Computer Science/Studies/Informatics. Five (05) years of experience within ICT Governance Services or relevant ICT Governance environment of which three (3) years MUST be at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities.

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

KNOWLEDGE OF: Knowledge of COBIT 2019, ITIL, Microsoft Exchange and Office Suites, networks, switches (CISCO), cabling and wireless devices, knowledge on legislation and policies governing ICT in South Africa. Knowledge of international standards pertaining to ICT, Information Management and SITA Act, Knowledge and understanding/ Implementation of DPSA ICT Directives.

KEY PERFORMANE AREAS: **Manage the development, implementation, review and monitoring of ICT governance framework, policies and procedures.** Conduct research, define and develop ICT governance framework and ensure implementation of CGICTF deliverables within department. Develop all relevant ICT policies, standards, procedures and guidelines. Define and monitor IT processes and controls. Provide secretarial support and advice to the ICT Steering Committee. Ensure compliance to the ICT framework and

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ICT Policies. Review the Framework, Policies, Standards and Guidelines. Research on standards and best practices. **Manage the identification and mitigation of ICT risks.** Identify ICT related corporate and operational risks. Develop and maintain ICT risk plans and register. Ensure monitoring of risk mitigations for all ICT risks. Develop and ensure monitoring of ICT risk activities, including incident and problem management. Ensure monitoring of ICT Security activities. **Manage the execution of ICT audits and monitoring audit action plans.** Develop and maintain ICT Audit Action Plans in line with Departmental strategy and plan. Monitor ICT Audit Action Plans. Coordinate ICT audits, audits responses and portfolio of evidence. Initiate network and systems audits for continued efficiency and security. **Manage ICT projects within the department.** Define and Develop ICT project management methodology. Manage and Monitor ICT Project implementation through development of project charters and plans. Provide project administration services. Participate in ICT projects steering committees. Ensure compliance to Project Management Methodology. Conduct Project Review meetings. Develop a portfolio view of IT Projects. **Manage SLAs and contracts for effective rendering of IT services.** Facilitate new or review of the Information Technology Service Level Agreements. Compile monthly performance reports for each Service Level Agreement. Monitor services to be rendered. **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. 07 : Deputy Director: Acquisition Management: Infrastructure
Ref. no. : S.4/3/9/27
Component : Procurement Management
Salary Package : R841 702.00 per annum (to be structured according to individual needs)
Salary Level : 11
Centre : Head Office - Polokwane

REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Supply Chain Management. Five (05) years of experience at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities.

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

KNOWLEDGE OF: Knowledge of Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA and DORA

KEY PERFORMANE AREAS: **Manage and develop the infrastructure procurement plan.** Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives. Manage and facilitate the approval of infrastructure procurement plan. Manage and communicate the procurement plan. Manage

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and monitor that is goods and services rendered according to the procurement plan. Manage and compile budget projection as per the departmental needs analysis. **Manage and conduct market assessment.** Develop and manage market analysis policy, strategies and processes. Develop a purchasing strategy for the department. Develop and conduct market assessment. Establish the estimated price for goods and services (insignificant items) at best advantage. Identify the targeted goods and ensure that they meet the supplier's requirements. **Manage supplier database.** Facilitate registration of supplier database. Manage and liaise with CIDB about professionals/ contractor's information. Manage the process of verifying supplier and professionals. **Manage and utilise resources (human, financial, & physical).** 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 division leave matters.

Post no. 08 : Deputy Director: Fleet Management
Ref. no. : S.4/3/8/88
Component : Auxiliary Services
Salary Package : R849 702.00 per annum (to be structured according to individual needs)
Salary Level : 11
Centre : Head Office - Polokwane

REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Transport Management/ Public Administration/Management. Five (05) years of experience in fleet management and at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities.

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

KNOWLEDGE OF: Knowledge of Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA and DORA

KEY PERFORMANE AREAS: Manage the administration of government owned vehicle. Develop and implement fleet management policy in line with the acts, regulations and directives. Conduct fleet needs analysis. Facilitate procurement of government fleet. Facilitate the establishment of the Departmental Transport committee. Validate the government-owned vehicles asset register. Facilitate the requisition of vehicle exemption. Monitor the renewal of licences. Facilitate licencing and verify certificates of vehicles. Monitor safekeeping of vehicles documentations. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. **Manage the administration of subsidized vehicles.** Manage provisioning of subsidized vehicle. Monitor payment of MMS and SMS running allowance. Conduct physical inspections. Advice the committee on matter pertaining motor transport. Facilitate the withdrawal of subsidised vehicle. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel

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claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. **Manage the administration of government owned vehicle's accident, Damaged, stolen and loss of vehicle.** Provide guidance with reporting of accident/damaged/stolen vehicles. Monitor that misuse and abuse of government owned vehicle are investigated. Monitor that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Monitor that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. **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 : Assistant Director: Lease Management
Ref. no. : S.4/3/3/106
Component : Property Acquisition and Disposal Management
Salary Notch : R552 081 per annum
Salary Level : 10
Centre : Head Office

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies. Three (3) years of experience at supervisory level in property management environment. Valid driver's license, with the exception of applicants with disabilities.

