



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

Ref No: S3/1/1/1 Enq: Ramaru TE Tel : 067 873 7345 E – Mail:RamaruTE@edu.limpopo.gov.za

TO: All Heads of Departments - Limpopo Provincial Administration  
All Deputy Directors – General  
All Chief Directors  
All Directors

**DEPARTMENTAL CIRCULAR NO. 258 OF 2024**

**ADVERTISEMENT OF POSTS ON THE ESTABLISHMENT OF THE LIMPOPO  
DEPARTMENT OF EDUCATION**

1. Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exist in the Limpopo Department of Education. The details of the post are outlined on the attached **Annexure A of this Circular**.
2. Applications must be submitted on the new Z83 form obtainable from all Government Departments/ Institutions or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.gov.za).
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants:
  - 3.1. All the fields in **Part A, Part C and Part D** should be completed. In Part B all fields should be completed in full except the following:
    - (i) South African applicants need not provide passport numbers.
    - (ii) If an applicant responds “No” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State? If Yes (provide details), then it is acceptable for an applicant to indicate not applicable or leave a blank to the question. *“In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”*

- (iii) Applicants may leave the following question blank if they are not in possession of such: *“if your profession or occupation requires official registration, provide date and particulars of registration.”*
  - (iv) Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified.
  - (v) It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein.
  - (vi) The questions related to conditions that prevent re - appointment under Part F must be answered.
- 3.2. A specific reference number indicated on the post applied for must be quoted in the column “Reference Number” on the Z83 application form.
4. Certified copies of educational qualifications, academic records, identity documents and a valid driver’s license (where required) are only required to be presented on the day of the interviews.
  5. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation.
  6. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
  7. The successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Department. All appointments are subject to - personal suitability checks (criminal records, credit record check and security vetting) and verification of educational qualifications and reference checks, that is, recommended candidates will be subjected to security clearance procedures. The Department reserves the right not to make any appointment/s to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.

8. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
9. **The closing date for submission of applications is Friday, 29 November 2024 at 14H00.** Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

**10. Applications should be submitted as directed below:**

- 10.1. **Applications for Public Service Act posts should be submitted on the following website: <https://erecruitment.limpopo.gov.za>**


Or handed delivered at the following address:

The Acting Head of Department, Limpopo Department of Education,  
Private Bag X 9489, Polokwane, 0700 or handed in at 113 Biccard Street,  
Polokwane at Records Management Directorate – Office No. H03  
[REGISTRY]

It is critical that applicants must register to apply on the above cited website.

- 10.2. **Applications for District - based posts must be submitted at the Education Districts on Annexure B.**

11. Correspondence will be limited to shortlisted candidates only, due to large numbers of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of the Promotion of Access to Information Act 3 of 2000. Applications which are forwarded/submitted to the wrong address will not be considered.
12. Enquiries should be directed to: Messrs. Lukheli TV at 081 535 3675 and Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664, Tema MA at 081 387 2674 and Maupi MJ at 081 530 8921.
13. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.
14. Note: The contents of the advertised vacant posts will also be posted on the following website [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.limpopo.edu.limpopo.gov.za](http://www.limpopo.edu.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Department social media.



Mr. MASHABA KM  
ACTING HEAD OF DEPARTMENT

04/11/2024  
DATE



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

### ANNEXURE A

#### ADVERTISEMENT OF POSTS

**Name of Post** : Senior State Accountant  
**Sub - Directorate** : Finance  
**Ref No** : LDOE 01/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Capricorn North

#### **Minimum Requirements**

- NQF level 6 Qualification / A National Diploma or Degree (NQF 6) in Financial Management as recognized by South African Qualification Authority (SAQA).
- Post Graduate degree in Financial related qualification would be considered an added advantage.
- A minimum of 03-05 years of relevant administrative experience in Financial Management.
- A valid driver's licence except for people with disabilities.

#### **Knowledge, Competencies & Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- An understanding of Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes.
- Operational knowledge of BAS Certificate and FINEST system for Financial Management
- Understanding of Government financial delegations,
- Management of government departments standard chart of accounts, Government Budget systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System.
- Computer Literacy (MS Office Packages) with excel at an advanced level

### Key Performance Areas

- Provide logistics and disposal management services
- Manage Assets
- Control capturing of requisitions
- Control orders
- Control received an issued items
- Control distribution of goods to school and circuit
- Control bar cording to state equipment's / assets
- Control verification of stores items
- Control bookings for catering and accommodation

**Name of Post** : **Senior Personnel Practitioner: Conditions of Service**

**Sub - Directorate** : **Corporate Services**

**Ref No** : **LDOE 02/10/2024**

**Post Status** : **Permanent**

**Salary Level** : **08**

**Salary Notch** : **R376 413 per annum**

**Centre** : **Mopani West**

### Minimum Requirements

- NQF level 6 Qualification or Degree in Human Resource Management / Public Management Administration as recognized by SAQA.
- A post graduate qualification in Human Resource Management / Public Management will serve as an added advantage.
- A minimum of 03 - 05 years' relevant experience in the Human Resource Management environment.
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's licence except for people with disabilities.

### Knowledge, Competencies & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Understanding of the Public Service Regulations, Constitution of RSA , Act 108 of 1996, Public Service Act, EEA, Employment Equity Act, Employment Educators Act
- Report writing,
- Communication skills.
- Computer literacy skills
- Knowledge of PERSAL system.

### Key Performance Areas

- Ensure correct implementation of Service Terminations on PERSAL
- Provide administration of conditions of service and employee benefits
- Ensure provision of all personnel administration service on PERSAL for SMS and MMS members.

