

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

APPLICANTS : Should apply using E-Recruitment system at <https://erecruitment.limpopo.gov.za>, click on browse jobs and select Department of Sport, Arts and Culture. Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers

CLOSING DATE : 23 December 2024

NOTE : Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process .Practical Exercise (a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. (b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024> The closing date for submission of applications is 23 December 2024. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP, and Ms Makaulule MM Tel No: 015 284 4143/ 4109/4032 / 4144.

MANAGEMENT ECHELON

POST 45/357 : **DISTRICT DIRECTOR: (3 POSTS)**
(Re-advertisement) Applicants who applied before are encouraged to apply again

SALARY : R1 216 824.per annum (level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE : Sekhukhune District: Ref No: DSAC 2024/01
Waterberg District: Ref No: DSAC 2024/02
Capricorn District: Ref No: DSAC 2024/03

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by South Africa Qualification Authority (SAQA). Five (5) years' experience at (MMS) Middle Management Services / senior management level. Experience in the relevant field will be an added advantage. Experience in working with Sport, Arts and Culture Environment will be an added advantage. Proof of completion of the SMS Pre-Entry Programme MUST be submitted before the appointment. A valid driver's license (except for persons with disabilities). Core and process competencies: Strategic Capability and Leadership Good Communication

skills. People Management and Empowerment Programme, Project management, Financial Management, Strategic Planning, Change Management Knowledge Management, Service Delivery Innovation, Policy analysis and development, Leadership skills. Analytical skills, Change and knowledge management. Planning and organization skills, Problem Solving Problem solving and analysis, Client Orientation and Customer focus, Communication. Planning & organizing, Time Management, Team player, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills. Knowledge and skills: Sound understanding of the Public Service System. Knowledge and understanding of the legislative framework governing the Public Service. Extensive knowledge and understanding of Public Service Policies and procedures. Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills.

DUTIES

: Provide leadership and strategic direction in the division. Establish strategic direction of the district and ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Implement and report on strategic frameworks in functional responsibility. Monitor the attainability & sustainability of performance standards as per departmental objectives. Oversee the development of divisional Operational Plans in the districts. Manage the implementation of policies & procedures related to the functioning of the district. Facilitate and ensure an overall system for implementation and monitoring of departmental services within the district. Promote an integrated service delivery system and ensure that service delivery is in line with the strategic objectives of the department. Participate in the development and revision of internal policies and procedures. Ensure promotion of programs in line with national and provincial strategies. Overall management, monitoring and evaluation of the provision of departmental services in the district. Manage the performance of the district in line with applicable mandates and laid down standards and norms. Devise an appropriate monitoring mechanism to promote effective use of resources. Analyse trends and weaknesses associated with service delivery at community level and develop a service delivery improvement plan. formulate and manage the district's budget against its strategic objectives. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by projecting, monitoring & reporting expenditure. Ensure that spending is maximized in line with strategic objectives and the relevant prescripts. manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of employees. Ensure capacity and development of Archivists. Enhance and maintain employee motivation and cultivate a culture of performance management. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline.

ENQUIRIES

: Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE

: The post is targeting a female as per the Departmental approved Employment Equity Plan. Women are encouraged to apply.

POST 45/358

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: DSAC 2024/04)**

SALARY

: R1 216 824.per annum (Leve 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE

: Head Office (Polokwane)

REQUIREMENTS

: An undergraduate Qualification (NQF level 07) in Financial Management / Accounting / Supply Chain Management / Purchasing Management as recognized by SAQA. A minimum of five (5) years' experience at a middle/ Senior Managerial level in SCM. Proof of completion of the SMS Pre-Entry Programme MUST be submitted before the appointment. A valid driver's license (except for persons with disabilities). Core and process competencies Cognitive, pro-active, professional, accuracy, flexibility, independent, co-operative, willing to work under changing and difficult, client focused HR strategist and supportive team player. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service, Deep knowledge of the PFMA and other legislative frameworks governing the public service. Very deep knowledge of a wide range of activities is required such as: Training, HR matters Finance, Needs and priorities of stakeholders Planning and organizing and Managerial functions. Strategic capability and leadership,

financial management, analytical thinking, service delivery innovation, research, problem solving and analysis, policy formulation and implementation, change management, knowledge management, people management and empowerment, client orientation and customer focus communication.