CORE AND PROCESS COMPETENCIES: Problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, facilitation, people management, planning and organising and conflict management

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

KEY PERFORMANCE AREAS: Provide leases: Manage the implementation of lease policy and processes. Develop and validate the need of office space by users departments. Analyse needs using space norms and standards. Facilitate and conduct research and identify available office space/areas according to the needs of user departments. Facilitate meeting with the Departmental Bid Adjudication Committee for authority to negotiate with landlords around the needs. Negotiate with prospective landlords around the requested area. Facilitate meeting with the Departmental Bid Adjudication Committee for authority to rent the identified office accommodation on behalf of the user department. **Administer leases:** Facilitate the appointment of the landlord. Facilitate the signing of service level agreement by the landlord and user department. Administer lease contracts. Communicate with landlords on non-compliance in terms of maintenance. Communicate with user departments

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on non-adherence to conditions in lease contracts by the residents. Identify leases with six months to expire. Monitor the updating of the Asset Register on Leases. **Renewals of leases:** Manage the implementation of lease renewals policy and processes. Negotiate new offer for extension of leases. Interrogate the offer according to market prices. Negotiate with the landlord and where necessary. Facilitate and present the offer to the departmental bid adjudication committee for approval. Facilitate signing of revised service level agreement. **Provide lease agreements in respect of unutilized state-owned properties rented out to private entities/institutions.** Facilitate the appointment of Valuers to determine market rentals. Facilitate the signing of the lease agreements with the applicant. Monitor lease agreements. **Provide resource (Human, Financial and Equipment):** Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

Post no. 10 : Deputy Project Manager
Ref. no. : S.4/3/2/74
Component : Regraveling and Drainage Structure
Salary Notch : R552 081 per annum
Salary Level : 10
Centre : Vhembe District

REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Three (3) years of experience at supervisory level in Roads Maintenance environment. Valid driver's license, with the exception of applicants with disabilities.

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

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

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

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motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post no. 11 : Assistant Director: Financial Management
Ref. no. : S.4/3/9/52
Directorate : Finance
Salary Notch : R444 036.00 per annum
Salary Level : 09
Centre : Sekhukhune District

REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA in Financial Management/ Management Accounting. Three (03) years' supervisory position in financial Management environment. Valid driver's license, with the exception of applicants with disabilities.

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

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

KEY PERFORMANCE AREAS: Manage payments and accounts: Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorise payment of vouchers. Attend to audit queries in relation to accounts and expenditure. **Manage Salaries:** Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. **Manage Revenue:** Implement revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BAS system. Collecting all money due to state. Revenue collected and deposited in time. **Monitor budget:** Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. **Manage debt recovery:** Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt file for relevant employer. Liaise with Head Office in updating of BAS records. Monitor the closing of Debt files. **Manage resource (Human, Financial and Equipment):** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

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Post no. 12 : Assistant Director: Auxiliary Services
Ref. no. : S.4/3/8/47
Component : Corporate Services
Salary Notch : R444 036. 00 per annum
Salary Level : 09
Centre : Waterberg District Office

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Logistics/ Transport Management/Public Management/Public Administration. Three (03) years of experience at supervisory level. Valid Driver's license, with the exception of applicants with disabilities

CORE AND PROCESS COMPETENCIES: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Computer skills. People management. Planning and organizing. Conflict management.

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

KEY PERFORMANCE AREAS: **Supervise the provision of District's Government owned and subsidized motor transport.** Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licenses. Facilitate the maintenance and repair of government vehicles. Manage accidents. Facilitate the Disposal of Government vehicles. Facilitate the administration of subsidized vehicles. **Supervise the Provision of Telecommunication systems of the District.** Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phones. Monitor compliance to allocated airtime as per Departmental policy. Analyze monthly statements of account and monitor payments of private calls. **Supervise the provision and distribution of Labour Saving device and disposal of waste papers.** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate ratification and processing of the invoices. Monitor compliance to service level agreements and advise Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service providers with regard to collection of packaged waste paper. Compile report to Head Office with regard to units of papers collected and amount paid. **Supervise the provisioning and distribution of office and domestic services.** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norms. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of uniform and protective clothing. Facilitate accommodation need. Manage and monitor security services. **Manage and utilize resources (human, financial, & physical).** Report on the utilization 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 descriptions to subordinates.

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Post no. 13 : Assistant Director: Revenue and Systems Control
Ref. no. : S.4/3/9/53
Component : Finance
Salary Notch : R444 036. 00 per annum
Salary Level : 09
Centre : Head Office - Polokwane

REQUIREMENTS: A qualification at **NQF level 7** as recognised by SAQA in Financial Accounting/ Management / Business Management. Three (03) years' supervisory position in financial administration and accounting service environment. Valid driver's license, with the exception of applicants with disabilities.

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

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

KEY PERFORMANCE AREAS: **Collection and recording of revenue.** Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. **Monitoring and reporting on revenue.** Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. **Provide financial systems.** Capture objectives and responsibility in the BAS system. Extract reports to confirm completeness and accuracy of the code structure. Provide the BAS Structure to budget management, PERSAL and LOGIS. Update linked codes in the PERSAL system. Provide user financial system user accounts. **Provide system training and registration.** Facilitate training needs. Liaise with provincial treasury for system training. Facilitate with programmes upon receipt of training schedule from Provincial Treasury. Manage user accounts. Compile, maintain and implement departmental charts for accounts. Monitors and facilitate the clearing of interface exceptions, control and suspense accounts. Monitor system, technical, functional and other support to users, investigating issues experienced and consult with relevant treasury where required. Manage the system controller's activities. Manage the departmental financial system. **Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following:** General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are

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trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

Post no. 14 : **Assistant Director: Contract Performance Management and Advisory Services**
Ref. no. : **S.4/3/9/79**
Component : **Procurement Management**
Salary Notch : **R444 036. 00 per annum**
Salary Level : **09**
Centre : **Head Office - Polokwane**

REQUIREMENTS: A qualification at NQF level 07 as recognised by SAQA in Supply Chain Management. Three (03) years' supervisory position in Contract Management environment. Valid driver's license, with the exception of applicants with disabilities.

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

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

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

POST No 15 : **Assistant Director: Demand Management Infrastructure X2(re-advert)**
REF No: **S4/3/10/74.**
Component : **Procurement Management**
Salary Notch : **R444 036.00 per annum**
salary level : **09**
CENTRE : **HEAD OFFICE - Polokwane**

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REQUIREMENTS

A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities.