- Facilitate the processing of applications for Housing Allowances and Resettlement and Relocation Benefits, Process long service awards,
- Process service benefits relating to OSD and Resolution 3 of 2009
- Compile memorandum for relevant service terminations,
- Write letters for retiring employees,
- Ensure that PILIR register is submitted prior to the processing of termination
- Request tax directives from SARS,
- Verify liabilities
- Verify Audited leave files,
- Verify Calculations of Leave Gratuity,
- Approved captured Gratuity on PERSAL,
- Monitor the enrolment of payment on pension case management.
- Implementation of service benefits:
- Ensure correct implementation of the leave administration:
- Approved captured application for leave of absence on PERSAL,
- Prepare leave reconciliation report,
- Address leave discrepancies with line management,
- Conduct awareness's on leave administration.
- Provide administration of PILIR process
- Supervise human resources/staff.

**Name of Post** : Senior Labour Relations Practitioner  
**Sub - Directorate** : Corporate Services  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Sekhukhune East Ref No : LDOE 03/10/2024  
: Vhembe West Ref No : LDOE 04/10/2024

#### Minimum Requirements

- NQF level 6 Qualification / National Diploma/Degree in Labour Relations/ Labour Law or Human Resource Management or equivalent qualification as recognised by South African Qualification Authority (SAQA).
- A post graduate qualification in Labour Relation will serve as an added advantage
- A minimum of 03 - 05 years' relevant experience in Labour Relations environment.
- A valid driver's licence except for people with disabilities.

#### Knowledge Competencies, Abilities & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Understanding of Public Service Regulations Act, Labour Relations Act, Constitution of RSA , Act 108 of 1996, Public Service Act, Employment Equity Act, Employment Educators Act and a myriad of other relevant human resource legislative imperatives.
- Knowledge and understanding of bargaining process, grievance and dispute resolution.

- Must have excellent presentation skills,
- Ability to communicate well with people at different levels and from diversified backgrounds.
- Computer literacy (Microsoft Office Suite, MS Word, MS Excel, MS PowerPoint).
- The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills.
- High level of reliability and ability to handle confidentiality.
- Must have sound analytical thinking and research skills.
- High level of conflict management skills and ability to be part of negotiations.
- Ability to act with tact and discretion and handle conflict.
- Excellent report writing skills. Ability to work under pressure and to take initiative.
- Ability to work independently and in a team.

### **Key Performance Areas**

- Ensure promotion of sound Labour Relation in the District
- Administer and investigate grievances.
- Investigate, initiate and/or preside over misconduct cases.
- Formulate charges and serve a notice of the disciplinary hearing
- Represent the Department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards.
- Ensure compliance with legislative framework relating to grievances and disputes.
- Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the Department.
- Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the Department.
- Produce monthly reports and analyse the reports to establish trends and develop interventions where required.
- Manage the implementation of policies, resolutions, plans and strategies relating to labour relations.
- Ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary.
- Develop internal control measures, guidelines and standard operating procedures on labour relations in line with Departmental human resource practices, guidelines and policies.
- Conduct in-service training and induction of staff on labour related matters.
- Attend to audit queries including the implementation of recommendations thereof. Advice management, employees on labour relations practices, procedures, guidelines and policies, etc.
- Support Human Resource Management in achieving the strategic objectives of the Department on labour relations management.
- Be willing to undergo continuous training and development.
- Attend and run meetings.

**Name of Post** : Senior State Accountant, Salaries  
**Sub - Directorate** : Finance  
**Ref No** : LDOE 05/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Sekhukhune East

#### **Minimum Requirements**

- NQF level 6 Qualification / National Diploma or Bachelor's degree (NQF 6) in Financial Accounting or Commerce / Accounting / Auditing any relevant related qualification as recognized by SAQA.
- Post Graduate qualification in Financial Accounting or relevant related qualification would be considered an added advantage.
- A minimum of 03 - 05 years' relevant administrative experience in the Salaries Administration environment.
- BAS Certificate.
- A valid driver's licence except for people with disabilities.

#### **Knowledge, Competencies, Abilities & Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Understanding of the Public Finance Management Act, Treasury regulations, Expenditure Management, BAS and other prevailing policies and resolutions, procedures and prescripts
- Knowledge of PERSAL
- Computer Literacy (MS Office Packages) with excel at an advanced level
- Interpersonal skills,
- Presentation skills,
- Service delivery innovation and Policy implementation.

#### **Key Performance Areas**

- Administer payroll.
- Collection, reconciling of payroll reports.
- Distribution of payroll to various directorates and regional offices.
- Coordination of salary advice and ensure that payroll reports are returned timeously within the allocated time frame.
- Compile reports on certified payroll runs, clearing of payroll suspense account and attend to comments made on the payroll reports.
- Maintain filing storage of payroll reports and handle queries related payroll administer Tax.
- Reconcile tax monthly and ensure that all amount owed to SARS are paid before month end.
- Ensure EMP201 and 501 are reconciled and submitted timeously to avoid penalties



- Request tax directives.
- Administer salary transaction.
- Implement deductions and process salary allowances.
- Preparing of recall and reversal for official not terminated timeously on PERSAL as per employee request such as tax method, bonus date, banking details.
- Compiling the last pay certificate for transfers.
- Management of debt route form to other sections.
- Provide reports and inputs for Financial Statements.
- Monitor, investigate and clear salary administration suspense account.
- Assist in clearing audit queries.