DUTIES : Establish strategic direction of the directorate to ensure alignment with business plans: Undertake, coordinate and monitor the implementation of the strategic plans of the directorate, ensure alignment of individual performance to the strategic business objectives as outlined in the Component's balance scorecard, guide and ensure effective and proper strategic co-ordination of activities, monitor the attainability & sustainability of performance standards as per departmental objectives, ensure compliance to government frameworks and legislation and manage the development of business /operational plans to give strategic direction to the Directorate. Ensure provision of effective, efficient and economic Supply Chain Management Services: manage the development and implementation supply chain management internal policies, systems and processes, provide and oversee the overall management and monitoring regarding supply chain compliance, manage the relationship between the department and its different categories of service providers., ensure proper acquisition, maintenance and disposal of fleet to achieve the desired outcomes/outputs, manage and ensure proper monitoring of the department's assets, provide strategic support on stores management, manage and provide strategic logistical support, manage and oversee demand plans to address possible future needs, manage and oversee the implementation of demand management practices, procedures, guidelines and policies with the aim of adding value to the department. Manage and utilize human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline. The post is targeting a female as per the Departmental approved Employment Equity Plan. Women are encouraged to apply.

OTHER POSTS

POST 45/359 : **DEPUTY DIRECTOR: LABOUR RELATIONS (REF NO: DSAC 2024/05)**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Bachelor's degree or National Diploma (NQF level 6) in Labour Relations / Labour Law plus three to five (3-5) years' experience in the same field as Assistant Director. A valid driver's License (except for persons with disabilities). Knowledge and skills: Knowledge and skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Unemployment Insurance Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, interpretation of legislation and policies, policy and guideline formulation. Management, problem solving, organisation, leadership, budgeting and financial skills, negotiation, verbal and written communication, and presentation skills,

DUTIES : Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Manage finalisation of all grievances and complaints received from employees in the Department. Manage finalisation of all misconduct cases in the Department. Provide training and advocacy on labour related matters in the Department. Facilitate and provide a secretariat function to the Departmental Appeals Authority. Manage resources within Employment Relations Unit. Implement strategic, dynamic and proactive labour relations programmes. Develop and ensure compliance with labour relations policy framework and procedures. Manage labour disputes and grievances. Manage resources (physical, and human.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE : The post is targeting a female as per the Departmental approved Employment Equity Plan. Women will get preference.

POST 45/360 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES (REF NO: DSAC 2024/03)**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : Bachelor's degree or National Diploma (NQF level 6) in Social Science Social Work / Psychology / Occupational Health and Safety / A minimum of three to five (3-5) years' experience in the same field as Assistant Director plus registered with South African Council for Social Services Professions (SACSSP) / Health Professions Council of South Africa (HPCSA). A valid driver's License (except for persons with disabilities). Knowledge and skills: Knowledge and Skill in employee assistance programmes, Knowledge of Occupational Health and Safety Act, compensation for occupational injuries and disease (COID), knowledge of HIV/AIDS, counselling skills, computer literacy, project management, reporting skills, good managerial skills, applied strategic thinking, communication and information management, citizen focus and responsiveness, managing interpersonal conflict and resolving problems, planning and organising, problem solving and decision making, policy formulation and implementation
- DUTIES** : Manage employee wellness programme: Design and Coordinate employee wellness programme, Coordinate wellness screenings and health promotion sessions, Coordinate sporting and recreational activities in the Department, Develop EHW policies and standard operating procedures. Manage workplace HIV/AIDS programmes: Manage HIV/AIDS, TB, and STI programs, conduct awareness and preventative programs on HIV/AIDS, TB, and STI Coordinate Tricoordinate HCT in the workplace, Ensure availability of condoms. Manage Occupational health and safety programmes in the Department: Coordinate OHS site inspections and prepare OHS reports, Advice the department on OHS practices, procedure, guidelines and policies. Monitor and ensure compliance and implementation of legislation, policies and strategies of OHS. Coordinate OHS committee meetings. Implement Safety, Health, Risk and Quality (SHERQ) measures in the workplace. Design and implement employee assistance programmes: Ensure provision of professional and confidential counselling services, Marketing of EHW programs. Referral of EAP cases to other professionals Monitor and evaluate EHW programmes: Facilitation and submission of monthly, quarterly and annual reports for EHW programs, Develop and implement EHW operational plans, Ensure submission of SMT tool and EHW compliance reports.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
- POST 45/361** : **ASSISTANT DIRECTOR: COMMUNICATION, PUBLIC RELATIONS AND MARKETING (REF NO: DSAC 2024/07)**
(Re-Advertisement) Applicants who applied before are encouraged to apply again.
- SALARY** : R424 104 per annum (Leve 09)
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An undergraduate qualification (NQF level 06) in Media Studies/ Communications/ Public Relation/ Events Management as recognized by SAQA. A minimum of 3 years' experience in Communications/ Public Relations/ Events Management at salary level 7/8. Graphic design is an added advantage. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of all relevant research and publication prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organizing. Corporate branding skills. Media Relations. Public Relations. Radio Communication Services. Communication skills. Writing skills in Communication. Public relations skills. Facilitation skills. Advanced research and photographing skills.
- DUTIES** : Enhance the Department corporate identity manual. Managing the corporate image. Ensure that departmental and provincial logos are properly used on banners, signboards, posters, letterheads, business cards, website and social media and nametags. Establish and maintain media relationship. Drawing a stakeholder list for distribution. Develop and distribute communication materials. Maintenance of departmental website and social media. Monitor and update social media and departmental websites. Writing articles for Departmental publications. Prepare and distribute media releases and send out media invitations for major events as stated on events calendar per quarter. Develop content and implement social media campaigns.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

