

PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically PERSONS WITH DISABILITIES AND WOMEN), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. The candidates from the represented groups will be considered, should there be no suitable candidates from the unrepresented groups who can be recruited. People with disabilities are encouraged to apply.

APPLICATIONS: Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccadd Street, Polokwane, 0700 **OR** posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.

CLOSING DATE: 06 October 2025 @ 16h30

NOTE: All costs associated with an application will be borne by the applicant.

Applications on e-Recruitment system: Applicants should apply through the following website:

<https://erecruitment.limpopo.gov.za> The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. The applicant confirms and come to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submit the application. The confirmation of the application is deemed to be the signature of the Z83.

E-mailed or Hand delivered or posted applications (hard copies): E-mail address to use is

erecruitment@ledet.gov.za (Put post reference number in subject line). Applicants who choose to apply using the e-mail (soft copies) or hand delivery method (hard copies), must submit their applications on the **new Z83** forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016,), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but **must** submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and also attach a recent comprehensive CV will result in the application not being considered / disqualified. The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form **must** be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following **must** be considered in relation to the completion of the Z83 by applicants: **Part A:** All fields must be completed in full. **Part B:** All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. **Part C:** All fields must be completed. **Part D:** All fields must be completed. **Part E, F & G:** Noting that there is limited space provided applicants often indicate 'refer to Curriculum Vitae (CV) or see attached', this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under **Part F** must be answered. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). **A specific reference number for the post applied for must be quoted in the space provided on the new Z83 form.**

The Department will request the shortlisted candidate to submit the certified copies of qualifications and other relevant documents to Human Resources Management and Development on / or before the date of the interview. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates will be subjected to a practical test, integrity assessment, personal suitability checks in line with Regulation 57(1)(c), the logistics of which will be communicated by the Department. The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. **Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview.** It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed or emailed applications will be considered. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. **For**

Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from **01 April 2020**. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. The selection panel will, following the interview recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPISA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tools. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within **4 months** of the closing date. However, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within **4 months**, should there be any dissatisfaction in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. The Department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.

The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za.

MANAGEMENT ECHELON

POST: DEPUTY DIRECTOR GENERAL **REF NO: C2/25/1**
BRANCH: INTEGRATED ECONOMIC DEVELOPMENT SERVICES

SALARY: R1,813,182.00 – R2,042,535.00 per annum (An all-inclusive remuneration package) (Salary level 15)

*Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 8 postgraduate qualification in Economics as recognized by SAQA. Eight (8) years of experience at Senior Management level. Extensive knowledge and experience in Enterprise Development, Trade and Investment, Business Regulations and Compliance, Economic Planning, Local Economic Development, Industrial Development and Project Management. Valid driver's license (with exception of person with disability).

COMPETENCIES: Strategic capability and leadership. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Process competencies. Problem solving and analysis. Client orientation and customer focus. Communication. Service delivery innovation.

SKILLS AND KNOWLEDGE: A broad understanding of Public Service Regulatory Framework and relevant prescripts. Knowledge of current trends and innovations in integrated economic development. Knowledge of national policy on Trade, Industry and Economic Development. Computer literacy. Ability to work under pressure.

DUTIES: Oversee and contribute to policy development, strategic and business planning. Lead and integrate local economic development, provincial planning and research. Monitor the development of striving enterprises and cooperatives. Monitor the establishment, development and promotion of industries. Manage and administer the creation of a fair and healthy business practice. Lead team and work with key stakeholders. Provide advice to the Head of Department in Economic Development, Trade, Industrial Development, Business Regulations and Compliance and Enterprise Development. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

OTHER POSTS

POST: DEPUTY DIRECTOR **REF NO: C2/25/2**
DIRECTORATE: TRADE & INVESTMENT PROMOTION

SALARY: R1,059,105.00 – R1,247,574.00 per annum (An all-inclusive remuneration package) (Salary level 12)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Economics / Business Management / Development Economics / Marketing / Business Studies / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years' experience within Trade Development / Trade Promotion of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Good knowledge and understanding of legislative framework governing public service. Sound and in-depth knowledge and experience of relevant macro and micro economic policies. Investment appraisal and risk management. Research and research methodology. Book-keeping. Econometrics. Corporate governance management and leadership. Strategic and analytical thinking skills. Financial and human resource management skills. Computer literacy. People management and empowerment skills. Negotiating skills. Report writing skills. Presentation skills. Communication skills. Interpersonal skills. Problem solving and decision-making skills.