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

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

POST No 16 : Assistant Director: Acquisition Management Infrastructure (Re-advert)

REF : S4/3/10/75.

Component : Procurement Management

Salary Notch : R444 036.00 per annum

Salary level : 09

CENTRE : HEAD OFFICE - Polokwane

REQUIREMENTS: A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities.

SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations,

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Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

KEY PERFORMANCE AREAS: Coordinate (synergize), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Compile bid documents, Publish tender invitations, Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate the expressions of interest, Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

Post no. 17 : Assistant Director: Records Management
Ref. no. : S.4/3/8/87
Component : Corporate Services
Salary Notch : R444 036. 00 per annum
Salary Level : 09
Centre : Vhembe

REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/ Science /Studies/Archival Studies. Three (03) years' supervisory position in Records Management environment. Valid driver's license, with the exception of applicants with disabilities.

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

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

KEY PERFORMANCE AREAS: **Supervise the provision of Human Resource records.** Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. **Supervise the provision of General records.** Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. **Supervise the provision of postal and messaging services.** Implement postal and messaging strategy and plans. Monitor registering and delivery of documents/ correspondence. Manage courier services. Manage renewals of franking machine and mailbags. **Facilitate and coordinate the disposal of records.** Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. **Manage and utilise resources (human, financial, & physical.** Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates.

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Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post no. 18 : Legal Administration Officer Grade 5 (re-advert)
Ref. no. : S. 4/3/8/66
Component : Legal Services
Salary Notch : R440 412 .00 Per annum
Centre : Head Office - Polokwane

REQUIREMENTS: A qualification at NQF level 08 (LLB) as recognised by SAQA. Eight (08) years' experience appropriate post qualification legal experience. Valid driver's license, with the exception of applicants with disabilities.

KEY PERFORMANCE AREAS: (Functional): Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.

(Generic): Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.

Post no. 19 : Chief Works Inspector
Ref. no. : S.4/3/2/70
Component : Building Maintenance
Salary Notch : R376 413 per annum
Salary Level : 08
Centre : Mopani

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MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Three (3) years of experience in inspectorate (Building) environment. Valid driver's license, with the exception of applicants with disabilities.

TECHNICAL COMPETENCIES: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organising

KEY PERFORMANCE AREA: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. **Render an inspection service of work done on new projects and existing structures.** Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. **Analyse and compile relevant project documentation for new and existing structures.** Develop and interpret plans and sketches. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. **Manage the activities of contractors on project sites.** Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. **Provide extended Public works Programme.** Gather and submit information in terms of the extended Public works Programme. **Supervise the performance and conduct of works Inspectors.** Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

Post no. 20 : State Accountant Revenue and Systems Control (Re-advert)
Ref. no. : S. 4/3/9/88
Component : Management Accounting
Salary Notch : R308 154 per annum
Salary Level : 07
Centre : Head Office- Polokwane

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MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment, knowledge of BAS, LOGIS, PERSAL and PASTEL. Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing.

KEY PERFORMANCE AREAS: Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. **Provide cash book:** Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. **Provide system maintenance:** Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. **Provide user support:** Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.

Post no. 21 : Personal Assistant x2
Ref. no. : CFO: S. 4/3/9/1 (Re - advert) and Corporate Services: S. 4/3/8/3
Component : Corporate Services and CFO
Salary Notch : R308 154.00 per annum
Salary Level : 07
Centre : Head Office – Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Secretarial/ Management Assistant/ Office Administration. Two (2) years' experience rendering support to Senior Management Services.

SKILLS AND KNOWLEDGE: Basic knowledge on financial administration. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self management and motivation.

KEY PERFORMANCE AREAS: Provide a secretarial/ receptionist support service to the Chief Director: Receive telephone calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. In the process finalise enquiries. Performs advanced typing work, Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order, Records the engagements of the chief director, Utilise discretion to decide whether to accept/decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter, Coordinates with and sensitises/ advises the Chief Director regarding

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engagements, Compiles realistic schedules of appointments. **Render administrative support services:** Effective flow of information and documents to and from the office of the chief director, Safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies, Obtain inputs, collates and compiles reports e.g. progress, monthly and management reports, Scrutinises routine submissions/ reports and make notes and/ or recommendations for the managers, Responds to enquiries received from internal and external stakeholders, Drafts documents as required, Filling of documents for the chief director and the unit where required, Collects analyses and collates information requested by the chief director, Clarifies instructions and notes on behalf of the chief director, Ensure that travel arrangements are well coordinated, Prioritises issues in the office of the chief director, Manage the leave register and telephone accounts of the unit, Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit, Obtain the necessary signatures on documents like procurement advices and monthly salary reports.

Provides support to manager regarding meetings: Scrutinises documents to determine actions/ information/ other documents required for meetings, Collects and compiles all necessary documents for the chief director to inform him/her on the contents, Records minutes/ decisions and communicates to relevant role – players, follow – up on progress made, prepare briefing notes for the chief director as required, coordinates logistical arrangements for meetings when required.

Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the chief director's budget, Assists manager in determining funding requirements for purposes of MTEF submissions, Keeps records of expenditure commitments, monitors expenditure and alerts chief director of possible over – under spending, Checks and correlates BAS reports to ensure that expenditure is allocated correctly, Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose, Compares the MTEF allocation with the requested budget and informs the chief director of changes.

Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the chief director, remains abreast with the procedures and processes that apply in the office of the chief director.