**Name of Post : Senior Administration Officer: Supply Chain Management**

**Sub - Directorate : Finance**

**Post Status : Permanent**

**Salary Level : 08**

**Salary Notch : R376 413 per annum**

**Centre : Waterberg**

**Ref No: LDOE 06/10/2024**

**: Sekhukhune East**

**Ref No: LDOE 07/10/2024**

**Minimum Requirements**

- NQF level 6 Qualification / National Diploma or Bachelor Degree in Commerce / Accounting / Auditing and Financial Management or relevant qualification as recognised by SAQA.
- A post graduate qualification in Commerce / Accounting / Auditing and Financial Management will serve as an added advantage.
- A minimum of 03 - 05 years' relevant experience in Accounting or Auditing environment.
- A valid driver's licence except for people with disabilities.

**Knowledge, Competencies, Abilities and Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Understanding of the Public Finance Management Act, Supply Chain Management, Treasury regulations, Expenditure Management, etc.
- Communication (written and verbal),
- Computer Literacy (MS Office Packages) with excel at an advanced level
- Interpersonal skills,
- Presentation skills,
- Service delivery innovation and Policy implementation.

**Key Performance Areas**

- Assist in providing budgetary and expenditure control services.
- Prepare related documentation for the division.
- Ensure compliance with prescripts.
- Control, manage and execute the timely payment of all invoices within the Division.

- Implement effective actions and processes to ensure that deadlines are met.
- Supervise, train and guide all personnel.

**Name of Post** : Senior State Accountant, Budget & Expenditure  
**Sub - Directorate** : Finance  
**Ref No** : LDOE 08/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Waterberg

#### Minimum Requirements

- NQF level 6 Qualification / National Diploma (NQF Level 6) or B. Degree (NQF Level 7) as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting or relevant qualification as recognised by SAQA.
- A post graduate qualification in Commerce / Accounting / Auditing and Financial Management will serve as an added advantage.
- A minimum of 03 - 05 years' relevant experience in the Finance environment.
- BAS Certificate.
- Certificate for Introductory PERSAL.
- A valid driver's licence except for people with disabilities.

#### Competencies, Knowledge & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle, Basic accounting system and PERSAL and Public Service Act of 1994.
- Good communication skills (verbal and written).
- Computer literacy.
- Customer and Quality Management.
- Problem Solving and interpersonal relations.
- Be able to work in a team.

#### Key Performance Areas

- Coordinate the reconciliation of accounts.
- Ensure reconciliation of payment on a monthly basis.
- Ensure that statements are received to check paid and unpaid accounts.
- To keep track of outstanding accounts.
- Ensure reporting for expenditure is done.
- To ensure that all invoices are paid up timely.
- Consolidate report for fruitless expenditure.
- Consolidate register for all outstanding payments.

- Scrutinize payments, ensure they are signed by all relevant signatories and banking details are corresponding to service providers.
- Ensure that claims are correct.
- Coordinate payment of creditors.
- Receive invoices with orders from Supply Chain/Logistics, compile, check and verify the vouchers and submit for approval.
- Capture, pre-authorize and final authorize payments on logis considering the segregation of duties.
- Update invoice tracking register after every run.
- Produce BAS/Logis reports and analyses payment information.
- Print payment stubs from BAS.
- Monitor the scanning and submission of payment vouchers to and ensuring proper safe keeping of the payment records thereof.
- Verify correctness of supporting document before approving any payments.
- Coordinate the payment of Salaries related claims.
- Capture, approve and authorize all employee related claims, on Persal considering the segregation of duties.
- Perform reconciliation of salary accounts, follow up on outstanding transaction and those on suspense file.
- Reporting on employee related accruals and payables quarterly.
- Provide responses/information on employee debts of the department and on salary overpayment when required.
- Supervision of the allocated resources of the Sub-directorate and comply with corporate governance and planning imperatives.
- Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness.
- Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes,
- Check and verify the relevant financial information required in the evaluation and development of business and project plans,
- Consolidate the supporting information for various financial planning processes.
- Supervise the budget preparation process:-
  - consolidate budget information for the completion of the Medium Term Expenditure Framework (MTEF),
  - Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure;
  - Prepare, consult and implement the adjustment estimate process;
  - Monitor the recording of adjustment on the accounting system and review the record of supporting documentation.
  - Capture adjustment on the accounting system;
  - Assess where rollovers are required by reviewing expenditure against budget.
- Assess whether the approved rollovers are updated on the accounting system.
- Coordinate the standardized management accounting reporting activities: -
  - check and monitor the capturing of management accounting information on the monthly reporting templates,

- consolidate, check, and verify the information in the in-year monitoring management reports for the department,
- collate financial and non-financial performance information to be included in the annual report.
- collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting.
- Attend to audit queries.
- Gather and submit information requested by auditors within required time.

**Name of Post** : **Senior Personnel Practitioner, Establishment Control**  
**Sub - Directorate** : **Corporate Services**  
**Ref No** : **LDOE 09/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **08**  
**Salary Notch** : **R376 413 per annum**  
**Centre** : **Vhembe West**

#### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) in Human Resource Management/ Public Administration or relevant qualification as recognised by SAQA.
- Certificate for Introductory PERSAL is compulsory.
- A post graduate qualification in Human Resource Management/ Public Administration/ Public Management will be an added advantage.
- A minimum of 03 - 05 years' relevant experience within the related field.
- Valid South African driver's license (with exception of person with disabilities).

#### **Competencies, Knowledge & Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), PSCBC Resolutions, Labour Relations Act HR Policy and Procedures, Employment of Educators Act (EEA), Personnel administrative Measures (PAM), PFMA and PERSAL system.
- Strong organizational and leadership skills.
- Ability to work under pressure and within deadlines. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

#### **Key Performance Areas**

- Compile and update Establishment for schools and circuits that fall within the District.
- Updating the Establishment structure of the District.
- Placing personnel according to the correct components and pay point.
- Create, abolish, amend, reserve and freeze posts on PERSAL.