DUTIES: Ensure development and review of trade development and promotion strategies and plans. Facilitate the implementation of trade development and promotion programs. Facilitate the uptake of support offerings aimed at trade development and promotion. Research on new markets to be targeted and sustain the existing markets. Collaborate with key stakeholders in utilizing strategic partnerships (Multi- and Bilateral agreements) for market access of our provincial produce. Ensure optimal participation at trade promotion platforms. Liaise with a wide spectrum of stakeholders on policy issues related to trade development and promotion of provincial goods and services. Establish and maintain appropriate internal controls within the unit. Ensure the managing and monitoring of customized incentive packages. Enhance the uptake of national trade promotion incentives by provincial enterprises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: DEPUTY DIRECTOR **REF NO: C2/25/3**
DIRECTORATE: LIQUOR AFFAIRS & BUSINESS REGULATIONS

SALARY: R1,059,105.00 – R1,247,574.00 per annum (An all-inclusive remuneration package) (Salary level 12)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Five (5) years' experience within the Business Environment field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of relevant legislation. Knowledge of liquor affairs and business registration. Excellent leadership skills. Communication skills. Interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Report writing skills. Managerial skills. Planning and organising skills.

DUTIES: Responsible for managing and supporting all administrative functions related to liquor licensing, including coordination with Local Liquor Authorities and the Liquor Board. Oversee the maintenance of the provincial liquor outlet database. Ensure compliance through quality assurance of applications and facilitate responsible drinking initiatives. Handle disputes and legal processes related to liquor license applications. Implement and administer liquor affairs task and business registration policies and operational plans. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: DEPUTY DIRECTOR **REF NO: C2/25/4**
DIRECTORATE: ECONOMIC EMPOWERMENT

SALARY: R1,059,105.00 – R1,247,574.00 per annum (An all-inclusive remuneration package) (Salary level 12)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Commerce / Business Studies / Economics / Business Management or equivalent as recognized by SAQA. Five (5) years' experience with Business Communities, Disadvantaged Groups and Development Environment of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability).

DUTIES: Policy development and implementation of strategic and operational plans. Develop and support the establishment of enterprises across all sectors, including target groups. Develop and implement policies and programmes to promote economic empowerment. Facilitate stakeholder's engagement with key stakeholders including businesses, government agencies, private/civil sector to foster collaboration and support for economic empowerment initiatives. Develop and promote the implementation of B-BBEE intervention programmes. Creating an enable environment for the implementation of B-BBEE. Provision of non-financial and financial support to enterprises. Development of strategies that identify economic opportunities suitable for the target groups in sectors identified. Develop and implement capacity and skills development programmes and mentorship programmes through shared partnerships. Facilitate in conjunction with stakeholders the improvement of enterprises through product development and competitiveness enhancement to assist in expansion and market access. Develop strategies targeting vulnerable groups that enable them to access resources for participation in identified sub-sector. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.

POST: DEPUTY DIRECTOR **REF NO: C2/25/5**
DIRECTORATE: TOURISM PLANNING & REGULATIONS

CENTRE: Head Office: Polokwane

SKILLS AND KNOWLEDGE: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge and experience in planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder management. Ability and experience to successfully manage special projects.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

REQUIREMENTS: An NQF 6 qualification in Risk Management / Internal Auditing / Auditing / Accounting or equivalent as recognized by SAQA. Five (5) years' experience within Risk Management of which three (3) years must be at

supervisory level (ASD level). Experience in Business Continuity Management will be an added advantage. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Risk assessments. Maintenance of risk registers. Risk reporting. Risk governance (risk policy, risk strategy and risk appetite & tolerance). Risk awareness or training. Knowledge of the Regulatory Framework (PFMA, Treasury Regulations, Public Service Act and Regulations). A thorough understanding of Risk Management and Business Continuity Management. Computer literacy in MS Packages (Word, Excel, PowerPoint) and Risk Management Systems (BarnOwl, Cura, etc.). Knowledge in financial and human resource matters. Planning and organising skills. Project management skills. Research and analytical skills. Communication skills. Problem solving skills. Report writing skills.