Post no. 22 : Admin Officer: ICT Infrastructure & Operational Support
Ref. no. : S. 4/3/7/18
Component : ICT Infrastructure & Operational Support
Salary Notch : R308 154.00 per annum
Salary Level : 07
Centre : Head Office- Polokwane

REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Information Technology, Computer Science/Studies/Informatics. Two (02) years experience in relevant ICT environment. Valid Drivers license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Knowledge of Microsoft Exchange and Office Suites, Knowledge of networks, switches (CISCO), cabling and wireless devices, Knowledge on legislation and

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policies governing ICT in South Africa, Knowledge of international standards pertaining to ICT, Information Management, Knowledge of SITA Services.

KEY PERFORMANCE AREAS: Render ICT infrastructure: Installation and configuration of computers, laptops and printers. Provide 1st line support to all users in conjunction with contracted service providers. Render maintenance of computer equipment, servers, storage, server environment controls and network apparatus. Process orders for the directorate. Process invoices for the directorate. **Update anti-virus software, standardise desktop software and server updates:** Update anti-virus software. Update software and patches on server infrastructure. Update user's software to the recommended and prescribed software. Re-install any software that is corrupt. Install all new additional software. Maintain the software in general, **Provide network services.** Deploy and monitor switches, routers, security devices including updates and firmware upgrades. Identify new network and wireless access point connectivity, LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels. Ensure that the UPS and DRP equipment is fully operational and fully functional at all times. **Provide ICT assets:** Identify and compile needs for new equipment's. Compile report for equipment's that has to be written off or replaced. Provide electronic ICT assets register. Facilitate disposal of redundant ICT infrastructure

Post no. 23 : Admin Officer: Facilities Management
Ref. no. : S.4/3/3/77
Component : Facilities Management
Salary Notch : R308 154.00 per annum
Salary Level : 7
Centre : Sekhukhune District Office

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA. Two (02) years of experience in Facilities Management. Valid driver's license, with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: Provide landscaping services, Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsman to serve the district office and cost centres. **Provide cleaning services,** Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. **Provide waste management services,** Implement waste management plan. Facilitate sorting and shredding of wastepaper. Liaise with service provider with regards to collection of packaged wastepaper. **Provide resource (Human, Financial and Equipment)** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain

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employee motivation and cultivate a culture of performance management. Manage discipline.

Post no. 24 : Administrative Officer-Municipal Rates and Taxes
Ref. no. : S.4/3/3/64
Directorate : Operations Management
Salary Level : 07
Salary Notch : R308 154.00 per annum
Centre : Head Office- Polokwane

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies as recognised by SAQA. Two (02) years relevant experience in property management. Valid Drivers license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising.

KEY PERFORMANCE AREAS: Facilitate payments of rates and taxes: Inspect properties to ensure correct billing in relation to correct land use of properties. Receive monthly and quarterly reports from the district. Check authenticity of the report from the district. Liaise with district on identified incorrect information. **Process payments of municipal levies:** Receive invoices from Eskom for the district. Monitor the application of MPRA Standard Procedure. Compile monthly municipal services report. **Facilitate valuation services:** Receive notification to inspect valuation roll. Request the valuer to visit all municipalities to check the valuation rolls for objections. Comply in terms of objection period of the valuation roll.

Post no. 25 : Administrative Officer -Lease Management
Ref. no. : S.4/3/3/108
Directorate : Property and Facilities
Salary Level : 07
Salary Notch : R308 154.00 per annum
Centre : Waterberg District

MINIMUM REQUIREMENTS: A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies as recognised by SAQA. Two (02) years relevant experience in property management. Valid Drivers license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and

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administration. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising.

KEY PERFORMANCE AREAS: Provide accommodation (residential). Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register.

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

Post No. 26 : Admin Officer: Acquisition Management (Re-advert)

Ref. No. : S.4/3/3/102

Component : Acquisition Management

Salary Notch : R308 154.00 per annum

Salary Level : 07

Centre : Capricorn District – Polokwane District Office

MINIMUM REQUIREMENTS: An NQF Level 6 qualification in Supply Chain Management/Finance/Marketing/Economics or related field. 3 years' experience in Supply Chain Management environment. Valid Driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication.

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Computer skills. People management. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: -Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

KEY PERFORMANCE AREAS: Provide the district demand for goods and services: Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. **Provide the acquisition of goods and services:** Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. **Provide BAC secretariat:** Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. **Provide bids evaluation:** Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. Verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. **Provide Suppliers database:** Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. **Provide resource (Human, Financial and Equipment:** Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.

Post no. 27 : Administrative Officer-Facilities Services x2
Ref. no. : Mopani x1 (Maruleng Cost Centre S.4/3/3/79) and Waterberg x1
(Modimolle/ Mookgopong Cost Centre S.4/ 3/3/28)
Directorate : Property and Facilities Services
Salary Level : 07
Salary Notch : R308 154.00 per annum
Centre : Mopani and Waterberg

MINIMUM REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA. Two (02) years relevant experience in property management or facilities management environment, Valid driver's license, with the exception of applicants with disabilities.

SKILLS AND KNOWLEDGE: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis. Decision making. Team

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member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management.

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

Post no. 28 : Administrative Officer- Records Management x 2
Ref. no. : Sekhukhune District S.4/3/8/85 and Vhembe S.4/3/8/50
Directorate : Corporate Services
Salary Level : 07
Salary Notch : R308 154.00 per annum
Centre : Sekhukhune and Vhembe

MINIMUM REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/ Science /Studies/Archival Studies. Two (02) years of experience within Records and Information Management environment. Valid driver's license, with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: Provide the administration of Human Resource records: Assist in the development of file plan. Manage security of records. Verify the classification and reference of records. Manage filling of documents. **Provide the administration of General records:** Assist in the development of file plan. Ensure security of records. Verify the classification and reference of records. update filling of documents. **Provide the administration of postal and messaging services:** Implement postal and messaging strategy

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and plans. Register and deliver documents/ correspondence. Render courier services. Facilitate the renewals of franking machine and mailbags. **Provide the administration of records disposal:** Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. **Manage and utilise resources (human, financial, & physical:** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

Post no. 29 : Admin Officer- Auxiliary Services x 2
Ref. no. : Sekhukhune District S.4/3 /8/90 and Vhembe S.4/3/8/77
Directorate : Corporate Services
Salary Level : 07
Salary Notch : R308 154.00 per annum
Centre : Sekhukhune and Vhembe

REQUIREMENTS: A qualification at **NQF level 06 as recognised by SAQA.** Two (2) years of experience in auxiliary services. Valid driver's license, with the exception of applicants with disabilities.

