

Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

APPLICATIONS : Applications must be submitted online through the link erecruitment.mpg.gov.za, A recent comprehensive CV, and contactable references (telephone numbers and email addresses must be indicated).

CLOSING DATE : 07 April 2026 at 12H00

NOTE : (Only shortlisted candidates will be required to submit certified documents; all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The first two recommended candidates for Senior Management Service and Deputy Directors posts will be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial disclosure interests' declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. Failure to comply with the above instructions will result in your application being disqualified. The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representability in terms of race, gender, and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The Department reserves the right to fill or not to fill any advertised posts. Career opportunities, combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

POST 10/402 : **CHIEF DIRECTOR: PROVINCIAL REGULATING ENTITY (PRE) REF NO: CD/PRE/HO/136**

SALARY : R1 494 900 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree Transport Management/ Fleet Management/ Public administration/Management at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years' of experience at Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: National Road Traffic Act, National Land Transport Act (NLTA) and Regulations, Transport Appeals Tribunal Act, Promotion of Administrative Justice Act (PAJA, Promotion of Access to Information Act, Protecting of Personal Information, Constitution of The Republic of South Africa, guidelines. Good communication skills and presentation skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and

verbal communication skills. Knowledge of legislative prescript governing the Public Service eg Public Financial Management Act (PFMA). Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Interpersonal Relations Report writing.

DUTIES : Provide strategic direction and leadership to Provincial Regulatory Entity. Manage and coordinate directorates to ensure efficient delivery service. Ensure compliance with laws, regulations and policies. Foster collaboration and effective communication among directorates. Develop and implement policies to enhance regulatory frameworks. Monitor and evaluate performance of directorates. Oversee promoting and improving safety on public transport systems, Manage the process of regulating public transport, manage public transport related conflicts, monitoring compliance by operators and associations. Manage operator licenses services. Manage Adjudication processes. Provide advice on people management issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/403 : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE MAINTENANCE AND PORTFOLIO (ROADS) REF NO: CDTIMP/HO/137**

SALARY : R1 494 900 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year B Degree in Civil/ Structural Engineering (NQF Level 7 as recognised by SAQA), plus extensive work experience in the related field of which 5 years of experience at Senior Managerial level (Roads). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Road Act, Ribbon Act, General condition of construction contract (GCC), Public Financial Management Act (PFMA). Project Management. Preferential Procurement Policy Framework Act (PPFA). Occupational Health & Safety Act (OHSA). Understanding. Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Interpersonal Relations Report writing.

DUTIES : Manage Transport Infrastructure planning services. Manage the design of roads, bridges and material infrastructure. Manage transport Infrastructure construction services. Manage the maintenance of transport Infrastructure. Oversee programme management services. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/404 : **CHIEF DIRECTOR: GOVERNMENT MOTORS TRANSPORT REF NO: CD/GMT/HO/138**

SALARY : R1 494 900 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year B Degree in Fleet Management, Transport Management /Public administration/Management (NQF Level 7 as recognised by SAQA), plus extensive work experience in the related field of which 5 years of experience at Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies:), Public Financial Management Act (PFMA). Project Management. Preferential Procurement Policy Framework Act (PPFA). Occupational Health & Safety Act (OHSA). Understanding. Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Good written and verbal communication skills, high sense of responsibility, Computer

- literacy, conflict management and analytical skills. Interpersonal Relations Report writing.
- DUTIES** : Providing strategic leadership in the management of Government vehicle fleets. Overseeing the management maintenance and safe keeping of Government's motor fleet assets. Effective management of Government contracts. Ensuring compliance with relevant Public Service legislation, including the Public Finance Management Act (PFMA) and Treasury Regulations. Developing transport management policies, guidelines and best practices. Establish and maintain Governance and Administrative system for the Chief Directorate. Management of risks, budget, expenditure, human resources, strategic planning and audit issues. Manage workshop services. Manage the maintenance and repairs of vehicles.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780
- POST 10/405** : **DIRECTOR: COMMUNITY DEVELOPMENT (EPWP) REF NO: D/NYS/02**
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)
: Head Office
: Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Management / Administration (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (EPWP). A valid driver's licence. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. A valid driver's licence. Knowledge, Skills and Competencies: EPWP policy, EPWP recruitment guidelines, EPWP Reporting Systems, NYS guidelines, Knowledge on Microsoft office (excel, word, PowerPoint). Good communication skills and presentation skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service eg Public Financial Management Act (PFMA). Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
- DUTIES** : Create work opportunities by implementing EPWP flagship including National Youth Service Programmes at the same time creating assets and delivering services at community level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with EPWP norms and standards. Provide advice on people management issues.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780
- POST 10/406** : **DIRECTOR: LAND TRANSPORT PLANNING REF NO: DLTP/HO/139**
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)
: Head Office
: Grade 12 Certificate plus a B Degree / B-tech in Transport Management/ Fleet Management (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.
- DUTIES** : Develop and update provincial land transport policies, strategies and plans in terms of the National Land Transport Act 5 of 2009 Develop norms and

standards related to the operationalisation of the ITPs and its sector plans to ensure uniformity, consistency and the quantification of performance. Manage and co-ordinate public transport stakeholders and forums. Ensure integrated transport planning. Managing the assessment of land use development applications in relation to the impact on transport, traffic and related services. Coordinate aviation, rail and inland waterways services. Coordinate freight and corridor development services. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/407 : **DIRECTOR: SCHOLAR TRANSPORT REF NO: DST/HO/140**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3 year B Degree / B-tech in Transport Management/ Public Management/ administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.

DUTIES : Oversee the administration of subsidization of scholar transport services. Planning and budgeting of scholar transport services. Manage payment of scholar transport services. Manage, review and implement scholar transport policy. Manage development of scholar transport subsidy management. Manage of scholar transport contracts. Monitor the implementation of scholar transport contracts. Manage scholar transport meetings and forum. Liaison with scholar transport operators. Develop and implement scholar transport monitoring system. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/408 : **DIRECTOR: REGISTRATION REF NO: D/R/HO/141**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus B Degree B Degree / B-tech in Transport Management/ Economics (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.

DUTIES : Manage the Registration of Public Transport Operators. Manage NLTIS. Manage route assessment or verification. Render conflict resolution services. Indirect management of processing the applications for Operating Licensing. Manage human and financial resources. Management of risk within the division. Manage conflict resolution in the Taxi industry. Liaise with conflicted Associations or parties, Municipalities, Traditional authorities, Government Departments and other transport stakeholders during route disputes. Manage assessment of route and operations. Manage Registration Administration System (RAS). Monitor whether taxi associations have fully functional offices and full executive committee in place, Monitor Annual General Meetings of all the taxi Associations. Monitor elections for the executive committees of all taxi associations. Monitor compliance of the taxi association with the standard constitution. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/409 : **DIRECTOR: RISK MANAGEMENT REF NO: DRM/HO/142**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus / B Degree B Degree / B-tech in Public Administration/Management/ Risk Management/ Auditing / Forensic Investigation (NQF Level 7 as recognised by SAQA), work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Risk Management / Forensic Investigation). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, skills and Competencies: Internal control measures. Protected Disclosure Act. Good communication skills and presentation skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Manage of risk services. Develop the Risk Policy, Risk Implementation Plan and Risk Management Strategy. Provide enterprise risk management services. Develop of risk registers. Conduct risk assessments. Monitor the Implementation of risk mitigation strategies. Manage risk education awareness services. Conduct workshops on fraud and corruption. Manage development of Awareness program schedule. Develop awareness programme and presentation. Coordinate risk management committee Manage ethics management and fraud preventions. Conduct verification of the financial disclosures. Report of any unethical fraud flatulent. Develop and monitor internal anti-corruption systems and plans. Manage and coordinate fraud management committees. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/410 : **DIRECTOR: INTERNAL AUDIT REF NO: D/IA/HO/143**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a B Degree / B-tech in Commence / Auditing/ Financial Management at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Auditing). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Internal Audit Framework, Global IIA Standards. Good communication skills and presentation

skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Provide internal audit assurance services. Review the compliance with laws, regulations, policies, plans, procedures and contracts. Provide performance audit services. Review safeguarding of assets. Review the achievement of strategic goals and objectives. Review the reliability and integrity of information. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/411 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSCM/HO/144**

SALARY : R1 266 714 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Administration / Management / Financial Management/Supply Chain at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Supply Chain). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Understanding of the PFMA AND Treasury Regulations, Public Service Act, Public Service Regulation, Protection of Personal Information Act, PAIA. Communication, presentation and report writing. Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, writing of reports and letters, Handling of Conflict and breaking down of resistance to change, negotiation skills, creativity, problem solving and listening skills, teamwork and coordination, compilation of business plans, computer literacy.