- Management of matrix.
- Provide monthly reports.
- Do audit on establishment matters.
- Provide PERSAL information, System Administration.
- Attend to AG enquiries on system matters.

**Name of Post** : Senior Personnel Practitioner, Provisioning  
**Sub – Directorate** : HR Provisioning  
**Ref No** : LDOE 10/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- NQF level 6 Qualification / A National Diploma/degree in Human Resource Management or Public Administration/ Public Management or relevant qualification as recognised by SAQA.
- A post graduate qualification in Human Resource Management/ Public Administration/ Public Management will be an added advantage.
- Minimum of 03 - 05 years' relevant experience HRM environment.
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's licence except for people with disabilities.

#### Competencies, Knowledge & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Knowledge and understanding of enabling legislation (BCEA, EEA, PSA, PSR, CORE, PFMA, etc).
- Ability to perform in a pressure driven environment.
- Proven strong and verbal written communication skills.
- Sound analytical, statistical, and problem - solving skills.
- Knowledge of PERSAL.

#### Key Performance Areas

- Facilitate and implement recruitment and selection processes.
- Prepare and submit vacancy and employment statistics reports to the Head of Human Resources.
- Ensure effective implementation and compliance with relevant legislative framework and policies.
- Provide support on recruitment and selection processes.
- Conduct all recruitment verification processes, security checks and reference checks.
- Monitor arrangement of logistics for the recruitment process.
- Facilitate Creation of Post.

- Ensure accurate appointments on PERSAL system.
- Facilitate the appointment of selection committees.
- Coordinate the recruitment and selection reports.
- Facilitate appointments, transfers and promotions, acting appointments, secondments within the district.
- Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits).
- Responsible for ensuring availability of Job Descriptions,
- Ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel).
- Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and work well under pressure and work independently.

**Name of Post** : Senior Personnel Practitioner, PMDS  
**Directorate** : HRD & Performance Management Services  
**Ref No** : LDOE 11/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Head Office, Polokwane

#### **Minimum Requirements**

- NQF level 6 Qualifications in Human Resource Management/ Public Administration / Public Management or relevant qualification as recognised by SAQA.
- A post graduate qualification in Human Resource Management/ Public Administration/ Public Management will be an added advantage.
- A minimum of 03 – 05 years' relevant experience in a Performance Management environment.
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's licence except for people with disabilities.

#### **Competencies, Knowledge & Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Understanding of Basic Conditions of Employment Act (BCEA), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA) and Performance Management Development System (PMDS).
- Good presentation skills.
- Time Management.
- Computer Literacy (ie. MS Word, Excel and/or PowerPoint).

### Key Performance Areas

- Provide administrative support and ensure correct implementation of the performance management and Development System (PMDS) within the Fund.
- Provide support to the Fund's performance management structures.
- Administer and Maintain PMDS database.
- Provide Performance Management and Development System advice and guidance.
- Supervise resources (human, finance, equipment/ assets).

**Name of Post** : Senior Admin Officer, Demand Management  
**Sub - Directorate** : Demand Management  
**Ref No** : LDOE 12/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- NQF level 6 Qualification in Supply Chain Management/ Logistic Management/ Public Management /BCom Finance / BCom Accounting /BCompt / Cost and Management Accounting / Internal Auditing /Taxation /Financial Management or any other finance related qualification as recognised by SAQA.
- A minimum of 03 – 05 years' relevant experience in a Demand Management environment.
- A valid driver's licence except for people with disabilities.

### Competencies, Knowledge & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Understanding of Public Finance Management Act (PFMA), Electronic Operation System, Public Service Act (PSA), National Treasury Regulations, Supply Chain Management Systems and Processes, Broad Bases Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA).
- Computer Literacy.
- Report Writing.
- Time management,

### Key Performance Areas

- Establish and ensure that a needs analysis is conducted.
- Facilitate the quotation process.
- Compile and maintain supplier's database.
- Conduct the evaluation and compliance thereafter of vendor's/ suppliers performance.
- Supervise resources (Human, Financial, Equipment) in the unit

**Name of Post** :Senior State Accountant  
**Sub - Directorate** : Norms & Standards for School Funding  
**Ref No** : LDOE 13/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- NQF level 6 Qualifications in Supply Chain Management/ Logistic Management/ Public Management /BCom Finance / BCom Accounting /BCompt / Cost and Management Accounting / Internal Auditing /Taxation /Financial Management or any other finance related qualification as recognised by SAQA.
- A minimum of 03 – 05 years functional experience in a finance environment.
- Certificate for Introductory PERSAL is compulsory.
- BAS Certificate.
- A valid driver's licence except for people with disability

#### Competencies, Knowledge & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Understanding of Public Finance Management Act (PFMA), Electronic Operation System, Public Service Act (PSA), National Treasury Regulations, Supply Chain Management Systems and Processes, Broad Bases Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA).
- Computer Literacy.
- Report Writing.

#### Key Performance Areas

- Provide support for all subsidised school for the utilisation of fund
  - Verify if the school spend as departmental prescripts
  - Verify if the funds are utilised for curriculum purpose
  - Ensure that school financial books and finance policy are in place
- Allocation of fund according to schools' ranking
  - Ensure and confirm school is allocated per quantities per school
  - Ensure and confirm allocation according to the rankings
  - Check and verify the curriculum of payment advice as per allocation to be transferred to school
- Monitor and reporting on school budgets
  - Ensure compliance per school according to the PFMA
  - Evaluate and analyses of annual financial statements
  - Ensure that financial annual statements are qualified auditors
  - Ensure that the annual financial statement is signed and stamped.