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

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

KEY PERFORMANCE AREAS: Provide the administration of District's Government owned and subsidised motor transport: Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. **Provide the administration of Telecommunication systems of the District:** Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. **Provide the administration and distribution of Labour Saving device and disposal of waste papers:** Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper.

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Compile report to Head office with regard to units of papers collected and amount paid. **Provide the administration and distribution of office and domestic service:** Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. **Manage and utilise resources (human, financial, & physical):** Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

Post no. 30 : Personnel Practitioner x 2
Ref. no. : Capricorn District S4/3/8/82 and Vhembe District S4/3/8/91
Directorate : Corporate Services
Salary Level : 07
Salary Notch : R308 154.00 per annum
Centre : Capricorn and Vhembe

MINIMUM REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA in Human Resource Management/Public Administration/ Management/Human Resource Development/ Training Management. Two (02) years of experience within Human Resource Management environment. Valid driver's license, with the exception of applicants with disabilities. PERSAL knowledge.

SKILLS AND KNOWLEDGE: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management. PERSAL knowledge.

KEY PERFORMANCE AREAS: Provide recruitment services. Receive applications from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Provide the administration for district selection services. Facilitate shortlisting and interviews in the district. Provide the administration for district appointment services. **Provide the administration of conditions of services.** Provide the administration for service termination due to death/ resignation, retirement (normal and early retirement). Provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Conduct district leave auditing. **Provide the administration of post establishment and HR system.**

Provide the administration for transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Conduct district head count. Capture PERSAL transaction. **Facilitate and coordinate district human resource development services.** Assist in the development of district workplace skills plan. Liaise with

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head office on schedule of courses to be attended. Provide the administration for the learnerships and internships. Verify the compilation of performance management and development system documentation. Render secretariat services in performance management and development system moderation. Conduct performance management and development system workshops. Provide the administration for performance management and development system rewards/incentives. **Coordinate the employment relations services.** Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums. **Manage and utilise resources (human, financial, & physical).** Report on the utilisation of 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.

Post no. 31 : Chief Artisan Grade A: Drainage Structures x 2 (re-advert)
Ref. no. : Capricorn , S4/3/10/120 , Sekhukhune, S4/3/10/121
Directorate : Roads Maintenance
Salary Notch : R455 223.00 per annum
Salary Level : OSD Grade A
Centre : Capricorn and Sekhukhune

MINIMUM REQUIREMENTS: Trade Test Certificate in shuttering / steel fixing /concrete. Ten years relevant experience as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities.

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

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

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Post no. 32 : Chief Artisan Grade A x 3
Ref. no. : Mopani x1 (Sekgosese Building Maintenance S4/3/2/69), Vhembe x1 S4/3/2/35 and Waterberg x 1(Bakenberg Building maintenance S4/3/2/36)
Directorate : Building Maintenance
Salary Notch : R455 223.00 per annum
Salary Level : OSD Grade A
Centre : Mopani, Vhembe and Waterberg

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

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

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

Post no. 33 : Artisan Foreman: Carpentry
Ref. no. : S. 4/3/2/15
Component : Building Infrastructure Maintenance
Salary Notch : R362 130.00 per annum
Salary Level : OSD
Centre : Sekhukhune (Nebo Building Maintenance)

MINIMUM REQUIREMENTS: Carpentry Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: **Design.** Produce designs according to client specification and within limits of production capability. **Production.** Produce objects with material and equipment's according to job specification and recognised standards. **Maintenance.** inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. **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 procedure.

Post no. 34 : Artisan Foreman Grade A: Bricklayer
Ref. no. : S.4/3/2/53
Component : Building Infrastructure Maintenance
Salary Notch : R362 130.00 per annum
Salary Level : OSD
Centre : Waterberg (Bakenburg)

MINIMUM REQUIREMENTS: Bricklayer Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: **Design.** Produce designs according to client specification and within limits of production capability. **Production.** Produce objects with material and equipment's according to job specification and recognised standards. **Maintenance.** inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. **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 procedure

Post no. 35 : Artisan Foreman: Mechanical x 3
Ref. no. : Sekhukhune x1 (Lebowakgomo Mechanical Workshop S. 4/3/10/121)
Waterberg x2 (Lephalale S. 4/3/10/148 and Mokopane Mechanical Workshop S.4/3/10/149)
Component : Roads Infrastructure Maintenance
Salary Notch : R362 130.00 per annum
Salary Level : OSD
Centre : Sekhukhune and Waterberg

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MINIMUM REQUIREMENTS: Mechanical Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: **Design.** Produce designs according to client specification and within limits of production capability. **Production.** Produce objects with material and equipment's according to job specification and recognised standards. **Maintenance.** inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. **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 procedure.