<u>POST 45/362</u>	:	<u>LANGUAGE PRACTITIONER (REF NO: DSAC 2024/08)</u> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R308 154.per annum (level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Languages / Language Practice with specialization in Afrikaans as recognized by SAQA. A minimum of 2 years of experience in the Translation field. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Languages. Knowledge of Language Policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders. Computer Literacy. Communication skills. Planning and organizing. Analytical and facilitation skills.
<u>DUTIES</u>	:	Translation of official documents from source language to target language. Proofread documents. Terminology development with language stakeholders. Promotion of Literature. Conduct workshops for authors. Promotion of multilingualism and indigenous knowledge systems.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 45/363</u>	:	<u>STATE ACCOUNTANT: FINANCIAL REPORTING (REF NO: DSAC 2024/09)</u> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R308 154.per annum (level 07)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognised by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS/BAS system. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Closure of books on monthly and annually. Ensure clearance on PERSAL and PMG exceptions. Cash flow management. Reconcile funds requested by Treasury against total budget of the Department. Compile journals to Exchequer Grant account. Compile and submit financial statements to the Provincial Treasury and Office of the Auditor General. Ensure that audit exceptions and findings from the Auditor General relating to annual financial statements are responded to. Prepare bank reconciliation statement. Compare and reconcile bank statements with Pay Master General (PMG) in BAS system to establish imbalances and rectify. Clearing of suspense accounts. Monitor and investigate all pending adjustment suspense account and allocate to relevant accounts. Prepare monthly suspense report for submission to Provincial Treasury.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>NOTE</u>	:	The post is targeting a female as per the Departmental approved Employment Equity Plan. Women will get preference.
<u>POST 45/364</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING SERVICES (REF NO: DSAC 2024/10)</u>
<u>SALARY</u>	:	R308 154 per annum (level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Accounting / Financial Accounting / Financial Management as recognised by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS/BAS system. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Capturing of the IYM projects on the system and ensuring that the monthly reports are done, and deadlines are met. Ensure that the expenditure on the IRM Web is updated timeously. Ensure that the projections of all infrastructure

projects are revised and updated. Ensure that the expenditure is in accordance with the projections. Prepare expenditure reports monthly. Ensure that all the requisition vouchers are checked against the budget, allocations are verified and that commitments are captured on the spreadsheet timeously to avoid overspending. Check all misallocations from PERSAL and BAS reports. Preparing and capturing all journals. Verification and capturing of shifting of funds on the BAS system. Updating of Budget on BAS. Monitoring of budget on BAS. Maintain filing of documentation. Distribution of documentation as and when required to other Departments

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE : The post is targeting a female as per the Departmental approved Employment Equity Plan. Women will get preference.

POST 45/365 : **LIBRARIAN: CPU (REF NO: DSAC 2024/11) (3 POSTS)**
(one (1) year contract renewable based on performance for a period of three (3) years.

SALARY : R308 154.per annum (Level 07) plus 37% lieu benefit
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies / Science from an accredited institution of higher learning. Two (2) years of Experience in the library environment. A valid driver's license (except for persons with disabilities). skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a newly established library. Inform users of special library collection, display library material during/departmental events, compile bibliographies, conduct orientation on library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Responsible for the marketing and advocacy of library services. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyze and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications, monitor the circulation of library resources. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 45/366 : **REGISTRY CLERK (REF NO: DSAC 2024/12)**
(Re-Advertisement) Applicants who applied before are encouraged to apply again.