**Name of Post** : Senior State Accountant, Budget  
**Directorate** : Financial Planning, Budgeting, Monitoring & Reporting  
**Ref No** : LDOE 14/10/2024  
**Post Status** : Permanent  
**Salary Level** : 08  
**Salary Notch** : R376 413 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- NQF level 6 Qualifications / National Diploma (NQF Level 6) B. Degree (NQF Level 7) as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing /Financial Management with Accounting as recognised by SAQA.
- A post graduate qualification in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing /Financial Management will be an added advantage.
- A minimum of 03 – 05 years' relevant experience in the Finance environment .
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's license with the exception of people with disabilities.

#### Competencies, Knowledge & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle, Treasury Regulations, guidelines and directives, Reconciliation processes, Government financial delegations, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL.
- Public Service Act of 1994.
- Management of government departments standard chart of accounts, Government Budget systems, principles and procedures.
- Good communication skills (verbal and written).
- Computer literate.
- Be able to work in a team.

#### Key Performance Areas

- Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes
- Check and verify the relevant financial information required in the evaluation and development of business and project plans
- Consolidate the supporting information for various financial planning processes.

- Supervise the budget preparation process.
- Consolidate budget information for the completion of the Medium Term Expenditure Framework (MTEF).
- Adjusted Estimates of National/Provincial Expenditure (AENE) and Estimates of National/Provincial Expenditure (ENE) in compliance with National Treasury guidelines
- Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure.
- Prepare, consult and implement the adjustment estimate process.
- Monitor the recording of adjustment on the accounting system and review the record of supporting documentation.
- Capture adjustment on the accounting system.
- Assess where rollovers are required by reviewing expenditure against budget.
- Assess whether the approved rollovers are updated on the accounting system.
- Coordinate the standardized management accounting reporting activities.
- Check and monitor the capturing of management accounting information on the monthly reporting templates.
- Consolidate, check, and verify the information in the in-year monitoring management reports for the department.
- Collate financial and non-financial performance information to be included in the annual report.
- Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting.
- Prepare presentations for meetings with internal governance structure and oversight bodies.
- Attend to audit 19 queries.
- Gather and submit information requested by auditors within required time.

**Name of Post** : **Lurits Officer**  
**Directorate** : **Education Management Information System(EMIS)**  
**Ref No** : **LDOE 15/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **08**  
**Salary Notch** : **R376 413 per annum**  
**Centre** : **Head Office, Polokwane**

#### **Minimum Requirements**

- B Degree (NQF Level 7) in Information Technology / Information System / Computer Science or equivalent qualification at NQF Level 6 coupled with
- A minimum of 03 – 05 years functional experience in an Information Technology environment.
- A valid driver's licence except for people with disabilities.

#### **Competencies, Knowledge & Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.

- Communication.
- Knowledge of Public Finance Management Act, South African Schools Act of 1996, Education information Policy 2004, PFMA, National and Provincial Practice Notes and Public Service Act. Promotion of access to information act 2 of 2000, Protection of personal information act of 2013.
- Highly developed databased management skills & can demonstrate proficiency in Microsoft Access ; Microsoft SQL Server, programing and other Microsoft Office Suite of products. Mathematics / Statistics as a subject at tertiary level is strongly recommended

### Key Performance Areas

- Implement the provision of the Education Information Policy
- Implement data Quality Audits
- Implement policy on data management
- Prepare statistical reports
- Maintain the business intelligence tool
- Manage the leaner unit record information and tracking system
- Carry out and perform other tasks allocated by management
- Integration of the business intelligence and ArcGIS Suite
- Implement the provision of the Education information and spatial data policies

**Name Of Post** : **Labour Relations Practitioner**  
**Sub - Directorate** : **Corporate Services**  
**Post Status** : **Permanent**  
**Salary Level** : **08**  
**Salary Notch** : **R376 413 per annum**  
**Centre** : **Mopane West Ref No: LDOE 16/10/2024**  
: **Sekhukhune East Ref No : LDOE 17 /10/202**

### Minimum Requirements

- NQF level 6 Qualifications in Labour Relations/Labour Law or equivalent qualification as recognised by SAQA.
- A post graduate qualification in Labour Relations / Labour Law Management will be an added advantage.
- A minimum of 03 – 05 years functional experience in a Labour Relations environment.
- A valid driver's licence except for people with disabilities.

### Competencies, Knowledge & Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Excellent presentation skills, ability to communicate well with people at different levels and from diverse backgrounds.
- Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint).
- The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills.

- High level of reliability and ability to handle confidentiality.
- Must have sound analytical thinking and research skills.
- High level of conflict management skills and ability to be part of negotiations.
- Ability to act with tact and discretion and handle conflict.
- Good telephone etiquette and interpersonal skills.
- Excellent report writing skills. Ability to work under pressure and to take initiative.
- Ability to work independently and in a team.
- Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives

### **Key Performance Areas**

- Administer and investigate grievances.
- Investigate, initiate and/or preside over misconduct cases.
- Represent the Department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards.
- Ensure compliance with legislative framework relating to grievances and disputes.
- Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the Department.
- Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the Department
- Produce monthly reports and analyse the reports to establish trends and develop interventions where required.
- Manage the implementation of policies, resolutions, plans and strategies relating to labour relations.
- Ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary.
- Develop internal control measures, guidelines and standard operating procedures on labour relations in line with Departmental human resource practices, guidelines and policies.
- Conduct in-service training and induction of staff on labour related matters.
- Attend to audit queries including the implementation of recommendations thereof. Advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support the Human Resource Manager in achieving the strategic objectives of the Department on labour relations management.
- Be willing to undergo continuous training and development.