Post no. 36 : Artisan Foreman: Plumbing
Ref. no. : Thohoyandou Building Maintenance S4/3/10/137
Component : Building Infrastructure Maintenance
Salary Notch : R362 130.00 per annum
Salary Level : OSD
Centre : Vhembe

MINIMUM REQUIREMENTS: Plumbing Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: **Design.** Produce designs according to client specification and within limits of production capability. **Production.** Produce objects with material and equipment's according to job specification and recognised standards. **Maintenance.** inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. **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 procedure

Post no. 37 : Artisan Foreman: Carpentry
Ref. no. : S4/3/10/146
Component : Building Infrastructure Maintenance
Salary Notch : R362 130.00 per annum

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Salary Level : OSD
Centre : Vhembe (Makhado Building Maintenance)

MINIMUM REQUIREMENTS: Carpentry Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities.

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

KEY PERFORMANCE AREAS: **Design.** Produce designs according to client specification and within limits of production capability. **Production.** Produce objects with material and equipment's according to job specification and recognised standards. **Maintenance.** inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. **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 procedure

Post no. 38 : Artisan Production X3 (Painting)
Ref. no. : Capricorn x 1 (Mankweng S.4/3/2/55) and Sekhukhune x 2 (Thabamoopo S.4/3/2/54 and Tubatse S.4/3/2/56)
Component : Building Maintenance
Salary Noth : R230 898.00 per annum
Salary Level : OSD
Centre : Capricorn and Sekhukhune

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

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

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. Service equipment and/or facilities according to schedule.

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Post no. 39 : Artisan Production X2 (Plumbing)
Ref. no. : Sekhukhune x 1(Thabamooopo Cost Centre S.4/3/10/137) and Mopani x 1
(Malamulele Cost Centre S.4/3/10/150)
Component : Building Maintenance
Salary Noth : R230 898.00 per annum
Salary Level : OSD
Centre : Sekhukhune and Mopani

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

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

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. Service equipment and/or facilities according to schedule.

Post no. 40 : Artisan Production X3 (Bricklaying)
Ref. no. : Mopani x 2 (Tzaneen S. 4/3/10/190 and Giyani S.4/3/10/155) and
Vhembe x 1 (Hlanganani S.4/3/10/91)
Component : Building Maintenance
Salary Noth : R230 898.00 per annum
Salary Level : OSD
Centre : Mopani and Vhembe

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

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

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**

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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. Service equipment and/or facilities according to schedule.

Post no. 41 : Artisan Production Grade A (Drainage)
Ref. no. : Drainage Structures S.4/3/10/86
Component : Roads Infrastructure Maintenance
Salary Notch : R230 898.00 per annum
Salary Level : OSD Grade A
Centre : Sekhukhune

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

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

KEY PERFORMANCE AREAS: Design: Produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects.

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

Post no. 42 : Works Inspector
Ref. no. : S.4/3/2/27
Component : Building Infrastructure Maintenance
Salary Notch : R255 450,00 per annum
Salary Level : 6
Centre : Mopani

MINIMUM REQUIREMENTS: A qualification at NQF level 06 as recognised by SAQA /N3 and a Trade Test certificate in build environment. Registration as an Engineering Technician, and a valid driver's license, with the exception of applicants with disabilities.

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KEY PERFORMANCE AREAS: Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation, Conduct inspections on work done, or to be done, to check that proper quality control is maintained, Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken, Maintain an electronic record system for work being done and work that was finalised, Develop progress reports on outstanding and finalised work.

Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches, Draw-up quotation documents and compile specifications, Participate in the adjudication process and provide recommendations on quotations, Liaise with relevant stakeholders in respect of technical aspects. **Oversee the work of contractors through inter alia the following:** Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards, Advice and guide contractors in respect of the relevant legislation and regulations, Compile payment documents, Compile and process variation orders and requests for the extension of deadlines, Ensure effective contract administration, Timeous development of reports on problems emanating from projects.

Render extended public works programme: **Gather and submit information in terms of the extended public works programme.**

Post no. 43 : Administration Clerk
Ref. no. : S4/3/9/190
Component : Finance Management
Salary Notch : R216 417.00 per annum
Salary Level : 05
Centre : Vhembe

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience

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

KEY PERFORMANCE AREAS: Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Capture EPWP stipends on BAS. **Provide salary:** Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Identify and specify state liabilities on pension fund. **Provide revenue.** Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Day-end receipts on BAS. **Facilitate debt** Open debt file for relevant employer. Complete BAS Debt take on and attached supporting

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documents for submission to Head Office for implementation of debt on suspense account.
Close Debt files.

Post no. 44 : Administration Clerk: Building Maintenance
Ref. no. : Ref S4/3/2/57
Component : Building Maintenance
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Mopani (Giyani Building Maintenance)

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience

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

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

Post no. 45 : Administration Clerk: Stores x 4
Ref. no. : Vhembe x 1 (Thohoyandou stores S4/3/9/190), Mopani x 1 (Giyani Stores S.4/3/9/89), Sekhukhune x 1(Fetakgomo – Tubatse stores S4/3/3/107) and Waterberg x 1 (Modimolle Mechanical Workshop S4/3/2/68)
Component : Finance
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Vhembe, Mopani, Waterberg and Sekhukhune

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MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience

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

KEY PERFORMANCE AREAS: **Place order: Receive request of goods from the end user. Receive stock from the supplier.** Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. **Receive stock into the system.** Capture the received stock into the system. Verify and update the register in line with the system stock. **Issue goods to end users.** Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.

Post no. 46 : Administration Clerk: Auxiliary Services (Re-advert)
Ref. no. : S. 4/3/8/73
Component : Corporate Support
Salary Notch : R216 417.00 per annum
Salary Level : 05
Centre : Capricorn

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience

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

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

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and maintain personnel records in the component, Keep and maintain the attendance register of the component. **Render financial administration support services in the component:** Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to manager for approval, Handle telephone accounts and petty cash for the component.