DUTIES : Manage demand planning services. Monitor future and frequency of the demand. Monitor expenditure, commodity and industry. Manage the link of demand requirements to the budget. Manage acquisition services. Manage the operation of the finance committee and the bid committees. Monitor compliance with the departmental supply chain management policy. Monitor that supply chain objectives are consistent with government procurement policies. Quality assure bid specifications for compliance to norms and standards. Monitor cost efficiency of procurement process Manage logistical and disposal services. Monitor compliance with supply chain management policies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/412 : **DIRECTOR: COMMUNICATION REF NO: D/C/HO/145**

SALARY : R1266 714 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus B Degree/ B-tech in Public Relations, Media Liaison, Journalism, at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Communication). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: Excellent communication skills, advance writing, Editing, and verbal skills for various platforms and audiences. understanding of Government communication systems media management and Public Relation. PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service

		Regulations, Public Service Interpretation of legislation / policies, Policy/guideline formulation. Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Presentation, Innovative.
<u>DUTIES</u>	:	Manage media liaison and monitoring services Coordinate & monitor radio talk-shows. Coordinate live streaming event. Manage community liaison and event management services. Manage the branding of the department. Manage internal communication, production and Publication services. Manage and coordinate the provision of printing services. Manage and Coordinate the publication of internal newsletters. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	:	Ms. PN Mokhotla Tel No: (013) 766 6780
<u>POST 10/413</u>	:	<u>DIRECTOR: OFFICE OF THE HOD REF NO: D/C/HO/146</u>
<u>SALARY</u>	:	R1266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus B Degree B-tech/ in Public Management/ Administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Management level (Administration). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment Knowledge, Skills and Competencies: Advance writing report able to handle confidential information. PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Interpretation of legislation / policies, Policy/guideline formulation. Excellent Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Presentation, Innovative.
<u>DUTIES</u>	:	Manage and coordinate matters emanating from Head of the Department. Manage the administrative activities in the office of the HOD. Provide direct secretarial support to the HOD. Manage diary of the HOD. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	:	Ms. PN Mokhotla Tel No: (013) 766 6780
<u>POST 10/414</u>	:	<u>DIRECTOR COORDINATION (EPWP) REF NO: D/CEPWP/HO/147</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum of 3-year Degree / B-tech in Public Management / Administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (EPWP). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment Knowledge, Skills and Competencies: EPWP policy, EPWP recruitment guidelines, EPWP Reporting System, Knowledge on Microsoft office (excel, word, PowerPoint) and Interpersonal relations. Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.
<u>DUTIES</u>	:	Manage the coordination and consolidate EPWP business plans. Manage the functional steering committees and district forums in accordance with EPWP norms and standards Provide support to lead sector departments and municipalities to undertake coordination. Facilitate engagement with public bodies in the province across all sectors in accordance with EPWP norms and standards. Promote and visibility of EPWP through marketing, branding and project profiling, manage stakeholder relations and provide technical support

to EPWP stakeholders and public bodies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
Ms. PN Mokhotla Tel No: (013) 766 6780

ENQUIRIES

POST 10/415

DIRECTOR: FLEET MANAGEMENT (GMT) REF NO: DFM/HO/148

SALARY

CENTRE

REQUIREMENTS

R1 266 714 per annum, (all-inclusive package)
Head Office
Grade 12 Certificate plus a 3-year Degree/ B-tech in Transport Management / Fleet Management / Logistic Management/ Transport Economics/Public Management/ Administration or related field (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations, MS Office Suite (Word, Excel, PowerPoint). Excellent interpersonal and analytical, report-writing.

DUTIES

Manage the administration of the provision of provincial government motor transport. Develop and monitor the implementation of provincial government motor transport policies and guidelines. Facilitate procurement of fleet. Administer the registration and licensing of the fleet. Monitor the compliance with subsidized motor transport policy and the implementation of transversal contract. Co-ordinate auction services. Maintain provincial fleet register. Conduct investigation on fleet related matters. Manage accidents and losses (Includes claims, liaison with State Attorneys, risk etc). Monitor utilization of provincial fleet, compliance with transversal contract and policies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES

POST 10/416

DIRECTOR: POLICY DEVELOPMENT & RESEARCH REF NO: DPDR//HO/149

SALARY

CENTRE

REQUIREMENTS

R1 266 714 per annum (Level 13), (all-inclusive package)
Head Office
Grade 12 Certificate plus B Degree / B-tech in Research, Social Science, Public policy, Economic/ Public administration and Development studies at (NQF Level 7 as recognized by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: Proven experience in designing, managing& implementing research projects and programmes, Policy frameworks, policy legislative instruments. Conducting qualitative and quantitative research and applying methods and approach, Managing policy research and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities.

DUTIES

Manage and guide the department on policy development processes and ensure its alignment with the national, provincial legislative frameworks. Coordinate the development of departmental policies. Provide advisory services on policy development Review of existing departmental policy. Provide secretariat function to the policy committee. Manage the development

of departmental research strategy and research agenda as well as oversee the implementation of research studies of the department. Manage research round table discussions to improve policy discussions, policy options as well as development for the research agenda for the department. Facilitate customer and stakeholder's feedback processes focused on continuous improving the level of service delivery. Coordinate and undertake commissioned research related to the department problems Collect and manage statistical data. Advice the department on research findings and recommendations. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
Ms. PN Mokhotla Tel No: (013) 766 6780

ENQUIRIES

POST 10/417

DIRECTOR: STRATEGIC PLANNING REF NO: D/SP/HO/150

SALARY

CENTRE

REQUIREMENTS

R1 266 714 per annum (Level 13), (all-inclusive package)
Head Office
Grade 12 Certificate plus B Degree / B-tech in Public Policy, Economic/ Public Administration and Development Studies at (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Administration). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: Proven experience in editing, managing& implementing programmes, Policy frameworks, policy legislative instruments and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes and people management capabilities. knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Computer literacy especially. Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills.

DUTIES

Manage the compilation and generation of relevant quality business plans. Manage the alignment of the departmental medium strategic framework to local, provincial and national strategies. Develop and implement the strategic performance plans [Annual Performance Plans (APP) and Operational Plans (OP)] for the Department. Manage the alignment of the departmental medium strategic framework to Local, Provincial and National. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES

POST 10/418

DIRECTOR: PROPERTY DEVELOPMENT REF NO: D/PD/HO/151

SALARY

CENTRE

REQUIREMENTS

R1 266 714 per annum (Level 13), (all-inclusive package)
Head Office
Grade 12 Certificate B Degree/ B-tech in Property Management / Real Estate / Property Studies (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Property). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Public Finance Management Act. Interpersonal Relations Report writing. Promotion of Access to Information Act, Protecting of Personal Information Act, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, communication and presentation, Writing of reports, Conflict management.

- DUTIES** : Oversee and manage the Mpumalanga Provincial Asset Register Portfolio. Manage assets performance in terms of operational, utilization of space and statutory compliance. Ensure correctness of records/data captured in the Asset Register System as per asset register minimum requirements. Identify un-surveyed state land for surveying services. Manage the vesting process and ensure that assets are registered under Mpumalanga Provincial Government. Ensure legislative compliance with GIAMA, PFMA, NT regulations and MCS. Prepare the audit processes and mitigate AG findings for the directorate. Prepare and submit of monthly, quarterly and annual reports. Preparation of Annual Financial Statements (AFS) disclosure. Liaison with external and internal stakeholders. Interpret conditions assessment, SG diagrams, Title Deeds, Municipal valuation roll. Asset Values and updating of Immovable Asset Register. Management of Risk and Human Resource. Attend Provincial GIAMA and meetings and National IAR and vesting task team.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780

OTHER POSTS

- POST 10/419** : **CHIEF ENGINEER ELECTRICAL GRADE A (HEALTH, PUBLIC WORKS, OTHER DEPARTMENT INFRASTRUCTURE IMPLEMENTATION) REF NO: CEE/B/HO/10**

- SALARY** : R1 266 450 per annum, (all-inclusive package), (OSD)
- CENTRE** : Head Office
- REQUIREMENTS** : Grade 12 Certificate plus minimum of 3-year B Degree / B-tech Degree in BSC / BEng Degree / Electrical Engineering. (NQF Level 7 as recognised by SAQA) Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Electrical Engineer / Technologist plus 5 years relevant working experience at as Engineer/Technologist Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations, and the National Building Regulations (NBR). Knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, building standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

- DUTIES** : Lead and coordinate implementation of public building infrastructure projects in line with national norms and standards. Develop, review, and monitor Infrastructure Programme Management Plans (IPMP) and Infrastructure Programme Implementation Plans (IPIP) for client departments for procurement schedules. Manage implementation and close out of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Coordinate infrastructure implementation in the districts. Provide strategic and technical input into project scoping and feasibility assessments of infrastructure projects. Provide mentorship and professional guidance to junior engineers, technologists, and project managers within the department.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780

- POST 10/420** : **CHIEF ENGINEER MECHANICAL ENGINEERING GRADE A REF NO: CEPA BM/HO/11**
Building Infrastructure Design

- SALARY** : R1 266 450 per annum, (all-inclusive package), (OSD)
- CENTRE** : Head Office
- REQUIREMENTS** : Grade 12 Certificate plus minimum of 3-year B Degree / B-tech Degree in BSC / BEng Degree / Mechanical Engineering. (NQF Level 7 as recognised by SAQA), Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Mechanical Engineer / Technologist plus 5 years relevant working experience at as Engineer/Technologist in Mechanical Engineering Valid drivers' licence. Knowledge, Skills and Competencies: Experience in planning, of building infrastructure projects. Understanding and

interpreting, applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations, and the National Building Regulations (NBR). Knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, building standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Lead and coordinate the Design of infrastructure projects in line with national norms and standards. Develop, review, and monitor Infrastructure Programme Management Plans (IPMP) and Infrastructure Programme Implementation Plans (IPIP) for client departments, allocate projects and finalise procurement schedules. Develop and enforce standard design. Manage design of infrastructure programmes/ projects for client departments. Undertake projects, feasibility studies and obtain planning approval. Compile and prepare report project performance. Manage structural designs, technical support and general office drawing services. Provide standards and specifications for structures. Manage procurement of service providers in close collaboration with Departmental SCM. Provide mentorship and professional guidance to junior engineers, technologists, and project managers within the department.
Ms. PN Mokhotla Tel No: (013) 766 6780

ENQUIRIES

POST 10/421 : **CHIEF ENGINEER GRADE A (ROAD MAINTENANCE) REF NO: CEE/GER/161**

SALARY : R1 266 450 per annum, (all-inclusive package), (OSD)
CENTRE : Gert Sibande
REQUIREMENTS : Grade 12 Certificate plus 3-year Degree B-tech degree/ Civil/ Structural Engineering. (NQF Level 7 as recognised by SAQA) Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Engineer/Technologist plus 5 years relevant working experience at as Engineer/Technologist Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations. Good knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, Roads standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Manage roads special maintenance services at the district. Manage and execute the maintenance of roads and street monitor and control roads maintenance projects at the district. Monitor and control the quality of work done by contractors at the district. Manage material design. Enforce road ordinance, protection Acts and administer maintenance contracts. Ensure effective maintenance of roads at the district. Maintain roads systems and provide training services. Develop and maintain bridge management system. Develop and maintain maintenance management system. Develop and maintain pavement management system. Co-ordinate training services to officials for operating heavy equipment's. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Write of reports.