DUTIES: Develop and ensure the implementation of Risk Management Policy, Risk Management Strategy and Business Continuity Management. Facilitate the assessment processes and the maintenance of risk registers. Monitor the implementation of the action plans, assess action plans and the accompanying portfolio of evidence. Develop a risk awareness culture through risk awareness sessions. Check adherence to the Risk and BCM policies and strategies. Risk training and awareness. Educate and train risk staff, risk champions and all employees in the department on risk management principles, trends, best practices, etc. Provide support to risk champions at least every quarter, in updating Branch risk registers and assessing the management of risks. Create awareness in the department on risk management (newsflash/classroom training). Facilitate the Business Continuity Management and disaster management initiatives of the department. Provide guidance to Branches on Business Continuity Management. Quality assure and ensure updated Business Continuity Plans are signed off by business. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: DEPUTY DIRECTOR (RE-ADVERTISEMENT) REF NO: C2/25/7
DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT: HUMAN RESOURCE RECRUITMENT & PLANNING

NOTE: All applicants who previously applied NEED TO re-apply if interested as the previous applications WILL NOT be considered.

SALARY: R896,436.00 – R1,055,958.00 per annum (An all-inclusive remuneration package) (Salary level 11)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in the Human Resource Management field or equivalent, in the field of HRM, as recognized by SAQA. Five (5) years' experience within the Human Resource Management field of which three (3) years must be at supervisory level (ASD level). Three (3) years extensive experience in the field of Human Resource Recruitment and Planning field coupled with a deep understanding of transactional HR environment. Proven successful completion of PERSAL Administration. Proven PERSAL Controller training and working experience will be an added advantage. Valid driver's license (with exception of persons with disability) and be willing to travel.

SKILLS AND KNOWLEDGE: Knowledge of Human Resource Management policies, acts, regulations and systems. Broad knowledge of legislation regulating Human Resource Management (HRM) and regulatory frameworks of the Public Service. Management skills. Communication (verbal and written) and negotiation skills. Interpersonal skills. Analytical thinking. Report writing skills. Policy formulation. Conflict management and problem-solving skills. Financial management skills. Strategic thinking. Planning and organization skills. Delegation and leading. Computer literacy (MS Excel, MS Word, MS PowerPoint). Performance management. Project management. Recruitment and selection. The code of remuneration. All labour legislation. Code of good conduct in the Public Service. Departmental policies and procedures. Batho Pele principles. Ability to interact with stakeholders.

DUTIES: Manage the provision of recruitment and selection services, Human Resource Planning, HR Information Management and Policy Development. Implement and maintain policy framework for Human Resources Operations practices in the department. Manage personnel salaries administration system (PERSAL) for the department. Ensure balance and holistic approach/effort in managing an HR management function. Ensure effective and operational efficiency of resource management including HR, finance and assets of the component. Proactively building sound relationships with key stakeholders at all levels. Manage LEDET establishment and database. Ensure compliance with the legislative and Public Service regulatory framework. Management and supervision of subordinates.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: DEPUTY DIRECTOR (RE-ADVERTISEMENT) REF NO: C2/25/8
DIRECTORATE: SECURITY & FACILITY MANAGEMENT: RECORDS & KNOWLEDGE MANAGEMENT

NOTE: All applicants who previously applied NEED TO re-apply if interested as the previous applications WILL NOT be considered.

SALARY: R896,436.00 – R1,055,958.00 per annum (An all-inclusive remuneration package) (Salary level 11)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Records Management / Archival Studies / Information Science / Information Management / Library or equivalent as recognized by SAQA. Five (5) years' experience within the Records and Knowledge Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of Basic Archives and Records Management. Strategic capability and leadership. Financial management. People management and empowerment. Problem-solving and decision-making skills. Client orientation and customer focus. Motivational skills. Communication skills (verbal & written). Service delivery and innovation skills. Computer literacy. Conflict management skills.

DUTIES: Oversee Records and Knowledge Management in the department. Manage the development and implementation of file plans, policies and procedure manuals. Manage custody, receipt and disposal of records. Manage the implementation of Records Management, PAIA / POPIA, PAJA and Knowledge Management. Conduct training/workshops on Records and Knowledge Management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: DEPUTY DIRECTOR: SHERQ, HIV, STI, TB & COIDA
DIRECTORATE: EMPLOYEE RELATIONS & WELLNESS

REF NO: C2/25/9

SALARY: R896,436.00 – R1,055,958.00 per annum (An all-inclusive remuneration package) (Salary level 11)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Occupational Health and Safety / Nursing Science / Social Work / Environmental Health or equivalent as recognized by SAQA. Successful registration with South African Nursing Council (SANC) or South African Council for Social Service professions (SACSSP) or relevant statutory body. Five (5) years' experience within the Employee Health and Wellness field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of the relevant HIV, STI and TB (HST) related legislations, policies and regulations. National Strategic Plan for RSA on HIV, STIs and TB and Provincial HST Implementation Plan. Integrated Employee Health & Wellness framework. Knowledge of OHS and COIDA legislation, policies and regulations. Code of ethics. Batho Pele Principles. Departmental policies and procedures. Knowledge of research and evaluation processes and procedures. Financial management. Communication skills (verbal and written). Conflict management and problem-solving skills. Counselling skills. Listening skills. Facilitation skills. Coordination and monitoring skills. Planning and organizing skills. Report writing skills. Supervisory skills.