Post no. 47 : Administration Clerk: (Road Infrastructure Maintenance) x 4
Ref. no. : Mopani x 1 (Giyani Roads Maintenance) S4/3/8/89 and Sekhukhune x 3 (Hoeraroep Roads Maintenance S 4/3/1/140, Mecklenburg Roads Maintenance S4/3/10/141 and Lebowakgomo Roads Maintenance S4/3/2/58)
Component : Roads Infrastructure Maintenance
Salary Notch : R216 417.00 per annum
Salary Level : 05
Centre : Mopani and Sekhukhune

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience

KNOWLEDGE AND SKILLS: Basic knowledge of general administration 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.

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

Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. **Render financial administration support services in the component**

Check correctness of subsistence and travel claims of officials and submit to manager for approval.

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Post no. 48 : Accounting Clerk
Ref. no. : S.4/3/9/46
Component : Finance
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Waterberg

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience

KNOWLEDGE AND SKILLS: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc)

KEY PERFORMANCE AREA. Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. **Perform Salary Administration support services.** Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents **Perform Bookkeeping support services.** Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals

Post no .49 : Registry Clerk
Ref. no. : S.4/3/8/86
Component : Records Management
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Vhembe

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience.

KNOWLEDGE AND SKILLS: Basic knowledge of registry 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 storage and retrieval procedure in terms of the working environment

KEY PERFORMANCE AREA: Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. **Handle incoming and outgoing correspondence.** Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. **Render an effective filing and record management service.** Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. **Operate office machines in relation to the registry function.** Open and maintain Franking machine register. Frank post, record money and update register on a daily basis.

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Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. **Hand delivers and signs over remittances to finance.** Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. **Process documents for archiving and/ disposal.** Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

Post no. 50 : Personnel Officer x 3
Ref. no. : Mopani x 2 (re-advert) S.4/3/8/54 and Vhembe x 1 S.4/3/8/85
Component : Corporate Services
Salary Notch : R216 417.00 per annum
Salary Level : 5
Centre : Mopani and Vhembe

MINIMUM REQUIREMENTS: A qualification at NQF level 4 as recognised by SAQA. No experience

KNOWLEDGE AND SKILLS: Knowledge of HR duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in HR.

KEY PERFORMANCE AREA: Render administration clerical support of recruitment services. Receive application forms from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district. Capture appointment on PERSAL system. Verify qualifications with academic institutions and other authorised bodies. Update PERSAL system in terms of personnel qualifications. **Render administration clerical support of conditions of services.** Receive notification of service termination due to death/ resignation, retirement (normal and early retirement). Circulate route form to relevant section for liabilities. Effect termination on the PERSAL system upon receipt. Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms. Verify correctness of the forms and attachments. Capture benefits. Facilitate state guarantees. Issue the leave forms. Verify correctness of the forms and attachments. Acknowledge the receipt of leave applications. Capture leave on the PERSAL system. Conduct districts leave auditing. **Render administration clerical support for post establishment and HR system.** Receive transfer application letter. Verify correctness of the application and attachments. Verify the availability of post. Capture PERSAL transaction. Compile monthly statistics on transfers. Conduct district head count. **Render administration clerical support for district human resource development services.** Create a training/ learning programmes database according to the WSP. Make logistical arrangements for the training programme. Liaise with personnel about the training logistics in time. Issue and receive the course attendance form from personnel. Capture the certificate(s) on PERSAL system. Liaise with head office on schedule of courses to be attended. Verify the compilation of performance management and development system documentation. Make logistical

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arrangements for performance management and development system moderation. Implement rewards on the PERSAL systems.

Post no. 51 : Foreman Cleaning and Grounds x 3
Ref. no. : Sekhukhune District-(Re-advert) (Makhuduthamaga S4/3/3/58), Mopani x 1 (Giyani S/4/3/3/59) and Vhembe x 1 (Thohoyandou S4/3/3/60)
Component : Property and Facilities Management
Salary Notch : R183 279.00 per annum
Salary Level : 04
Centre : Sekhukhune, Mopani and Vhembe

MINIMUM REQUIREMENTS: A qualification at NQF Level 04 as recognized by SAQA. No experience needed.

CORE AND PROCESS COMPETENCIES: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.

KEY PERFORMANCE AREAS: Supervise cleaners: Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.

Provision and monitor of grounds services. Oversee and monitor cleaning of: Surroundings.

Premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment's: Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.

Post no. 52 : Roadworker: Roads Maintenance x 09 posts
Ref. no. : Waterberg x 8 (Regravelling x2 S.4/3/10/129, Bela bela x2, S.4/3/10/130, Mokopane x 2 ,S.4.3/10/131, Dwaalboom S4./3/1/132, Lephalele S.4/3/10/152),Mopani x 1 (Giyani S.4/1/133), Capricorn x 2(Sandrivier S.4/3/10/153 , Dendron S.4/3/10/154)and Sekhukhune x 1 (Hoeraroep x 1 S.4/1/134)
Component : Roads Infrastructure Maintenance
Salary Notch : R155 148.00 per annum
Salary Level : 03
Centre : Waterberg, Mopani, Capricorn and Sekhukhune

REQUIREMENTS: A qualification at NQF level 01 /02 as recognised by SAQA. No experience.