ENQUIRIES Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/422 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DDPD/HO/03**
Prestige Accommodation Services

SALARY : R1 059 105 per annum (Level 12), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year B Degree / B-tech in Property Management / Real Estate/ Property Studies / Immovable Asset Management (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant

<u>DUTIES</u>	:	Director level. Experience in field of Immovable asset Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Public Financial Management Act (PFMA). Project Management. Immovable Asset Management. Government-Wide Immovable Asset Management Act (GIAMA). Preferential Procurement Policy Framework Act (PPPFA). Occupational Health & Safety Act (OHSA), Hiring and Letting. Analytical thinking. Problem Solving. Project Management. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Manage hiring and letting of VIP/ Prestige and other residential accommodation. Manage and maintain all VIP/ Prestige and other residential accommodation. Manage and maintain the Parliamentary Village. Manage the provision of furniture and appliances for the VIP/ Prestige accommodation. Manage routine inspections on all VIP/Prestige and other residential accommodation. Manage the VIP/ Prestige and other residential accommodation register. Monitor the compliance with the Member's handbook. Manage municipal accounts. Manage resources of the section (human, financial, assets). Lease of immovable assets. Manage municipal account.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/423</u>	:	<u>DEPUTY DIRECTOR: PROPERTY VALUATION REF NO: DDPW/HO/04</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year B Degree / B-tech Degree in Real Estate / Property Valuation (NQF Level 7 as recognised by SAQA). Registered as a Professional Valuer with the South African Council of Property Valuers (SACPV), plus 3 years working experience at an Assistant Director level. Experience in the related field of property valuation. A valid driver's licence. Knowledge, Skills and Competencies: Decision making, mobilization of stakeholders. Communication and Presentation. Report writing. Conflict management. Interviewing skills. Negotiation skills. Problem solving. Logical and Analytical thinking. Ability to maintain good relationships. Ability to judge results and circumstances objectively. Ability to work in a team. Self-control. Sense of Responsibility. Ability to produce accurate work. Reliability and tactful work under pressure and meet deadlines. Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Municipal Property Rates Acts, Government Immovable Assets Management Act (GIAMA), Protection of Personal Information Act, Treasury Regulations, PPPFA and SCM processes.
<u>DUTIES</u>	:	Develop, review and maintain valuation services, policies and procedures. Undertake research on current best practices in relation to property valuation services. Develop, implement and maintain property valuations policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property valuations policies and procedures to relevant stakeholders. Establish proper property valuations governance processes and internal control measures. Execute property valuation services in line with applicable standards. Carry out valuations for acquisition or disposal of property, Property market related values for Immovable Asset Register. Compile detailed valuation reports to clients. Review and object to Municipal General Valuation Rolls and relevant Municipal Supplementary valuations, Draft evaluation reports for submission to the Land Affairs Board, certify correctness of valuations reports to the Department. Indicate any changes in the properties and ensure maintenance of records. Represent the Department in valuation disputes. Appoint and coordinate external valuations processes and relationships. Review and assess private evaluators' reports and services. Collaborating with external and internal stakeholders.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/424</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Thulamahashe Ref No: DDPM/THU/05, Re -advert) Nkangala Ref No: DDPM/NKA/156
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year B Degree / B-tech in Property Management / Real Estate / Property Studies (NQF Level 7 as recognised by SAQA). plus 3 years working experience at an Assistant Director level. Experience in the

related field of Property Management. A valid driver's licence Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Property & Facilities Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Financial management, asset management, people management, conflict management and good interpersonal relations. Strong negotiation skills, ability to work under pressure and willingness to work long hours.

DUTIES : Facilitate payment of property rates and taxes in the districts. Ensure payments, collection of rental and user charges. Accurate reconciliation of payments, rental collection and user charges. Rendering of property administrative support services. Management of districts' asset registers. Effective management of shared services (water, electricity, telephones, etc.). Ensure compliance with Occupational Health and Safety and other related prescripts. Management of personnel and financial resources. Coordination of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/425 : **DEPUTY DIRECTOR: PROVINCIAL WORKSHOP REF NO: DDPW/HO/06**
(Re-advert)

SALARY : R896 436 per annum (Level 11), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree Requirements: (minimum of 3-year Degree (NQF level 7 as recognised by SAQA) in Mechanical Engineering, studies plus work experience at an Assistant Director level in Mechanical. Experience in the related field of Mechanical Engineering A valid driver's licence Knowledge, skills and Competencies: Good communication skills both written and verbal and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Knowledge of legislative prescript governing the Public Service. High sense of responsibility. Conflict management and analytical skills. Financial management. Interpersonal relations. Report writing.

DUTIES : Management of maintenance and repairs to Government owned vehicle fleet. Manage breakdown services to Government owned fleet. Manage accident repairs. Manage technical personnel at Government Garage. Advice on the withdrawal of motor vehicles and board yards. Facilitate maintenance and repairs to government owned fleet. Provide advice to provincial Departments regarding maintenance, repairs and withdrawal of government owned vehicles. Manage the implementation and compliance of all national contracts, policies and other related government owned vehicle prescripts. Facilitate breakdown services and board yards. Respond to audit queries. Supervise and manage the section.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/426 : **DEPUTY DIRECTOR: EPWP (COORDINATION) REF NO: DDPW/HO/07**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Management /Administration (NQF level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of EPWP. A valid driver's licence. Knowledge, Skills and Competencies: EPWP policy. EPWP recruitment guidelines. EPWP Reporting System. Knowledge on Microsoft office (excel, word, PowerPoint) and Interpersonal relations.

DUTIES : Manage the coordination and consolidate EPWP business plans. Manage the functional steering committees and district forums in accordance with EPWP norms and standards. Provide support to lead sector departments and municipalities to undertake coordination. Facilitate engagement with public bodies in the province across all sectors in accordance with EPWP norms and standards. Promote and visibility of EPWP through marketing, branding and project profiling. Manage stakeholder relations and provide technical support to EPWP stakeholders and public bodies. Manage Resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

<u>POST 10/427</u>	:	<u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: DDRM/HO/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus a 3-year B Degree / B-tech in Library and Information Science / Archives and Records Management (NQF level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Records Management. A valid driver's licence. Knowledge, Skills and Competencies: Understanding of Mpumalanga Archives and Records Service Act. Understanding of the PFMA. Public Service Act. Public Service Regulation. Protection of Personal Information Act. PAIA. Communication skills both verbal and writing. Presentation and report writing skills.
<u>DUTIES</u>	:	Provide registry and records / data management services. Monitor and review records management policies. Develop and implement Knowledge management strategy. Promote and ensure overall compliance with Promotion of Access to Information Act (PAIA) & Protection of Personal Information Act (POPIA).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/428</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DDLR/HO/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus 3 years B Degree / B-tech in Labour Law / Labour Relations / Employee Relations (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Employee relations. A valid driver's licence. Knowledge, Skills and Competencies: PFMA. Labour Relations Act. Basic Conditions of Employment Act. Public Service Act. Employment Equity 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 / policies. Policy/ guideline formulation. Communication (verbal and written). Computer literacy. Organising, Analytical. Problem solving. Budgeting / Financial skills. Innovative. Leadership skills. Negotiating skills. Presentation skills. Innovative.
<u>DUTIES</u>	:	Development and implementation of Labour Relation Policies. Management and implementation of discipline in the Department and the Code of Conduct. Implementation of Code of Conduct. Advance sound labour relations through the addressing of grievances, conflicts and disputes. Provision of Labour Relations support to the Department on Labour Relation matters. Facilitation of Capacity programmes in the Labour Relations field. Create and maintain labour relations database.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/429</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: D/DPD/HO/152</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus a / B-tech B Degree in, Business administration, Public Policy, / Public Administration / Management and Development studies (NQF Level 7 as recognised by SAQA), plus 3 years' work experience as an Assistant Director level in Policy Research and Experience in the field of policy development, Strategic planning and policy& research. A valid driver's licence Knowledge, Skills and Competencies: Proven experience in developing, reviewing & implementing policies projects and strategic frameworks, conducting policy research and analysis to support evidence-based decision making, drafting policy proposal. Managing policy research and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities. Internal control measures, Public Service Act, planning, Report writing, computer skills, interpersonal skills, communication.
<u>DUTIES</u>	:	Manage and guide the department on policy development processes and ensure its alignment with the national, provincial legislative frameworks.