DUTIES: Manage the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) and Injury of Duty (COIDA) prescripts. Manage the implementation of HIV, STI and TB programmes in the department. Conduct health risk assessment and implement mitigation strategies. Implement Cheka Impilo programme. Develop implementation plan for management of occupational injuries and diseases. Develop and market HST and SHERQ policies in the department. Participate in the Provincial AIDS Council and Technical Committees. Liaise with the Compensation Commissioner in the management of Injuries on Duty cases. Management of all the resources in the Sub-directorate.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: DEPUTY DIRECTOR: ACQUISITION MANAGEMENT
DIRECTORATE: SUPPLY CHAIN & ASSETS MANAGEMENT

REF NO: C2/25/10

SALARY: R896,436.00 – R1,055,958.00 per annum (An all-inclusive remuneration package) (Salary level 11)

*Note: The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit or equivalent as recognized by SAQA. Five (5) years' experience within Supply Chain Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Sound and in-depth knowledge of relevant prescripts. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM policies and procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management and negotiation skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles. Team leadership skills.

DUTIES: Manage, design and develop acquisition management policies, processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat services to the relevant committees. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expression of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the Treasury. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative function. Establish implement and maintain efficient and effective communication arrangement. Develop and manage the operation plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Service on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR REF NO: C2/25/11
DIRECTORATE: LIQUOR AFFAIRS & BUSINESS REGULATIONS

SALARY: R582,444.00 – R686,091.00 per annum (Salary level 10)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Minimum of three (3) years' experience in the Liquor and Business Regulations field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of the relevant legislation. Excellent leadership and interpersonal skills. Communication skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Planning and organizing skills. Customer relations skills. Service delivery innovation skills.

DUTIES: Provide support in monitoring business registrations in accordance with the Limpopo Business Registration Act to ensure compliance. Render secretariat services to the Limpopo Local Liquor Authority and Limpopo Provincial Liquor Board. Administer liquor licensing processes, including application handling, liquor board adjudication, printing licenses and communicating the decision of the board. Assist with compliance oversight, public education on liquor laws and responsible drinking and trade. Track and report on the generation of liquor-related revenue, including licensing fees, renewals and penalties, to support financial oversight and planning. Conduct joint inspections in loco with the Board and Tribunal. Coordinate liquor and business workshops and education and awareness programmes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR REF NO: C2/25/12
DIRECTORATE: ENTERPRISE DEVELOPMENT

SALARY: R582,444.00 – R686,091.00 per annum (Salary level 10)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Local Economic Development / Development Studies / Business Management / Integrated Organisational Communication or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Enterprise Development field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: In-depth knowledge of Local Economic Development and Economic Development trends. Extensive knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Planning and organizing skills. Problem solving and decision-making skills. People management and empowerment. Team leadership. Project management. Coordination skills. Client orientation and customer focus. Diversity management. Communication skills (verbal and written).

DUTIES: Coordinate the development of Enterprise development policies and strategies. Monitor and evaluate the programmes implemented by sector departments, municipalities and entities for MSME's. Develop and coordinate marketing programmes for MSME's. Coordinate initiatives to reduce red tape and ease the doing business environment for MSME's to thrive. Facilitate the LED programme through collaborative partnerships. Monitor the implementation of the LED policy framework to strengthen the implementation of Local Economic Development programmes.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: CONTROL ENVIRONMENTAL OFFICER GRADE A (2 x POSTS) REF NO: C2/25/13
DIRECTORATE: WILDLIFE RESOURCES MANAGEMENT

NOTE: All applicants who previously applied NEED TO re-apply if interested as the previous applications WILL NOT be considered.