**Name of Post** : **Principal Personnel Officer: Conditions of Service**  
**Sub - Directorate** : **Corporate Services**  
**Ref No** : **LDOE 18/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **07**  
**Salary Notch** : **R308 154 per annum**  
**Centre** : **Vhembe West**

#### **Minimum Requirements**

- NQF level 6 Qualifications / National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management as recognised by SAQA.
- A post graduate qualification in in HRM/ Public Administration/ Public Management will be an added advantage.
- A minimum of 03 - 05 years' relevant experience in the HRM environment.
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's licence except for people with disabilities.

#### **Competencies, Knowledge & Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System.
- Knowledge of Pension Case Management System.
- Government Policies and Planning Systems.
- Presentation. Communication.
- Computer Literacy.

#### **Key Performance Areas**

- Implementation of Service Terminations:
  - Compile memorandum for relevant service terminations,
  - Write letters for retiring employees,
  - Request tax directives from SARS,
  - Verify liabilities,
  - Audited leave files,
  - Calculations of Leave Gratuity,
  - Captured Gratification on PERSAL,
  - Enrolment of payment on pension case management.
- Implementation of service benefits:
  - Processing of applications for Housing Allowances and Homeowners Allowances,
  - Processing claims on Resettlement and Relocation Benefits,
  - Process long service awards,
  - Process service benefits relating to OSD and Resolution 3 of 2009,
- Implementation of the leave administration:
  - Captured application for leave of absence on PERSAL,

- Prepare leave reconciliation report,
- Address leave discrepancies with line management,
- Conduct awareness's on leave administration.
- Process Temporary Incapacity Leave (Short, Long Period & Ill health):
- Process application forms for temporary incapacity leave,
- Draw memorandum for temporary incapacity leave,
- Write letters for temporary incapacity leave,
- Coordinate Temporary Incapacity Leave applications before submission to Health Risk Manager, Monitor the finalization of incapacity leave applications.
- Supervise human resources/staff:

**Name of Post** : **Principal Personnel HR Provisioning**  
**Sub - Directorate** : **Corporate Services**  
**Ref No** : **LDOE 19/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **07**  
**Salary Notch** : **R308 154 per annum**  
**Centre** : **Vhembe West**

#### **Minimum Requirements**

- NQF level 6 Qualifications / National Diploma NQF Level 6 in Human Resource Management/Public Administration/Management as recognised by SAQA
- A post graduate qualification in in HRM/ Public Administration/ Public Management.
- A minimum of 03 - 05 years' relevant experience in the HRM environment.
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's licence except for people with disabilities.

#### **Competencies, Knowledge & Skills**

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Financial Management.
- Client orientation & Customer focus.
- Communication.
- Knowledge of Public Service Regulations/Act, Collective agreements, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act and all other relevant legislations, policies and procedures regulating Human Resources in the Public Service/Sector.
- Good Interpersonal skills, sound planning & organizing skills, communication skills (verbal and written), presentation skills, conflict management and problem-solving skills. Administrative, analytical and organizational skills.
- Supervisory skills.
- Computer literacy.
- Ability to work independently, under pressure and long hours.

### Key Performance Areas

- Co-ordinate the process of recruitment and selection.
- Coordinate the Shortlisting and interview process,
- Conduct all recruitment verification processes, security checks and reference checks.
- Arrange logistics for the recruitment process.
- Assist with Creation of Post,
- Ensure accurate appointments on PERSAL system.
- Monitor the application system (e-recruitment) and draw the master list from e-recruitment.
- Facilitate the appointment of selection committees.
- Coordinate the recruitment and selection reports.
- Facilitate appointments, transfers and promotions, acting appointments, secondments within the district.
- Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits).
- Responsible for ensuring availability of Job Descriptions,
- Ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel,
- Ensure adherence and compliance on departmental HR policies and implement the audit interventions.
- Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and work well under pressure and work independently

**Name of Post** : **Personnel Practitioner: Conditions of Service**  
**Sub - Directorate** : **Corporate Services**  
**Ref No** : **LDOE 20/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **07**  
**Salary Notch** : **R308 154 per annum**  
**Centre** : **Waterberg**

### Minimum Requirements

- NQF level 6 Qualification /National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management as recognised by SAQA.
- A post graduate qualification in in HRM/ Public Administration/ Public Management.
- A minimum of 03 - 05 years' relevant experience in the HRM environment.
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's licence except for people with disabilities.

### Competencies, Abilities and Skills

- Problem Solving and analysis.
- Programme & Project Management.
- Change Management.
- Client orientation & Customer focus.
- Communication.
- In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System.

- Knowledge of Pension Case Management System.
- Government Policies and Planning Systems.
- Presentation. Communication.
- Self-management.
- Problem analysis.
- Computer Literacy.

### Key Performance Areas

- Implementation of service terminations.
- Write letters for retiring employees.
- Request tax directives from SARS.
- Verify liabilities.
- Audit leave files.
- Calculate leave gratuity.
- Capture leave gratuity on PERSAL.
- Enrolment of payment on pension case management.
- Processing of applications for Housing Allowances and Homeowners Allowances.
- Processing claims on Resettlement and Relocation Benefits.
- Process long service awards.
- Process service benefits relating to OSD and Resolution 3 of 2009.
- Implementation of the leave administration.
- Prepare leave reconciliation report.
- Process and manage PILIR applications
- Supervise human resources/staff.