		Coordinate the development of departmental policies. Provide advisory services on policy development Review of existing departmental policy. Provide secretariat function to the policy committee. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/430</u>	:	<u>DEPUTY DIRECTOR: MONITORING & EVALUATION (EPWP) REF NO: DD/ME/EPWP/HO/154 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus a B-tech /B Degree in Public Management / Administration (NQF Level 7 as recognised by SAQA), plus 3 years' work experience as an Assistant director level. Experience in the field of EPWP. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Decision making, mobilization of stakeholders, presentation, Report writing, Conflict Management, teamwork and coordination, and computer literacy.
<u>DUTIES</u>	:	Manage EPWP data and reporting. Monitor creation of work opportunities in respect to the targets if the different public bodies across the different sectors. Monitor projects for compliance to EPWP norms by the different public bodies. Evaluate the impact of projects/programmes implemented. Provide capacity building of stakeholders and public bodies in terms of reporting EPWP reporting system. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Assess progress against sector specific EPWP Targets. Report progress outputs in all EPWP Performance Indicators. Verify accuracy and consistency of reported data against project records. Establish and maintain data base on captured projects in the EPWP Reporting System Perform qualitative and quantitative assessments on EPWP data. Evaluate compliance with programme standards and policy imperatives. Determine socio economic impact of EPWP Initiatives across spheres of Government. Provide capacity building support to all Municipalities and Provincial Departments.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/431</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DDLR/HO/155</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus 3 years B-tech /Degree in Labour Law / Labour Relations / Employee Relations (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Employee relations. A valid driver's licence. Knowledge, Skills and Competencies: PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity 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 / policies, Policy/ guideline formulation. Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Negotiating, Presentation, Innovative.
<u>DUTIES</u>	:	Promote and administer collective bargaining including leading of negotiations with trade unions at Department, Provincial, or National levels (PSCBC/GPSSBC). Manage and represent the Department in disputes, conciliations, and arbitration hearings at CCMA or Bargaining Councils. Develop and implement Labour Relations policies, strategies, and procedures regarding employee relations, disciplinary action, and grievances. Interpret labour legislation (LAA, BCEA, EEA) and apply public service regulations to ensure compliance. Coordinate and monitoring of implementation of labour policies and agreements. Minimize strikes and labour unrest.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/432 : **DEPUTY DIRECTOR: HRU& CD REF NO: DD/HRU &CD/EHL/157**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Ehlanzeni
REQUIREMENTS : Grade 12 Certificate plus a B-tech / B Degree in Human Resource Management/Development/Public Management/Administration (NQF Level 7 as recognized by SAQA), plus 3 years' work experience as an Assistant level. Experience in the field of Human Resource Management. Valid drivers' licence, PERSAL and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management Analytical thinking. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.

DUTIES : Manage induction Programmes i.e. (BB2E, Orientation, re-orientation Compulsory Induction Programmes). Manage learner ships, internship and apprenticeship programmes. Co-ordinate training and development of employees. Implement performance management system. Co-ordinate and development of the district workplace skills Programmes. Conduct skills audit in the districts. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/433 : **DEPUTY DIRECTOR: HRU& CD LEARNERSHIP & INTERNSHIP REF NO: DD LI/HRU&CD/HO/158**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a B-tech / B Degree in Human Resource Management/Development/Public Management/Administration (NQF Level 7 as recognized by SAQA), plus 3 years' work experience as an Assistant level. Experience in the field of Human Resource Management. Valid drivers' licence, PERSAL and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management Analytical thinking. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.

DUTIES : Establish, Facilitate and implement learnership programmes. Develop learnership guidelines and curriculum. Coordinate internship programmes. Market Internship and Learnership programmes. Facilitate mentorship programmes. Implement / Facilitate the induction on the BB2 Manage induction Programmes i.e. (BB2E, Orientation, re-orientation Compulsory Induction Programmes). Manage learner ships, internship and apprenticeship programmes. Co-ordinate training and development of employees. Implement performance management system. Co-ordinate and development of the district workplace skills Programmes. Conduct skills audit in the districts. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/434 : **CONTROL TRANSPORT INSPECTOR (X2 POSTS)**

SALARY : R896 436 per annum (Level 11)
CENTRE : Nkangala Ref No: CTI/NKA/159
 Bohlabela Ref No: CTI/BOH/160
REQUIREMENTS : Grade 12 Certificate plus Traffic Officers Diploma plus National Diploma in Transport Management (NQF level 6 as recognized by SAQA) plus 3 years' work experience as Chief Transport Inspector. Experience in the related field of Inspectorate A valid driver's license. No criminal record and willingness to undergo the process of security clearance. Knowledge, Skills and

Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Coordinate law enforcement management in the district. Coordinate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Manage the implementation of public law operations and gathering of statistics. Develop a monitoring mechanism for law enforcement operations. Develop new strategies and models to improve service delivery Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Write of reports.

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/435 : **ENGINEER TECHNICIAN CONTROL A (DESIGN AND MATERIAL) REF NO: ETCA/HO/12**

SALARY : R551 493 per annum, (all-inclusive package), (OSD)
CENTRE : Head Office

REQUIREMENTS : Grade 12 plus 3-year National Diploma in Engineering (NQF Level 6 as recognized by SAQA). Six years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) minimum as a Professional Engineering Technician. Valid drivers' licence and proficiency in computer applications are essential. A relevant work experience in the design and material environment, with at least 2 years being post-registration. Knowledge, Skills and Competencies: Sound knowledge of the planning, implementation, and management of Roads maintenance and refurbishment projects in the public sector. Familiarity with relevant legislation, policies, and regulations including the PFMA, CIDB Act, Occupational Health and Safety Act Experience in contract documentation, procurement processes, and administration (JBCC, GCC, or similar). Understanding of Roads Maintenance Environment, life cycle costing, and facilities maintenance management systems. Good knowledge of engineering and maintenance planning software (e.g., Civil Designer, Prokon, AutoCAD). Advanced proficiency in MS Office (Word, Excel, PowerPoint) and project tracking tools. Strong written and verbal communication, negotiation, planning, and organisational skills. Ability to manage contractors and service providers on site and coordinate multiple maintenance teams.

DUTIES : Manage design of materials, pavements and methods of treatment. Provide standards and specification for materials and treatment of materials. Prescribe testing methods and execute quality control on materials and processes. Manage technical measurements. Prepare technical and performance reports, assist in budgeting processes, and contribute to infrastructure reporting to oversight bodies

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/436 : **PROJECT COORDINATOR: EPWP NKANGALA DISTRICT REF NO: PCEPWP/NK/162**

SALARY : R582 444 per annum (Level 10)
CENTRE : Nkangala District

REQUIREMENTS : Grade 12 Certificate plus a 3-year National diploma/ B Degree in Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer level. Experience in the field of EPWP. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of EPWP Environment the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Decision making, mobilization of stakeholders, presentation, Report writing, Conflict Management, teamwork and coordination, and computer literacy.

DUTIES : Coordinate the provision of Expanded Public Works Programmes. Render EPWP monitoring services at the districts. Contribute to the training of artisans and labour-intensive practitioner. Implement youth services and contractor development programmers. Provide support to municipalities. Management of law enforcement officials and financial resources. Coordination of reports.
ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/437 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R582 444 per annum (Level 10)
: Ehlanzeni Ref No: ADSM/EHL/13
: Bohlabela Ref No: ADSM/THU/14

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Security Management / Security Risk Management / Policing (NQF Level 6 as recognised by SAQA). Professional registration with PSIRA Grade A, plus a 3-years work experience as a Security Officer. No criminal record. Valid drivers' licence and computer literacy. Knowledge, Skills and Competencies: knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Sound Presentation Skills. Problem Solving. Planning organising, leading and control. Strong Analytical Skills and Facilitation Skills. Records Management and Security Management. Knowledge in security organisation and administration, physical, personnel, information and ICT security. Knowledge of investigation processes.

DUTIES : Manage the coordination of all security aspects (administration, physical, information, personnel and ICT) in line with MISS and MPSS. Develop security policies, frameworks, security plan and standard operating procedures. Develop a departmental vetting strategy and investigations for security clearance. Liaise with SAPS and SSA regarding all incidents or suspected incidents of security breaches and information leakages and recommend mitigating strategies/actions against identified security threats. Develop and implement departmental events management procedures. Liaise with SAPS on issues involving criminal activities for staff and advice management on security matters. Oversee the monitoring and evaluation of security compliance, performance of outsourced security service providers and adherence to SLAs. Management of personnel and financial resources. Coordination of reports. Ensure the availability and existence of proper security systems. Conduct security assessment / appraisal and give advice on security systems and general security measures. Ensure safety of departmental documentation, personnel and assets. Coordinate vetting and screening of officials. Conduct investigations on security related matters. Manage Resources (human, financial, assets/ equipment).
ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/438 : **ASSISTANT DIRECTOR: SCHOLAR TRANSPORT CONTRACT MANAGEMENT AND MONITORING REF NO: ADSTCMM/HO/19**

SALARY CENTRE : R582 444 per annum (Level 10)
: Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management /Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer. Experience in the field of Transport Management. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of National Land Transport Act Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Monitor the implementation of scholar transport contracts. Coordinate scholar transport forum. Liaison with scholar transport operators. Develop and implement effective monitoring system. Manage resources (human, financial, assets/ equipment).