SALARY : R216 417.per annum (Level 05)
CENTRE : Polokwane
REQUIREMENTS : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF 6 in Records Management / Archives will be an added advantage. Skills and knowledge: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.

DUTIES : Render asset management clerical support. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Render demand and acquisition clerical support. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render logical support services. Opening and 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. Process documents for archiving and/or disposal. Conduct electronic scanning of files. Sort and package files for archives and

		distribution. Compile lists of documents to be archived and submit to the supervisor. Keep records of archived documents.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>NOTE</u>	:	The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.
<u>POST 45/367</u>	:	<u>ADMINISTRATIVE CLERK (REF NO: DSAC 2024/13)</u>
<u>SALARY</u>	:	R216 417.per annum (Level 05)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. Skills and knowledge: Knowledge of administration duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). 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. 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 main. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. 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.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 45/368</u>	:	<u>MESSENGER / DRIVER: MEC OFFICE (REF NO: DSAC 2024/14)</u>
<u>SALARY</u>	:	R183 279.per annum (Level 04)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and valid code 8 driver's license. Minimum of 5 years relevant experience. Knowledge. Core and process competencies: Knowledge of the city (lies) in which the function will be performed, Organising skills. Well organised. Good communication and interpersonal skills. Basic literacy. a reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trip, daily mileage. Collect and deliver documentation and related items in the department / branch or any other component within the Department related external parties. Ensure proper and secure control over movement of documents.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 45/369</u>	:	<u>LIBRARY ASSISTANT (X02 POSTS)</u> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R183 279.per annum (level 4)
<u>CENTRE</u>	:	Capricorn District Library and Vlakfontein Capricorn District Library: Ref No: DSAC 2024/15 Vlakfontein: Ref No: DSAC 2024/16

- REQUIREMENTS** : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship, and problem-solving skills. Ability to work under pressure.
- DUTIES** : Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles. The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
- POST 45/370** : **SPORT COORDINATOR: ACADEMY (2 POSTS)**
(one (1) year contract renewable based on performance for a period of three (3) years.
- SALARY CENTRE** : R216 417.per annum (level 5) Plus 37 % of Lieu of Benefit
: Sekhukhune District and Waterberg District
: Sekhukhune District: Ref No: DSAC 2024/17
: Waterberg District: Ref No: DSAC 2024/18
- REQUIREMENTS** : Grade 12 and Certificate. A three-year Diploma/degree in Sport Management / Administration or/ Sport Science will be an added advantage, Valid driver's license (except for persons with disabilities). Knowledge and skills must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.
- DUTIES** : Coordinate sport activities in district academies, ensure the functionality of district academy, liaise with district confederations and federations in ensuring that talent Identification programmes are implemented, support athletes from districts through the academy system, ensure that team preparation in terms of academy requirements is implemented in districts, establish relations with municipalities , district municipalities, district confederations and federations, roll – out academy capacity building programmes, ensure that district sport and recreation activities are supported through the academy system, support identified sport focus schools and maintain database of coaches and elite athletes.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
- POST 45/371** : **CLEANER (2 POSTS)**
(Re-advertisement) Applicants who applied before are encouraged to apply again
- SALARY CENTRE** : R131 265.per annum (level 2)
: Mopani District and Waterberg District
: Mopani District Ref No: DSAC 2024/19
: Waterberg District Ref No: DSAC 2024/20
- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. knowledge and skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organizing skills.
- DUTIES** : Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keeping and maintaining cleaning materials and equipment. Report on broken cleaning machines and equipment. Request cleaning materials. Cleaning walls, windows and doors. Emptying and

cleaning of dustbin. Replace toilet paper, hand towels and refreshers. The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 45/372 : **GENERAL WORKER (REF NO: DSAC 2024/21)**

SALARY : R131 265.per annum (level 2)

CENTRE : Capricorn District

REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. knowledge and skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

DUTIES : Perform routine activities on the maintenance of the district. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the surroundings, etc. Cleaning of structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the premises and the surroundings. Creation and maintenance of fire breaks around the district and surroundings. Render any manual labour necessary for effective care and maintenance.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE : The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.

POST 45/373 : **GROUNDMAN (REF NO: DSAC 2024/22)**

SALARY : R131 265.per annum (level 2)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. knowledge and skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

DUTIES : Maintain premises and surroundings: Empty dirt bins, clean premises and surroundings. Maintain the garden: watering the garden, prune and trim flowers and trees, mow the grass, remove weeds and garden refuse, apply insecticides and cultivate the soil for trees. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools and repair minor defects of gardening equipment and tools.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144