**Name of Post** : **Administration Officer**  
**Sub - Directorate** : **Demand Management**  
**Ref No** : **LDOE 21/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **07**  
**Salary Notch** : **R308 154 per annum**  
**Centre** : **Head Office, Polokwane**

### Minimum Requirements

- NQF level 6 Qualifications /An appropriate Degree/National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ Internal Auditing/Management/Business Management/Accounting as recognised by SAQA.
- A post graduate qualification in Supply Chain Management/ Logistic Management/ Public Administration/ Public Management
- A minimum of 03 - 05 years' relevant experience in the SCM environment.
- A valid driver's licence except for people with disabilities.



### **Competencies, Knowledge & Skills**

- Problem Solving & Analysis.
- Programme & Project Management.
- Change Management.
- Client Orientation & Customer Focus
- Computer skills in Microsoft Office Applications
- Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts

### **Key Performance Areas**

- Consolidation and compilation of procurement plans.
- Compilation of tender documents for informal tenders.
- Place adverts for tenders.
- Compile and manage the supplier database.
- Render secretarial duties to the Bid Specification Committee.
- Maintain tender register and compile monthly reports on bids awarded.
- Render guidance in the writing of specifications.
- Supervise staff in the demand management components.

**Name of Post** : **Corporate Investigator**  
**Sub - Directorate** : **Risk - Integrity Management**  
**Ref No** : **LDOE 22/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **07**  
**Salary Notch** : **R308 154 per annum**  
**Centre** : **Head Office, Polokwane**

### **Minimum Requirements**

- NQF level 6/7 Bachelor's degree /National Diploma in Accounting /Auditing/ Law/Internal Auditing/Criminal Justice/Forensic Investigations as recognized by SAQA.
- A minimum of 03 - 05 years' relevant experience in a Forensic Investigations/ Commercial Crime environment.
- A valid driver's licence except for people with disabilities.
- Computer literacy.

### **Competencies, Knowledge & Skills:**

- Problem solving and analysis.
- Programme & Project Management.
- Change Management.
- Client Orientation & Focus.
- Knowledge, application and interpretation of the Constitution of the Republic of SA Act, Public Finance Management Act, Promotion of Access to Information Act, Annual Division of Revenue Act, Provincial Appropriation Act, Preference Procurement Policy Framework Act, Government Immovable Asset Management Act, Public Audit Act, Provincial Tax Regulation Process Act, Criminal Procedures

- Act, Public Service Act, Organised Crime Act, Financial Intelligence Centre Act, Prevention and Combating of Corrupt Activities Act.
- Lateral and innovative thinking.
- Investigative skills.
- Organizational relationships.
- Report writing.
- Interpersonal relations.
- Analytical and quantitative methods tools.

### Key Performance Areas

- Develop and review of initial planning of investigation.
- Execution of investigations.
- Drafting of investigation reports and review reports compiled by SCI's or CI's.
- Report fraud related risks to Risk and Advisory Services Unit.
- Assist in providing consolidated reports to the relevant stakeholders.
- Management of resources and staff development.
- Implement the risk management framework in the organisation.
- Participate in the development of the risk management framework.
- Implement the risk management plan.
- Advocate and promote risk management in the organisation (awareness activities).
- Capacity building (training and development).
- Develop and maintain stakeholder and client relationships.
- Continuous monitoring the risk environment.
- Collect statistical information on indicators of risks.
- Detect changes in the risk environment (internal and external context).

<b>Name of Post</b>	<b>: Training Officer</b>
<b>Sub - Directorate</b>	<b>: Skills Development, Bursaries, Scholarships &amp; Internships</b>
<b>Ref No</b>	<b>: LDOE 22/10/2024</b>
<b>Post Status</b>	<b>: Permanent</b>
<b>Salary Level</b>	<b>: 07</b>
<b>Salary Notch</b>	<b>: R308 154 per annum</b>
<b>Centre</b>	<b>: Head Office, Polokwane</b>

### Minimum Requirements

- NQF level 6 Qualifications in Human Resources Management / Development / Training and Development / Management of Training / Public Management or equivalent qualifications as recognised by SAQA.
- A minimum of 03 - 05 years' relevant experience in Human Resource Development / Training and Development Services especially in facilitation and training of Compulsory Induction
- A valid driver's licence except for people with disabilities.

### **Competencies, Knowledge & Skills:**

- Problem solving and analysis.
- Programme & Project Management.
- Change Management.
- Client Orientation & Focus.
- Communication
- Programme (CIP) Module 1 – 5, for employees on salary level 1 – 12. Knowledge:
- Departmental policies and procedures
- Batho Pele Principles
- Good Governance
- Computer Literacy
- Interpersonal Relations
- Innovative
- Planning and organizing.

### **Key Performance Areas**

- Implementation of bursary programs.
- Facilitate and coordinate Compulsory Induction Programme and orientation program.
- Implementation of Human Resource development program.
- Implement the Workplace Skills Plan(WSP) programs.
- Administration and implantation of Internship Programme.
- Conduct skill audit.
- Identify training needs.
- Establish and maintain HRD data base
- Compile training program.
- Co-ordinate workshop, courses & other training.
- Compile training reports.
- Implementation of national learners' programme.

**Name of Post** : **Personnel Officer, HRD & PMDS**  
**Sub - Directorate** : **Corporate Services**  
**Ref No** : **LDOE 23/10/2024**  
**Post Status** : **Permanent**  
**Salary Level** : **05**  
**Salary Notch** : **R216 417 per annum**  
**Centre** : **Waterberg**

### **Minimum Requirements**

- Grade 12 / NQF 4 Qualification as recognised by SAQA
- NQF level 6 Qualifications in Human Resource Management /Human Resource Development/ Training and Development /Management of Training / Public management / Public Administration will be an added advantage.
- Certificate for Introductory PERSAL is compulsory.
- A valid driver's license except for people with disabilities.