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/439 : **ASSISTANT DIRECTOR: TRANSPORT FREIGHT AND CORRIDOR DEVELOPMENT REF NO: ADTFCD/HO/15**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Economics / Public Management / Administration (NQF Level 6 as recognised by SAQA) plus 3 years' relevant working experience as Administrative Officer. Experience in the related field of Transport Management. A valid driver's licence. No criminal record. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of National Land Transport Act Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act Promotion of Administrative Justice Act (PAJA). Promotion of Access to Information Act. Protecting of Personal Information Act. Public Finance Management Act. Problem-Solving. Planning, organizing, leading and controlling. Decision making. Mobilization of stakeholders, communication and presentation. Writing of reports, Conflict management.

DUTIES : Establish and sustain freight forums and working groups. Establish and maintain freight database. Coordinate research on freight infrastructure development systems. Manage resources (human, financial, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/440 : **ASSISTANT DIRECTOR: HRM INFORMATION SYSTEM REF NO: ADIS/HO/21**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Human Resource Management / Public Management/ Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a Human resource practitioner. Experience in the field of Human resource management. PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's licence. Knowledge, Skills and Competencies: Public Service Act (PSA) and Regulation, (PSR). Public Financial Management Act (PFMA). Project Management. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Occupational Health & Safety Act (OHSA). Skills: Financial Management, Analytical thinking. Problem Solving. Project Management. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing.

DUTIES : Ensure maintenance of PERSAL system. Identify and coordinate PERSAL training. Maintain and update PERSAL users' profile. Evaluate / recommend to the PERSAL Management changes to the system in terms of the SCC. Ensure that prerequisites and procedures of PERSAL are well executed. Execute control and audit measures by making use of PERSAL exception reports. Create departmental codes on PERSAL. Draw and analyse PERSAL reports as per stakeholders' request. Protection of Information Act (POPIA) and Promotion of Access to Information Act (PAIA).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/441 : **ASSISTANT DIRECTOR: PROPERTY DEVELOPMENT (ASSET SYSTEM) REF NO: ADIT/HO/22**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Software Developer/ Immovable Asset Management/ (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as technician, administrator. in the field of private/public sector and Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of ICT Technical and Governance, Public Service Act, Public Financial Management Act and other related legislations, Project Management, Government Immovable Asset Management, Employment Equity, Basic Conditions of Employment, Ethics in government. Occupational Health and Safety Act, Treasury Regulations. Skills, Good communication (verbal, written and presentation) skills. Strong leadership and management skills, ability to develop a strong working team, Good interpersonal relations, Analytical

thinking, problem solving, financial management skills. Change management, understanding of deeds searches, municipal valuation roles, and asset values. Computer Literacy, Report Writing. Planning, Organising. Leading and controlling principles. Knowledge of basic minimum requirement of IAR.

DUTIES : Manage and maintain the Immovable Asset Management System. To provide technical support to Immovable Asset Management officials from Head office and Districts and end users. To monitor the system usage and prevent unauthorised access to data. To monitor the completeness of asset life cycle information. To analyse property information in the system. To integrate the Immovable Asset Register System with LOGIS, GIS and GIAMA. To analyse data integrity and quality assurance. To provide the users access and security management of the Immovable Asset Register. Mitigation of Risk and Audit findings. Manage resources (human, financial, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/442 : **ASSISTANT DIRECTOR: ACCOMMODATION REF NO: ADA/PR/23**
Re-advert

SALARY : R582 444 per annum (Level 10)
CENTRE : Pilgrim's Rest
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Public Administration/ Tourism or Hospitality. (NQF level 6 as recognized by SAQA) plus 3 years work-relevant experience as Administrative Officer Accommodation in the relevant field. Experience in the field in Tourism and Hospitality. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Tourism and Hospitality Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Handle reservations and bookings of state-owned guest houses and halls. Monitor cleaning of houses, guest houses and halls. Manage laundry services. Asset management, supervision of staff and compilations of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/443 : **ASSISTANT DIRECTOR: HR UTILISATION AND CAPACITY DEVELOPMENT REF NO: ADHRUCD/THU/24**
Re-advert

SALARY : R582 444 per annum (Level 10)
CENTRE : Thulamahashe
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Human Resources Management / Human resource Development / Public Administration / Management (NQF level 6 as recognized by SAQA) plus 3- years' work experience. Experience in the field of Human Resource Development. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Human Resource Utilisation & Capacity Development Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Coordinate skills audit and identification of staff training needs. Facilitate training and development of employees in line with the Workplace Skills Plan (WSP). Coordinate learnership and internships programmes. Coordinate the implementation of legislation that supports skills development. Monitor implementation of the Performance Management and Development System (PMDS). Coordinate orientation and induction programmes. Supervision of staff, sectional records keeping and compilation of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/444 : **ASSISTANT DIRECTOR: LICENSING (X2 POSTS)**

SALARY : R582 444 per annum (Level 10)
CENTRE : Thulamahashe Ref No: ADL/THU/25, Re-advert
Middelburg Steve Tshwete Ref No: ASD /MST/163
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Transport Management / Fleet Management / Public Administration / Management/Logistics. (NQF level 6 Degree as recognized by SAQA) plus 3- years' work experience. Experience in the field of Transport. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service, National Land Transport Act. NALTIS System, National Road Traffic Act,

transport Appeals Tribunal Act 39 Of 1998, Promotion of Administrative Justice Act (PAJA), Public Service Regulation Act, Protection of Personal Information Act, Promotion of Access to Information Act. Public Transport Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Administer operating licensing applications. Receive, and verify applications before capturing. Prepare spreadsheet for publication application for Gazetting. Printing of operating licence and uplifted Capturing of applicants into Land Transport Permit System (LTPS). Issue/uplift operating licenses. Provide administration related duties. Prepare spreadsheet of gazette applications to secretary for the PRE Adjudication committee for consideration. Facilitate the call-ins to operators for Adjudication committee hearings. Implement the decisions made by the Adjudication Committee. Consolidate the stats of all applications adjudicated by the committee and uplifted Prepare monthly reports and keep records.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/445 : **ASSISTANT DIRECTOR: PROPERTY DEVELOPMENT REF NO: ADIT/HO/171**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Property Law / Real Estate / Town & Regional Planning / Financial Management / Immovable Asset Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as a Property Administrator. Experience in the field Property Law / Real Estate / Town & Regional Planning / Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in GIAMA. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management diagrams, title deeds, deeds office searches, Land ownership, Vesting of Land, Section 42 transfers Municipal Valuation roles, and asset values. Analytical thinking, Project Management. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.

DUTIES : Facilitate asset register. Monitor asset performance. Provide vesting and surveying services. Interpret condition assessment findings and update the asset register. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/446 : **CHIEF TRANSPORT INSPECTOR: NKANGALA REF NO: CTI/NK/172**

SALARY : R582 444 per annum (Level 10)
CENTRE : Nkangala

REQUIREMENTS : Grade 12 Certificate plus Traffic Officers Diploma / National Diploma (NQF level 6 as recognized by SAQA) in Transport Management with relevant extensive experience in the related field of which 3 years' experience should be at Chief Transport Inspector level. A valid driver's license. No criminal record and willingness to undergo the process of security clearance. Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Coordinate law enforcement management in the district. Facilitate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Coordinate the implementation of public law operations and gathering of statistics. Develop and monitoring mechanism for law enforcement operations. Provide new strategies and models to improve service delivery. Management of law enforcement officials and financial resources. Coordination of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/447 : **ASSISTANT DIRECTOR: SERVICE CONDITION & REMUNERATION REF NO: ADSCR/HO/164**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year / National Diploma in Human Resource Management/ Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a personnel Practitioner. Experience in the field of Human resource management, PERSAL Introduction is compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Capture and process employee benefit, administer remuneration matters (Leave, housing, medical, injury on duty, long service recognition, overtime pension allowances, terminations, PILIR etc.) Manage resources (human, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/448 : **CHIEF ARTISAN GRADE A REF NO: CAG/EHL/46**

SALARY : R480 261 per annum, (OSD)
CENTRE : Ehlanzeni
REQUIREMENTS : Grade 12 Certificate plus 3-year National Diploma in Built Environment (NQF level 6 as recognized by SAQA) plus 3year experience as an Artisan Foreman. Drivers licence' Knowledge, skills & competencies: Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.

DUTIES : Maintenance of building, manage of minor projects, and manage the supply of steam in hospitals within the district. Manage technical services and support in conjunction with Artisan 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 manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Liaise with relevant Bodies on technical and related matters. Monitor expenditure according to budget to ensure efficient cash flow. Manage Human resource/assets.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/449 : **CHIEF ARTISAN GRADE A PLANT AND EQUIPMENT REF NO: CAG/PE/NKA/47**

SALARY : R480 261 per annum, (OSD)
CENTRE : Nkangala
REQUIREMENTS : Grade 12 Certificate plus 3-year National Diploma in Civil/ Mechanical (NQF level 6 as recognized by SAQA) plus 3year experience as an Artisan Foreman. Drivers licence' Knowledge, skills & competencies: Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.