SALARY: R612,480.00 – R700,620.00 per annum (OSD)

CENTRE: Head Office: Polokwane (1 x post) (Re-advertisement)
Waterberg District: Modimolle (1 x post)

REQUIREMENTS: An NQF 6 qualification in Nature Conservation / Environmental Science / Natural Science / Biodiversity Management / Wildlife Management or equivalent as recognized by SAQA. SAPS Firearm Competency Certificate (Rifle) (compulsory). An Environmental Management Inspectorate qualification, RHoDi DNA Sampling Course and Permitting Training Course will be an added advantage. A minimum of six (6) years' experience in Biodiversity / Conservation / Environmental field of which three (3) years must be in the hunting and wildlife permitting and dehorning and taking of DNA samples of rhino species field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: A thorough knowledge in both the provincial and national environmental biodiversity legislations, including CITES, biodiversity and other multi-lateral environmental agreements. Knowledge of Environmental policies, Management of Damage Causing Animals, Enforcement of Hunting regulatory frameworks, Promotion of Access to Information Act and Promotion of Administrative Justice Act. Computer literacy. Excellent communication (verbal and written) and report writing skills are essential. Be able to work irregular hours and be able to travel as and when required. Ability to work under pressure. Managerial skills. Stakeholder engagement. People management. Planning and coordination skills. Interpersonal relations.

DUTIES: Management of the hunting industry. Management of damage causing animals. Management of the establishment of wildlife centres. Monitoring of game hunts. Management of the game farming industry. Management of the game capture operations and translocations. Collection of specimens for forensic analysis. Implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Management of the permit processing systems. Manage and facilitate marking, registration, management and issuing of permits for elephant ivory and rhino horns. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR (5 x POSTS) REF NO: C2/25/14
DIRECTORATE: TOURISM DESTINATION DEVELOPMENT & TRANSFORMATION

SALARY: R582,444.00 – R686,091.00 per annum (Salary level 10)

CENTRE: Capricorn District: Polokwane (1 x post)
Mopani District: Giyani (1 x post)
Sekhukhune District: Lebowakgomo (1 x post)
Vhembe District: Thohoyandou (1 x post)
Waterberg District: Modimolle (1 x post)

REQUIREMENTS: An NQF 6 qualification in Tourism / Tourism Management / Development Studies / Ecotourism Management / Tourism Development and Management or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Tourism field at an Administrative Officer level. Experience in the Tourism Destination Development and Tourism Sector Coordination field will be an added advantage. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of tourism empowerment programmes and capacity building skills. Good understanding of rural tourism development and transformation policy and legislative framework. Knowledge of tourism empowerment programmes and capacity building skills. Strong communication skills (verbal and written). Computer

literacy (MS Excel, MS Word, PowerPoint, Internet, etc.). Ability to work independently and under pressure. Project management skills. Event management and stakeholder coordination skills. Analytical and strategic thinking skills. Planning and coordination skills. Conflict management and problem-solving skills. Financial management skills. Planning and organizing skills. Personnel management.

DUTIES: Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province. Development and management of a provincial tourism spatial plan. Support development of a provincial tourism infrastructure plan including signage. Provide technical support services to community-based tourism projects. Manager route and icon development in support of provincial tourism growth strategy in the district. Management of tourism services in the region. Coordinate and support the implementation of tourism transformation programmes and related events in the district. Drafting motivations to mobilise resources for identified tourism development and reports. Coordinate stakeholder relations in the district. Implement rural tourism, culture and heritage and mass tourism strategies in the district. Identify tourism business opportunities for MSME. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR: POLICY COORDINATION
DIRECTORATE: STRATEGIC MANAGEMENT

REF NO: C2/25/15

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Policy Development and Analysis / Public Administration/Management / Public Management and Governance / Local Government Management / Local Government and Administration / Public Policy / Leadership and Development or equivalent as recognized by SAQA. A postgraduate qualification in the mentioned qualifications will be an added advantage. Three (3) years' experience in the Policy Development, Analysis and Coordination field. Experience in research, policy development, policy analysis and stakeholder engagement. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: In-debt knowledge of the policy development cycle and frameworks within the public sector. Understanding of relevant public sector legislation, regulatory frameworks and prescripts. Knowledge in stakeholder engagements and participatory approaches. Knowledge in policy analysis, formulation and review. Research and report writing skills. Problem-solving and decision-making skills. Excellent communication skills (verbal and written). Interpersonal and stakeholder engagement skills. Strong analytical and project management skills. Ability to work collaboratively and engage effectively with internal and external stakeholders. Computer literacy (MS Excel, MS Word, PowerPoint). Integrity, proactiveness and attention to detail.