**Competencies, Abilities and Skills:**

- Change Management.
- Client Orientation & Focus.
- Communication
- Knowledge of Departmental policies and procedures, Public Finance Management Act, Performance Management and Development Policies and directives, Public Service Act, Public Service Regulations.
- Batho Pele Principles.
- Interpersonal skills.
- Computer literacy.
- Report Writing skills.

**Key Performance Areas**

- Facilitate performance agreement and performance assessments in the department.
- Verify and quality check submitted performance agreements and assessments reports on Electronic Performance Management system
- provide report to supervisor.
- Provide secretariat and logistical support to PMDS committees meetings.
- Procure goods and services for Sub-Directorate Performance Management and Committee Services.
- Responsible for administration of performance management on the online system.
- Assist to develop and implement the Workplace Skills (WSP) program.
- Assist Administer bursary programs for the head office and the Compensation Fund
- Provide assistance in coordinating Compulsory Induction (CIP) and Departmental orientation.
- Assist in administering the developmental programs in the Department.

<b>Name of Post</b>	<b>: Driver / Messenger</b>
<b>Directorate</b>	<b>: Auxiliary Services</b>
<b>Ref No</b>	<b>: LDOE 24/10/2024</b>
<b>Post Status</b>	<b>: Permanent</b>
<b>Salary Level</b>	<b>: 04</b>
<b>Salary Notch</b>	<b>: R183 279 per annum</b>
<b>Centre</b>	<b>: Head Office, Polokwane</b>

**Minimum Requirements**

- Grade 10 or equivalent qualification as recognised by SAQA.
- Valid driver's license with PDP, Code 10.

**Competencies, Knowledge & Skills**

- Client Orientation & Focus.
- Good communication skills.
- Good interpersonal relations.
- Patience, Assertiveness,
- Honesty and trustworthy.
- Listening Skills.
- Recording skills and knowledge of transport policies.

- Knowledge of the city in which the functions will be performed.

#### **Key Performance Areas**

- Daily transportation of service beneficiaries and staff members to various areas. Delivery and collection of goods and correspondence.
- Record and compile monthly log sheets for pool vehicles.
- Ensure proper and safe keeping of vehicle keys and 130 accessories.
- Timely reporting of faults and service requirements for vehicles.
- Organize service appointments for pool vehicles.
- Load and unload goods and sort delivered items.
- Deliver and or collect mail, documents, stores items and stationery for the centre.

**Name of Post** : Driver / Messenger  
**Sub - Directorate** : Office of MEC  
**Ref No.** : LDOE 25/10/2024  
**Post Status** : Permanent  
**Salary Level** : 04  
**Salary Notch** : R183 279 per annum  
**Centre** : Head Office, Polokwane

#### **Minimum Requirements**

- Grade 10 or equivalent qualification as recognized by SAQA.
- A valid driver's license, Code 8.

#### **Competencies, Knowledge & Skills**

- Good communication skills and flexibility.
- Time management, planning and organisation skills.
- Ability to function independently and as part of a team.
- Ability to cope under pressure and pay strong attention to details.

#### **Key Performance Areas**

- Collect, deliver and distribute documents for the office of the executive authority.
- Transport employees in the office of the executive authority and guests and special advisors of the executive authority.
- Render a general support function in the office of the Executive Authority.
- Assist with document reproduction.
- Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts.

**Name of Post** : Food Aid Services  
**Sub - Directorate** : Office of the MEC  
**Ref No.** : LDOE 26/10/2024  
**Post Status** : Permanent  
**Salary Level** : 02  
**Salary Notch** : R131 265 per annum  
**Centre** : Head Office, Polokwane

**Minimum Requirements**

- NQF level 1 or 2 (ABET level 2 certificate or equivalent qualification as recognized by SAQA).

**Competencies, Knowledge & Skills**

- Good communication skills and flexibility.
- Time management skills.
- Ability to function independently and as part of a team.

**Key Performance Areas**

- Clean kitchen utensils and equipment.
- Provision of catering support services.
- Keep stock of kitchen utensils and equipment.
- Apply hygiene and safety measures.
- Maintenance of quality control measures of all food provided.

## ANNEXURE B

<b>Postal Address</b>	<b>Physical Address</b>	<b>General Enquiries</b>
The District Director Capricorn North Education District Private Bag X 9711 <b>Polokwane 0700</b>	Cnr Blaauwberg & Yster Street <b>Ladanna, Polokwane</b>	Mr L Chipa Tel: 015 285 7345 Cell: 082 647 2268
The District Director Sekhukhune East Education District Private Bag X 9041 <b>Burgersfort 1150</b>	83 Aloe Street Stand No 2314 Ext 4 Aloeridge West <b>Burgersfort 1150</b>	Mr MS Phasha Tel: 013 231 0100 Cell: 082 714 3699
The District Director Mopani West Education District Private Bag X 4032 <b>Tzaneen 0850</b>	27 Peace Street Prosperitas Building <b>Tzaneen 0850</b>	Mr MW Raholane Tel: 015 306 6800 Cell: 082 881 6102
The District Director Vhembe West Education District Private Bag X 2250 <b>Sibasa 0970</b>	Block D Old Parliament Building <b>Thohoyandou</b>	Ms MV Makhari Tel: 015 962 5715 Cell: 082 906 3778
The District Director Waterberg Education District Private Bag X 1040 <b>Modimolle 0510</b>	84 Limpopo Street NTK Building <b>Modimolle 0510</b>	Ms K Songwane Tel: 014 718 1500 Cell: 079 495 5898