DUTIES : Administer the maintenance and repairs of roads construction equipment. Render administration services. Render lowbed Services. Manage districts plant and equipment workshops. Ensure the promotion of safety in line with statutory and Regulatory requirements. Provide inputs into existing manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Monitor expenditure according to budget to ensure efficient cash flow management. Liaise with relevant Bodies on technical and related matters.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

<u>POST 10/450</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ADRM/HO/16</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma / B Degree in Public Management / Administration/ Risk Management / Auditing / Forensic Investigation (NQF Level 6 as recognised by SAQA), plus 3 years work experience as a Risk officer/Auditor. Experience in the field of Risk Management / Auditing / Forensic Investigation. A Valid drivers' licence Knowledge, Skills and Competencies: Knowledge of Public Finance Management Act. Internal control measures. Protected Disclosure Act. Public Service Act. Report writing. Computer skills. Interpersonal skills. Good communication skills both verbal and writing.
<u>DUTIES</u>	:	Facilitate enterprise risk management services. Coordinate risk management committee meetings. Coordination of financial disclosure, assist in developing Risk Management Policies and other Risk Management documents. Facilitate the identification and evaluation of Departmental risks. Monitoring and implementing the fraud and anti-corruption prevention plan. Assist in developing and implementing mitigation techniques to minimize the impact of potential risks. Promoting ethical culture. Conducting Risk Management Awareness programme. Compile quarterly risk reports to the Departmental and Risk Committee. Assists in facilitating and evaluation of the implementation of internal and external audit recommendations. Manage resources (human, financial, assets/ equipment).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/451</u>	:	<u>ASSISTANT DIRECTOR: NON-MOTORIZED TRANSPORT REF NO: ADNMT/HO/17</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Economics / Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer. Experience in the field of Transport Management. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of National Land Transport Act, Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Decision making, mobilization of stakeholders. Good communication both verbal and writing. Presentation skills. Report writing. Conflict Management. Teamwork and coordination, and computer literacy.
<u>DUTIES</u>	:	Promote the development of non-motorised transport. Liaise with relevant stakeholders. Manage the funding of non-motorised projects. Manage resources (human, financial, assets / equipment).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/452</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: ADPM/HO/18</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Property Management / Real Estate / Immovable Asset Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as a Property Administrator. Experience in the field Property Management / Real Estate / Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in GIAMA. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management diagrams, title deeds, deeds office searches, Land ownership, Vesting of Land, Section 42 transfers Municipal Valuation roles, and asset values. Analytical thinking, Project Management.

		Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.
<u>DUTIES</u>	:	Render residential accommodation services. Render office accommodation services. Render prestige accommodation services. Lease of immovable assets. Manage municipal account. Manage resources (human, financial, assets/ equipment).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/453</u>	:	<u>ASSISTANT DIRECTOR: FLEET CONTROL (GMT) REF NO: ADFC/HO/20</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management /Fleet Logistic / Public Administration (NQF level 6 as recognised by SAQA), plus 3 years relevant working experience as an Administrative officer. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and competencies: Constitution of The Republic of South Africa, Knowledge of National Land Transport Act, Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, team work and coordination.
<u>DUTIES</u>	:	Identify vehicle needs. Facilitate procurement of fleet. Administer the registration and licensing of fleet. Maintain assets register. Monitor compliance with fleet, subsidy and maintenance policy and contract. Manage resources (human, financial, assets / equipment)
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/454</u>	:	<u>ASSISTANT DIRECTOR FLEET LOGISTIC REF NO: AOFF/NKA/134</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management / Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
<u>DUTIES</u>	:	Manage the provisioning of Government owned and Subsidized fleet. Control the utilization of government transport Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/455</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY VALUATION REF NO: DAPW/HO/135</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Real Estate / Property Valuation (NQF Level 7 as recognised by SAQA). Registered as a Professional Associate Valuer with the South African Council of Property Valuers (SACPV),

plus 3 years working experience at a Property Administrator. Experience in the related field of property valuation. A valid driver's licence. Knowledge, Skills and Competencies: Decision making, mobilization of stakeholders. Communication and Presentation. Report writing. Conflict management. Interviewing skills. Negotiation skills. Problem solving. Logical and Analytical thinking. Ability to maintain good relationships. Ability to judge results and circumstances objectively. Ability to work in a team. Self-control. Sense of Responsibility. Ability to produce accurate work. Reliability and tactful work under pressure and meet deadlines. Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Municipal Property Rates Acts, Government Immovable Assets Management Act (GIAMA), Protection of Personal Information Act, Treasury Regulations, PPPFA and SCM processes.

DUTIES : Coordinate, review and maintain valuation services, policies and procedures. Undertake research on current best practices in relation to property valuation services. Facilitate in, implement and maintain property valuations policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property valuations policies and procedures to relevant stakeholders. Establish proper property valuations governance processes and internal control measures. Execute property valuation services in line with applicable standards. Carry out valuations for acquisition or disposal of property, Property market related values for Immovable Asset Register. Compile detailed valuation reports to clients. Review and object to Municipal General Valuation Rolls and relevant Municipal Supplementary valuations, Draft evaluation reports for submission to the Land Affairs Board, certify correctness of valuations reports to the Department. Indicate any changes in the properties and ensure maintenance of records. Represent the Department in valuation disputes. Assist in Appointing and coordinating external valuations processes and relationships. Assist in assessing private evaluators' reports and services. Collaborating with external and internal stakeholders.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/456 : **ASSISTANT DIRECTOR: HRP&A: REF NO: ADHRP&A/NK/165**

SALARY : R468 459 per annum (Level 09)
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Human Resource Management/ Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a personnel Practitioner. Experience in the field of Human resource management, PERSAL Introduction is compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Facilitate recruitment, selection and appointment of staff. Maintain the district establishment. Handle promotions, change of rank, transfers, relocation and resettlement etc. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/457 : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: ADAM/GS/166**

SALARY : R468 459 per annum (Level 09)
CENTRE : Gert Sibande Districts
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Financial management or Finance related (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Financial management A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations.

		Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
<u>DUTIES</u>	:	Render movable asset management services. Render immovable asset management services. Render inspection of movable assets. Manage resources. Maintain and manage movable assets database and compile reports. (human, financial, assets/ equipment)
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/458</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: ADFC/EHL/167</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Ehlanzeni District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Financial Management/ Accounting/ Public Management (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Financial management, BAS/LOGIS system PERSAL courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
<u>DUTIES</u>	:	Render financial accounting services. Manage control over District expenditure. Manage payroll and salary related matters. Monitor processing of payments and claims. Manage credit control. Ensure the compilation of IYM reports. Safe keeping of financial records. Render financial management services. Manage financial systems controls at the district. Manage control over District expenditure. Manage payroll and salary related matters. Monitor processing of payments and claims. Manage credit control. Ensure the compilation of IYM reports. Safe keeping of financial records.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/459</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ADMA/EHL/168</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Ehlanzeni District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Financial Management / Accounting (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Management Accounting budgeting BAS/LOGIS system PERSAL courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
<u>DUTIES</u>	:	Manage the departmental budget. Verify budget availability and allocation, audit invoice and other supporting documents before processing in financial system. Administer the collection of revenue and debtor's management. Capture payment in LOGIS and BAS. Attach payment stubs to paid vouchers. Handle payment queries and answer audit queries. Safe keeping of financial records. Manage staff. Manage resources (human, financial, assets/ equipment).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/460 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG REF NO: ADODDGTM/HO/169**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years relevant working experience as an Administrative officer. Experience in the field of Administration handling confidential documents. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and competencies: Knowledge of Public Service. Knowledge of the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, teamwork and coordination.

DUTIES : Manage the diary of the DDG. Attend and write minutes during the DDG meeting. Opening correspondence, answering phone calls. Overseeing the office budget, including processing invoices Scheduling meeting and ordering furniture and equipment necessary for seamless operations. Completing administrative tasks, like filing document and updating records. Assisting other employees, such as helping or ensuring workers have the necessary resources. Planning DDG meeting, making travel arrangements for office. Regularly updating the DDG with the event or meeting ahead. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/461 : **ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEM (MIS) REF NO: ADMIS/HO/170**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Computer Science/ Information Technology (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an IT Special list. Experience in the field extensive experience in IT support services, level. Knowledge of Corporate governance of ICT policy framework (CGICTPF) and other IT governance frameworks and standards Management of Information System. A valid driver's licence. Knowledge, Skills and Competencies: Extensive evaluation and analytical skills. Knowledge of Information security and Cybercrime. Technical knowledge of Government transversal systems (Bas, PERSAL, Logis, and Novel Groupwise/ Outlook) will be an added advantage. Knowledge and experience in IT Project Management, ICT Systems Support Management and IT Risk Management. Innovative and strategic skills as well as self-driven and team leading skills. Good administration and time management as well as report writing skills will serve as strong recommendation. Public Financial Management Act (PFMA). Project Management.). Problem. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing.