DUTIES: Coordinate, facilitate and manage the development, review and analysis of departmental policies. Provide administrative and advisory role to departmental units. Provide support on policy development to departmental units. Coordinate submissions and presentations of finalised policies to management for endorsement. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT
DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

REF NO: C2/25/16

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Workstudy Management / Operations Management / Production Management / Management Services / Industrial Engineering or equivalent as recognized by SAQA. Job Evaluation certificate will be an added advantage. Three (3) to five (5) years' experience as a Work Study Officer on the Organisational Development field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Ability to interpret and apply policy. Knowledge of ORG Plus. Analytical and innovative thinking. Research and report writing skills. Workshop presentation and facilitation skills. Computer literacy. Leadership skills. Organizing skills. Project management skills. Conflict management and negotiation skills. Financial management skills. Strategic management skills. Policy formulation. Adaptability during changes to meet the goals. Change and diversity management.

DUTIES: Analyse Organisational Structure inputs and advise accordingly. Conduct research on Organisational Structures. Identify the need for changes in the Organisational Structure. Conduct functional and establishment investigations. Design Organisational staff establishment structure. Draft submission for approval of the Organisational Structure. Facilitate workshops on job evaluation and job descriptions. Conduct job analysis. Conduct job evaluation interviews. Analyse jobs on Equate System. Present analysed posts to the Job Evaluation Panel. Draft submission for approval of job evaluation results. Draft submission for implementation of job evaluation results. Monitor job evaluation

data base. Provide advice and guidance on the development of job descriptions. Conduct research on the contents of job descriptions. Make continuous consultations on job description related matters. Finalise job descriptions. Monitor job description database. Facilitate workshops on development of OFA. Analyse the information collected. Provide support to the units/components. Finalise the OFA reports. Monitor and evaluate the OFA. Facilitate workshops on development of procurement manuals. Analyse procedure manuals and propose process/procedure improvements. Collect data and document work processes and procedures. Facilitate Business Process Re-engineering projects. Facilitate work processes and procedures consultative meetings. Map the processes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR: SHERQ, HIV, STI, TB & COIDA
DIRECTORATE: EMPLOYEE RELATIONS & WELLNESS

REF NO: C2/25/17

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Waterberg District: Modimolle

REQUIREMENTS: An NQF 6 qualification in Social and Behavioural Science / Social Work / Psychology / Occupational Health Nursing / Environmental Health or equivalent as recognized by SAQA. Professional registration with SACSSP / HPCSA / SANC or relevant statutory body. Three (3) years' experience in the Employee Health & Wellness field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of all Employee Health and Wellness and related policies and Acts. Specialised knowledge of counselling. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of Compensation of Occupational Injuries and Diseases Act and Regulations. Knowledge of National and Provincial HIV, STI and TB strategies. Knowledge of Employee Assistance Programme. General knowledge in HR related standards, practices and procedures. Knowledge of Public Service Act and Procedures. Team building. Financial management. Conflict management skills. Communication skills (verbal and written). Planning and organizing skills. Facilitation skills. Listening skills. Problem-solving skills. Coordination and monitoring skills. Computer literacy. Report writing skills.

DUTIES: Coordinate and facilitate comprehensive Employee Health and Wellness programmes. Conduct workplace health risk assessments and implement mitigation strategies. Manage occupational health and safety programmes. Support line management to implement strategies in relation to ill-health related absenteeism. Facilitate OHS legal appointments in the district. Co-ordinate safety awareness campaigns and health promotion initiatives. Implement interventions and programmes aimed at enhancing employee wellbeing and performance. Represent the department in the Waterberg District AIDS Council forum. Co-ordinate and administer COIDA in the district. Co-ordinate the sports and bereavement programme in the district. Administer Occupational Injuries and Diseases. Facilitate and Coordinate Social club Activities in the district. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS
DIRECTORATE: EMPLOYEE RELATIONS & WELLNESS

REF NO: C2/25/18

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Labour Relations / Labour Relations Management / Labour Law / LLB or equivalent as recognized by SAQA. Three (3) years' experience in the Labour Relations field of which two (2) years must be at a supervisory level. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Strong knowledge of Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Public Financial Management Act (PFMA), Public Service Regulations (PSR) and Public Service Act (PSA). Knowledge of GPSSBC and CCMA Procedures. Financial management. Planning and organizing skills. Negotiation skills. People management. Problem-solving and analysis skills. Integrity. Presentation skills. Communication skills (verbal and written). Computer literacy. Report writing skills. Policy formulation skills. Ability to interpret legislation/policies.