TECHNICAL COMPETENCIES: Computer Literacy, Good verbal and written communication,

GENERIC COMPETENCIES: Job Knowledge Communication, Interpersonal relations Skills Flexibility Teamwork Accuracy Aptitude of figures

KEY PERFORMANCE AREAS: Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying,

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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 53 : Driver Operator x 18 posts
Ref. no. : Mopani x 4 (Giyani Roads Ref S.4/3/10/118, Letaba Roads Ref S.4/3/10/123, Tzaneen Roads Ref S.4/1/10/125, Regraveling Ref S.4/3/63) , Waterberg X 4 (Thabazimbi Ref S.4/3/126, George Masebe Ref S.4/3/10/61, Marken Ref S.4/3/10/144 and Tolwe Ref S.4/3/1/145), Sekhukhune x 7 (Regravelling : re-advert S.4/3/10/60, Drainage:advertS.4/3 /10/162, Nebo: re advert S.4/3/10/158, Tsimanyane: re-advert S.4/3/10/156 , Veeplaas: re-advert S.4/3/10/157, Mecklenberg: re advert S.4/3/10/161 and GroblersdalS.4/3/10/155) and Capricorn x 3 (Alldays Ref S.4/1/3/10/127, Drainage Structures S4/1/3/10/128, Regravelling S.4/3/10/11)
Component : Roads Infrastructure Maintenance
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Mopani, Waterberg, Sekhukhune and Capricorn

MINIMUM REQUIREMENTS: A qualification at NQF level 03 as recognised by SAQA. Valid driver's license Code EC, with the exception of applicants with disabilities. Operating certificate (Grader Operator). 05 years driving and operating specialised equipment experience.

GENERIC COMPETENCIES: Communication, ability to read and write, good eyesight and Team work

TECHNICAL COMPETENCIES Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles and interpret and follow operating manuals, maintenance manuals and service charts.

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

Post no. 54 : Driver x 02
Ref. no. : Mopani x 1 (Giyani S.4/3/10/118) and Waterberg x 1 (Modimolle S4.4/3/110)
Component : Building Maintenance
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Mopani and Waterberg

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MINIMUM REQUIREMENTS: A qualification at NQF Level 04 (matric) as recognized by SAQA. A valid drivers licence with 7 – 12 months experience.

SKILLS AND KNOWLEDGE: 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.

Post no. 55 : Driver Heavy Duty
Ref. no. : S4/3/10/47
Component : Building Maintenance
Salary Notch : R155 148.00 per annum
Salary Level : 3
Centre : Capricorn (Polokwane Mechanical Workshop)

MINIMUM REQUIREMENTS: A qualification at NQF level 3 (Grade 10 certificate or equivalent). Driver's license Code EC with 7 – 12 months.

SKILLS AND KNOWLEDGE: 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: Drive Heavy duty vehicles. Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

Post no. 56 : Tradesman Aid: Building Maintenance x 13
Ref. no. Waterberg x 7 (Bakenberg S4.3/10/59, Lephallale x2 S.4/3/10/60, Thabazimbi x 2 S.4/3/2/65, Mokopane S.4/3/10/165 and Modimolle S.4/3/2/66); Mopani x 4 -(capentry services S.4/3/2/78), Sekgosese Cost Centre x2 S.4/3/10/61 and Tzaneen Cost Centre S.4/3/2/79) and Sekhukhune x 2 (Thabampoopo Ref S.4/3/10/61 and Nebo Ref S.4/3/10/61)
Component : Building Maintenance
Salary Notch : R155 148.00 per annum
Salary Level : 03
Centre : Waterberg, Mopani and Sekhukhune

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MINIMUM REQUIREMENTS: A qualification at NQF level 3 as recognized by SAQA. No experience.

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

KEY PERFORMANCE AREAS: **Provide assistance in the 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 equipment and tools according to standards:** Repair broken furniture and equipment's. Clean equipment's and machinery after use. Report faults.

Post no. 57 : Tradesman Aid Mechanical x 3
Ref. no. : Waterberg x 2 (Mokopane S4/3/10/136 and Thabazimbi Mechanical Workshop S4/3/10/163), Mopani x 1 (Tzaneen Mechanical Workshop S4/3/10/164)
Component : Roads Maintenance
Salary Level : 03
Salary Notch : R155 148. 00 per annum
Centre : Waterberg and Mopani

MINIMUM REQUIREMENTS: A qualification at NQF level 3 as recognized by SAQA. No experience.

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

KEY PERFORMANCE AREAS: Provide assistance in the maintenance of vehicles and equipment. Repair, clean service and safe keeping of equipment and tools according to standards.

Post no. 58 : Groundsman x 2
Ref. no. : Waterberg x 1 (Mogalakwena S.4/3/3/68) and Mopani x 1 (Phalaborwa S.4/3/3/112)
Component : Property and Facilities Management
Salary Notch : R131 265.00 per annum
Salary Level : 02
Centre : Waterberg and Mopani

MINIMUM REQUIREMENTS: A qualification at NQF Level 01/ 02 as recognized by SAQA. No experience

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

KEY PERFORMANCE AREAS: **Maintain premises and surroundings:** Clean premises and surroundings. Empty dirty bins. **Maintain the garden:** Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides.

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Cultivate the soil for trees and flowers. **Maintain gardening equipment's and tools:** Detect and report malfunctioning of gardening equipment's and tools. Repair minor defects of gardening equipment and tools.

Keep gardening materials and equipment: Cleaning of machines and equipment's after use. Request gardening materials.

Post no. 59 : Cleaner x 03
Ref. no. : Sekhukhune x2 (Fetakgomo Tubatse Ref:S4/4/3/105 and Facilities Ref:S4/3/3/101) and Waterberg x 1 (Modimolle/ Mookgopong Cost Centre centre x 1 Ref:S4/3/3/11)
Salary Notch : R131 265.00 per annum
Salary Level : 02
Centre : Sekhukhune and Waterberg

MINIMUM REQUIREMENTS: A qualification at NQF Level 01/ 02 as recognized by SAQA. No experience

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

KEY PERFORMANCE AREAS: **Provide cleaning services: clean office corridors, elevators and boardrooms by:** Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor. Vacuuming 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 rest rooms by** clean basins. Wash and keep stock of kitchen utensils. **Provide cleaning services in restrooms:** - Refill hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. **Keep and maintain cleaning materials and equipment:** Report broken cleaning machines and equipment's. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment's after use. Request cleaning materials.