DUTIES : Develop, implement and monitor IT governance plans. Ensure high adherence to IT regulations, policies and procedures. Evaluate, recommend, and provide guidelines on new trends in IT developments and solutions. Ensure that Departmental IT systems are safe from Cyberattacks and other information security vulnerabilities. Conduct awareness of the IT security policy. Monitor the implementation of the IT risk register. Ensure implementation of resolutions of the IT governance structures and report progress. Ensure availability of IT systems/applications. Manage IT projects, budgets and Assets. Consolidate the IT systems performance/evaluation reports. Evaluate new trends on information technology developments. Render Geographic Information Systems (GIS). Provide applications development throughout their lifecycle (design, test, development). Provide business applications management.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/462 : **COMMUNICATION OFFICER: PRODUCTION AND PUBLICATION REF NO: COPP/HO/26**

SALARY : R397 116 per annum (Level 08)

<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Media Studies / Communication Science / Graphic Design / Marketing / Advertising / Audiovisual Production (NQF level 6 as recognized by SAQA) plus 3 years' work experience. Experience in the field Production and Publication. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Production & Publication Environment. Computer literacy especially application of latest software technologies. Camera operation, video editing and archiving procedures. Good communication (verbal and written) skills, project management, creativeness and sound interpersonal relations. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Give creative direction on supplied briefs. Source and write material to support internal communications. Render proof reading and editing services for documents and publications. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audiovisual services to departmental events. Archiving of pictures, footage and videos on audio-visual library. Marketing and brand management. Social media engagement and management. Web content development and management
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/463</u>	:	<u>ARTISAN FOREMAN (X9 POSTS)</u>
<u>SALARY</u>	:	R382 047 per annum, (OSD)
<u>CENTRE</u>	:	Mmamethlake Hospital Ref No: AF/MH/41 (X1 Post) Lekwa Cost centre Ref No: AF/L/43 (X1 Post) Embhuleni Hospital Ref No: AF/EMB/48 (X1 Post) Vaalbank Cost centre Ref No: AF/Vaal/49 (X1 Post) Watervalboven Ref No: AF/Wat//50 (X1 Post) Middelburg Ref No: AF/Mid/51 (X1 Post) Witbank Ref No: AF/Wit/52 (X1 Post) Victor Khanye Ref No: AF/VK/53 (X1 Post) Mpungwe Hospital Ref No: AF/MH/54 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus relevant Trade Test certificate with 3 years as an Artisan. A valid driver's license. The candidates must have a and willing to work overtime and standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer literacy. Knowledge of legal compliance and Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Project Management. Change. Teamwork. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.
<u>DUTIES</u>	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Text repair equipment and facilities according to standards. Quality assurance. Serviced and maintained equipment and or facilities. Ensure adherence to safety standards. Requirements and regulation. Supervise and mentor Artisan.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/464</u>	:	<u>TRAINING OFFICER: HRU & CD REF NO: TO/HRU&CD/NK/27 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Human Resources Management / Development / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.
<u>DUTIES</u>	:	Responsibilities: To administer assessment process (PMDS). Consolidate all programme performance reports. Coordinate and monitor learnership and internship. Attend to all queries pertaining (PMDS).

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/465 : **PERSONNEL PRACTITIONER: SERVICE CONDITION & REMUNERATION. REF NO: PPSC&R/HRU&CD/EHL/38**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Ehlanzeni District
: Grade 12 Certificate plus a 3-year / National Diploma in Human Resource Management/ Public Management/Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a Personnel Office. Experience in the field of Human resource management (Service Condition), PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Capture and process employee benefit, administer remuneration matters (Leave, housing, medical, injury on duty, long service recognition, overtime pension allowances, terminations, PILIR etc.). Manage resources (human, assets / equipment)

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/466 : **ADMIN OFFICER: FLEET PROVISIONING REF NO: AAFP/HO/28**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Nkangala District
: Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management/Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Provisioning of Government owned and Subsidized fleet. Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/467 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: SAS/ST/29**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Steve Tshwete
: Grade 12 plus 3-year National Diploma in Financial Management / Financial Accounting (NQF Level 6 as recognized by SAQA), plus 3 years' experience. Experience in the field of Salaries. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury Regulations, BAS, LOGIS, and PERSAL, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Collect Revenue, reconcile revenue collected Invoice client Department, Administer petty cash float.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/468 : **PROVISIONING ADMINISTRATIVE OFFICER: (SUPPLY CHAIN MANAGEMENT) REF NO: PAOSCM/HO/30**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office

: Grade 12 Certificate plus a 3-year National Diploma in Supply Chain / Procurement / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of Supply Chain / Procurement. Valid drivers' licence. Knowledge, skills and Competencies: Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy.

DUTIES : Compile and capture requisitions on LOGIS. Check the accuracy of transactions information on requisitions prior approval. Approve requisitions and authorize orders on LOGIS. Manage vendor performance. Expediting of orders. Manage Labour saving devices and Supervision of staff.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/469 : **ADMIN OFFICER: MOVABLE ASSET REF NO: ADMA/BO/31**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Bohlabela

: Grade 12 Certificate plus a 3-year National Diploma in Finance / Assets Management / Logistic Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of Assets Management. Valid driver's license. Knowledge, Skills and Competencies: Knowledge of prescripts and systems applicable in the Public Service and Asset Management Environment. Computer literacy, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Oversee and review the monitoring of assets in accordance with asset management policies and procedures. Monitor and review the capturing of moveable assets. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Asset verification according to prescribed time frames. Assist with the development of asset management policies and guidelines. Supervise staff to ensure sound moveable asset management. Monitor expenditure patterns of all units. Liaise with suppliers of goods. Compile and reconcile relevant reports.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/470 : **ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: AOHRP&A/TH/39**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office

: Grade 12 Certificate plus a 3-year National Diploma in Archive/Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. the Public Service Archives. Computer literacy especially record management. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

DUTIES : Provide registry and records/ data management services. Monitor and review records management policies. Monitor compliance with Promotion of Access to Information Act (PAIA) & Protection of Personal Information Act (POPIA).

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/471 : **ADMINISTRATIVE OFFICER: HRP&A NKANGALA REF NO: AOHRP&A/TH/40**

SALARY CENTRE : R325 101 per annum (Level 07)
: Thembisile Hani

<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Human Resources Management / Development / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. the Public Service Human resource management Environment. Computer literacy especially PERSAL system. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.
<u>DUTIES</u>	:	Administer service conditions and benefits. Render human resource utilisation and capacity building. Co-ordinate labour relations services. Co-ordinate employee health and wellness programme services. Co-ordinate security management services. Co-ordinate property administration support services. Render financial management support services.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/472</u>	:	<u>ADMIN OFFICER: FLEET MANAGEMENT STEVE TSHWETE REF NO: AAFP/NK/41</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Steve Tshwete
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Fleet Management / Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
<u>DUTIES</u>	:	Provisioning of Government owned and Subsidized fleet. Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/473</u>	:	<u>PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: PPRS/HO/42</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma Human Resource Management /Public Management/ Administration (NQF level 6 as recognized by SAQA). plus 3 years' work experience. Experience in the field PERSAL Introduction and PERSAL establishment courses are compulsory. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service Human resource management environment. Computer literacy especially PERSAL system. Public Service Act (PSA) and Regulation, (PSR). Public Financial Management Act (PFMA). Project Management. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Occupational Health & Safety Act (OHSA). Skills: Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing. Good communication (verbal and written) skills, creativeness and sound interpersonal relations. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Facilitate recruitment, selection and appointment of staff. Handle promotions, change of rank, transfers, relocation and resettlement etc. Administer personnel files. Provide messenger services.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828

<u>POST 10/474</u>	:	<u>ARTISAN PRODUCTION GRADE A: PAINTER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Shongwe Ehlanzeni Ref No: AP/SE/44 Thembisile Hani Nkangala Ref No: AP/TH/45
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus appropriate Trade Test certificate (Painter) plus experience as a Tradesman Aid. A valid driver's license will be an added advantage. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. communication skills, good interpersonal relations Candidates must be healthy.
<u>DUTIES</u>	:	Execute and manage painting services of department infrastructure. Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and Maintain job record and supervise and mentor staff.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/475</u>	:	<u>ARTISAN PRODUCTION GRADE A: ELECTRICAL (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Victor Kanye Ref No: APE/VK/46 Vaal bank Ref No: APE/VB/55
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus appropriate Trade Test certificate (Electrical) plus experience as a Tradesman Aid. A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Communication skills. Good interpersonal relations.
<u>DUTIES</u>	:	Execute and manage Electrical maintenance of the Department. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/476</u>	:	<u>ARTISAN PRODUCTION GRADE A: WELDER REF NO: APW/ST/47</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Steve Tshwete Cost Centre
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus relevant Trade Test certificate plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal Compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Listening and communication skills. Good interpersonal relations.
<u>DUTIES</u>	:	Plan and execute maintenance at cost centre. Carryout welding maintenance and compile maintenance report. Manage staff.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/477</u>	:	<u>WORKS INSPECTOR ELECTRICAL REF NO: WIEINK/32</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum (Level 06) Nkangala District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and a recognized 3-year National Diploma in Electrical Engineering (NQF level 6 recognized by SAQA). No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing the Public Service and Built Environment. Computer literacy, communication skills, records management skills, and good

interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : 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. Develop progress reports on outstanding and finalized work. Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/478 : **ADMIN CLERK: HRP & A (X5 POSTS)**

SALARY CENTRE : R228 321 per annum (Level 05)
: Godide C/C Ref No: PO/GCC/34
: Gert Sibande Ref No: AC/HRP&A/35
: Steve Tshwete Ref No: AC/HRP&A/ST/36
: Emalahleni Cost Center Ref No: AC/HRP&A/E/37
: S Moroka Ref No: JS/NK/38

REQUIREMENTS : Grade 12 plus Higher Certificate in Public Administration / Human Resource Management (NQF level 5 as recognised by SAQA). No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills, Facilitation Skills and Records Management.

DUTIES : Render all administrative related activities within the cost centre. Assist in coordinating other line functions activities within the cost centre. Coordinate property administration support services Keep sectional records. Advice staff. Advice staff on HR related matters.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/479 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING (X2 POSTS)**

SALARY CENTRE : R228 321 per annum (Level 05)
: Bohlabela District Ref No: AC/BOH/39
: Nkangala District Ref No: AC/NK/40

REQUIREMENTS : Grade 12 plus Higher Certificate in Public Administration / Financial Management / Accounting / Management Accounting (NQF level 5 as recognised by SAQA). No work experience required. A valid driver's license. Knowledge Skills and Competencies: Knowledge of PFMA, Treasury regulations, BAS, LOGIS, Computer literacy: Microsoft Word, Excel and BAS system and comprehensive knowledge of all administrative aspects. Be prepared to work under pressure. Good communication skills both verbal and written.