DUTIES: Coordinate and facilitate Labour Relations issues (i.e. grievances, misconduct and disputes). Represent the department in disciplinary hearings. Finalizing grievances and complaints from employees. Coordinating and supporting the department in disputes referred to bargaining councils, as well as related forums. Facilitate the implementation of the Labour Relations policies, guidelines, procedures and provide advice, therefore. Conduct workshops/awareness on labour relations matters. Represent the department at the Provincial Chambers and management of strikes. Ensure keeping of appropriate records and statistics as required by law. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour

relations cases. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR: FIREARM MANAGEMENT **REF NO: C2/25/19**
DIRECTORATE: SECURITY & FACILITY MANAGEMENT: PHYSICAL & INFORMATION SECURITY MANAGEMENT

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Policing / Law Enforcement / Security / Criminology or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Firearm Control field. Firearm Competency certificate (handgun / shotgun / rifle). Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of the Firearm Control Act and related regulations. Knowledge in firearm control and firearm records management. Effective firearm control. Planning and organizing. Computer literacy. Presentation skills. Analytical thinking. Communication skills. Negotiation skills. Conflict management and problem-solving skills. Financial management. Interpersonal skills.

DUTIES: Manage departmental firearms for compliance with the Firearm Control Act 60 of 2000 and Regulation 12 and 79. Develop and maintain firearm control policies and procedures. Conduct firearm audits, inspections and maintain and keep firearm register up to date and compatible with the SAPS firearm register. Conduct quarterly shooting exercises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ASSISTANT DIRECTOR **REF NO: C2/25/20**
DIRECTORATE: MANAGEMENT ACCOUNTING

SALARY: R468,459.00 – R551,823.00 per annum (Salary level 9)

CENTRE: Waterberg District: Modimolle

REQUIREMENTS: An NQF 6 qualification in Financial Management / Accounting / Management Accounting or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Revenue Management field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of PFMA, DORA and Treasury Regulations. Knowledge of BAS. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.

DUTIES: Manage and monitor revenue collection in the district. Ensure that revenue collected is monitored, checked and banked as prescribed in the revenue policy and procedure manual. Manage the clearing of bank exceptions as well as all revenue control accounts. Authorize captured batches, journals and ensure that supporting documents are attached. Review monthly revenue management reports. Manage face value stock. Maintain and implement effective, efficient and transparent systems of financial and risk management and internal control. Maintain sound budgeting and budgetary control practices. Bank reconciliation and debts management. Review monthly revenue management reports. Manage face value stock. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION **REF NO: C2/25/21**
DIRECTORATE: ENVIRONMENTAL COMPLIANCE & ENFORCEMENT

SALARY: R498,816.00 – R690,237.00 per annum (OSD)

CENTRE: Capricorn District: Polokwane

REQUIREMENTS: An NQF 6 qualification in Nature Conservation / Natural Science / Environmental Science / Environmental Law / Policing or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Environmental Compliance & Enforcement field. Successful completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge and practical understanding of the Constitution, practical experience in implementation of the National Environmental Management Act (NEMA), together with all the Specific Environmental

Management Acts, Promotion of Administrative Justice Act (PAJA) and interpretation thereof. Knowledge of environmental wildlife facility inspection / auditing, monitoring procedures and methodologies. A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Knowledge of administrative enforcement. Case docket management. Investigation skills. Good communication skills (verbal and written). Project management. Conflict management skills. Ability to write a communicative report. Ability to interpret and apply environmental legislations. Good interpersonal relations skills. Good organization and planning management skills. Computer literacy. Report writing skills. Analytical and quantitative skills.

DUTIES: Administer compliance monitoring in accordance with the Environmental Authorisations (EA), Environmental Management Plan (EMP) and permit applications. Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas). Coordinate and participated in compliance promotion / awareness. Perform and manage administrative and related functions. Implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations. Plan and conduct environmental compliance inspections in response to public complaints of non-compliance to legislation. Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigations or prosecute criminal offences in respect of environmental legislations. Provide support to national and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc. Investigate, open cases and manage case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province. Participate and co-ordinate counter poaching operations. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION
DIRECTORATE: ENVIRONMENTAL QUALITY MANAGEMENT

REF NO: C2/25/22

SALARY: R498,816.00 – R690,237.00 per annum (OSD)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

DUTIES: Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: PERSONAL ASSISTANT
DIRECTORATE: HEAD OF DEPARTMENT

REF NO: C2/25/23

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Personal Assistant / Secretarial / Office Assistant / Office Administration / Office Management / Business Management / Management Assistant or equivalent as recognized by SAQA. Two (2) years' experience in rendering support to SMS/Executive Management. Two (2) years' experience in managing traveling

arrangements, including booking flights, accommodation, transportation. Experience in diary and calendar management. Knowledge and experience in Microsoft Office Suite, especially Outlook and other relevant software. Experience in report writing and providing Secretarial Services.