DUTIES : Payroll administration. Administer Claims (S&T, overtime, cell phone) Verify and authorize claims on PERSAL. Administer commitment register for the district. Process payments of goods and services. Sound record keeping.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/480 : **SECRETARY REF NO: S/GS/43**

SALARY CENTRE : R228 321 per annum (Level 05)
: Gert Sibande

REQUIREMENTS : Grade 12 plus Higher Certificate in Secretariat / Public Administration (NQF Level 5 as recognized by SAQA), No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be

		an added advantage. Shortlisted candidates will be subjected to a typing test. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Serve as an entrance in the office of the Director. Manage the office and personnel in the Director's office. Effectively manage the budget of the Director's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the Director. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/481</u>	:	<u>SIYATENTELE: COORDINATOR REF NO: SC/EMA/44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Emalahleni Grade 12 plus 2-year Diploma in Secretariat / Public Administration (NQF Level 5 as recognized by SAQA), plus no' experience. Experience in the field of secretariat. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills, Verbal and written communication skills, Basic Knowledge road safety environment OHS.
<u>DUTIES</u>	:	Conduct proper administration thereof Screening of all household identified. Monitor the renewal of contracts for the beneficiaries. Maintenance of database for beneficiaries for EPWP. Compile a list of all termination and replacements of beneficiaries. Monitor the maintenance of road projects Do site inspection. Supply working tools and uniform to the beneficiaries. Supervise the maintenance of road projects (cleaning, patching etc) Collect attendance registers in all cost centres. Deliver salary advise to beneficiaries. Signing of payroll and send back to district. Provider transport for the beneficiaries to the site. Write monthly absenteeism. Report and submit to the district. Compliance with the relevant prescripts e.g OHS
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/482</u>	:	<u>ROAD WORKS FOREMAN (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Umjindi Cost Centre Ref No: RWF/UMJ/48 (X1 Post) Mbombela Cost Centre Ref No: RWF/MB0/49 (X1 Post) Govan Mbeki Cost Centre Ref No: RWF/GM/ 50 (X1 Post) Thembisile Cost Centre Ref No: RWF/THANI/58 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 certificate and successful completion of Road Work Course plus road worker experience. A valid driver's licence. Knowledge Skill and Competencies: Knowledge of legislative prescripts governing public service, computer literacy, organizing and solving skills. Good interpersonal relations.
<u>DUTIES</u>	:	Supervise maintenance projects. Execute equipment supervision. Execute safety procedures and control. Oversee onsite training. Ensure compliance with legislations. Oversee staff utilization and staff management. Maintain workers performance management.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/483</u>	:	<u>TELECOM OPERATOR: ALBERT LUTHULI & GOVERN MBEKI (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Albert Luthuli 1 Cost Centre Ref No: TO/AL/41 Govern Mbeki Ref No: TO/GM/42
<u>REQUIREMENTS</u>	:	Grade 12 with no experience Knowledge, Skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills.
<u>DUTIES</u>	:	To handle incoming and outgoing calls. Act as a Receptionist and manage District telephones. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/484</u>	:	<u>RECEPTIONIST: FACILITY MANAGEMENT REF NO: R/HO/45</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Head Office

<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a Certificate Public Management / Administration/ business management (NQF Level 5 as recognized by SAQA), with no experience. Knowledge, skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills. Computer Literacy.
<u>DUTIES</u>	:	To handle/ direct incoming and outgoing calls. Welcome visitors and direct them to relevant office. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/485</u>	:	<u>DRIVER / MESSENGER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	HRP&A: Nkangala District Ref No: DM/HRPA/NK/51 (X1 Post)
	:	Fleet Management: Head Office Ref No: DM/FM/HO/52 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 certificate with no experience. A driver's licence Code 8 (Code B). Knowledge, Skill and Competencies: Knowledge of legislative / prescripts governing the Public service. Good Interpersonal relations. Good communication skills both verbal and written.
<u>DUTIES</u>	:	Collect and deliver correspondence to different offices / departments in the District and Head Office. Render driving services. Ensure cleanliness of Government vehicles.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/486</u>	:	<u>BOILER OPERATOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Middelburg Hospital Ref No: BO/MH/53 (X1 Post)
	:	Robs Ferrera Ref No: BO/EHL/54 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 certificate recognised National Steam Certificate and Experience as Boiler Assistant. Knowledge, Skills and Competencies: Knowledge of Occupational and Safety Act (OHS). Skills- planning, organising, verbal and written communication skills. Candidate must be willing to work overtime and be on standby.
<u>DUTIES</u>	:	Ensure Safe Boiler operation in the hospital. Supervise Boiler Assistant. Maintain safe incinerator operation. Consistency in reporting and recording in the boiler operation logbook. Timing of coal and ash removal from grift arrester. Cleaning of the boiler. Regular maintenance of the ash trolleys. Proper usage of protective clothing. Cleaning the brine tank and water fitter. Apply chemicals and salt to brine tank as prescribed.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/487</u>	:	<u>ROAD WORKERS (X63 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Thembisile Hani Cost Centre Ref No: RW/THANI/57 (1 Post)
	:	Dr. JS Moroka Cost Centre Ref No: RW/DM/59 (X4 Posts)
	:	Steve Tshwete Cost Centre Ref No: RW/ST/61 (X2 Posts)
	:	Victor Khanye Cost Centre Ref No: RW/VK/63 (X2 Posts)
	:	Emakhazeni Cost Centre Ref No: RW/EM/64 (X1 Post)
	:	Msukaligwa Cost Centre Ref No: RW/MSU/65 (X1 Post)
	:	Dipaliseng Cost Centre Ref No: RW/D/67 (X2 Posts)
	:	Albert Lithuli II Cost Centre Ref No: AS/69 (X2 Posts)
	:	Pixley Ka-Seme Cost Centre Ref No: RW/PK/70 (X1 Post)
	:	Mbombela Cost Centre Ref No: RW/MCC/EHL/ 71 (X1 Post)
	:	Malekutu Cost Centre Ref No: RW/M/EHL/74 (X3 Posts)
	:	Malamule Cost Centre Ref No: RW/MCC/BOH/79 (X5 Posts)
	:	Mashishing Cost Centre Ref No: RW/M/ 110 (X31 Posts)
	:	Godide Cost Centre Ref No: RW/G/113 (X3 Posts)
	:	Chochocho Cost Centre Ref No: RW/114 (X1 Post)
	:	Sabie Cost Centre Ref No: RW/116 (X2 Posts)
	:	Mjindi Cost Centre Ref No: RW/M/MJ/117 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 certificate with no work experience. Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

DUTIES : Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/488 : **ROAD OPERATOR (X10 POSTS)**

SALARY CENTRE : R163 680 per annum (Level 03)
 : Dr. JS Moroka Cost Centre Ref No: RWO/JMCC/121 (X2 Posts)
 : Victor Khanye Cost Centre Ref No: RWO/VK/ 122 (X1 Post)
 : Emakhazeni Cost Centre Ref No: RWO/EMA/123 (X1 Post)
 : Mkhondo Cost Centre Ref No: RWO/MKH/125 (X2 Posts)
 : Umjindi Cost Centre Ref No: RWO/UMJ/126 (X1 Post)
 : Mashishing Cost Centre Ref No: RWO/M/BOH/127 (X1 Post)
 : Godide Cost Centre Ref No: RWO/G/128 (X1 Post)
 : Chochocho Cost Centre Ref No: RWO/CHO/129 (X1 Post)

REQUIREMENTS : Grade 10 Certificate. A valid driver's license Code EC. Operating certificate Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations. Experience in operating specialised equipment.

DUTIES : Operate specialized equipment. Load and off load goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles machineries, Application of safety and precaution measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-raveling /shoulder maintenance

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/489 : **TRADESMAN AID (X5 POSTS)**

SALARY CENTRE : R163 680 per annum
 : Pilgrim Rest Ref No: TA/PR/131 (X1 Post)
 : Middelburg Hospital Ref No: TA/M/132 (X1 Post)
 : Victor Khanye Ref No: TA/VK/ 133 (X1 Post)
 : Malekutu Cost Centre Ref No: TA/M/EHL/135 (X2 Posts)

REQUIREMENTS : Grade 10 with no experience. Knowledge, skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.

DUTIES : Carry out instructions from supervisor. Safely keeping of tools. Report minor fault detected to the artisan.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/490 : **CLEANER REF NO: C/M/EHL/ 136**

SALARY CENTRE : R138 486 per annum (Level 02)
 : Malekutu Cost Centre

REQUIREMENTS : Grade 10 with no experience. Knowledge Skill and Competencies: Knowledge in cleaning with detergents, knowledge of Occupational Health and Safety. Ability to read and write and how to operation cleaning machinery. Listening and communication skills. Good interpersonal relations.

DUTIES : Clean and maintain floors, offices, toilets, and kitchen areas. Sweep, dust, vacuum, and disinfect surfaces. Empty bins and remove waste. Keep cleaning materials and equipment in good condition. Report broken machines and request cleaning supplies as needed.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828