SKILLS AND KNOWLEDGE: Basic knowledge of the relevant legislation / policies / prescripts and procedures governing public service. Basic knowledge of financial administration. Exceptional organisational skills: Ability to manage multiple tasks simultaneously with meticulous attention to detail. Strong communication skills: Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information with utmost discretion. Anticipatory thinking: Proactive ability to anticipate needs and proactively address potential issues. Professionalism and courtesy: Ability to maintain a professional demeanour, demonstrating excellent interpersonal skills. Good grooming and presentation. Self-management and motivation.

DUTIES: Receive telephone calls in an environment where, in addition to the calls for the HoD, discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should be finalise some enquiries. Performed advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the HoD. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the importance and urgency of the matter. Coordinates with and sensitizes/advises the HoD regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the HoD. Ensures the safekeeping of all documentation in the office of the HoD in line with relevant legislation and policies. Obtain inputs, collates and compiles reports. Scrutinizes routine submission/reports and make notes and recommendations for the HoD. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the HoD and the unit where required. Collects, analyses and collates information requested by the HoD. Clarifies instructions and notes on behalf of the HoD. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the HoD. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the HoD and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Collects and compiles all necessary documents for the HoD to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the HoD as required. Coordinates logistical arrangements for the meetings when required. Collect and coordinates all the documents that related the HoD's budget. Assists HoD in the determining funding requirements for the purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts HoD of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the HoD and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the HoD of changes. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remains abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

**POST: SPECIAL PROGRAMMES OFFICER: SPECIAL PROGRAMMES
DIRECTORATE: STRATEGIC MANAGEMENT**

REF NO: C2/25/24

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Mopani District: Giyani

REQUIREMENTS: An NQF 6 qualification in Public Administration / Public Management / HRM / Gender Studies / Youth Studies / Disability Studies or equivalent as recognized by SAQA. Two (2) years' experience in the Special Programmes / Administration within government. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge and understanding of the Public Service, HR Policies, Change Management Engagement, Employment Equity, Affirmative Action measures and other legislation related to transformation. Policy analysis, development and monitoring. Knowledge of Gender Equity and Women Empowerment Programme. Promotion of the rights of women, people with disabilities and the youth. Mainstreaming and implementation of gender, elderly programmes, youth developmental programmes and job access strategy. Excellent communication skills (verbal and written). Coordination skills. Planning and organisation skills. Leading and controlling skills. Research skills. Report writing and presentation skill. Knowledge management. Problem solving and analysis skills. Programme and project management skills. Financial management and service delivery innovation skills. Client orientation, stakeholder management and customer focus. Policy analysis, development and monitoring skills.

DUTIES: Compile and submit progress reports on: Achieved equity targets and compliance with employment equity plan. Gender sensitive workplace. Disability friendly environment and percentage of disability targets achieved. Integration of youth, gender, disability and elderly programmes. Financial management within the directorate. Provide support at the districts and / or head office on special programmes imperatives. Capacity building and awareness to all staff. Ensure efficient and effective resource management. Information dissemination. Networking and benchmarking for best practice. Manage all procurement and logistical needs for the sub-directorate at the district level and liaise with SCM for processing. Implementation of national and provincial directives.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: COMMUNICATION OFFICER (RE-ADVERTISEMENT)
DIRECTORATE: COMMUNICATION SERVICES

REF NO: C2/25/25

NOTE: All applicants who previously applied NEED TO re-apply if interested as the previous applications WILL NOT be considered.

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Capricorn District: Polokwane

REQUIREMENTS: An NQF 6 qualification in Communication / Journalism / Media studies / Public Relations / Marketing or equivalent as recognized by SAQA. Two (2) years' experience in the Communication environment. Photographic skills and registration with PRISA will be an added advantage. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Computer literacy (MS Office applications). Knowledge of applicable legislation of government framework and relevant legislation. Good communication skills (verbal & written) including interpersonal skills. Presentation skills. Report writing skills. Analytical thinking. Good negotiation skills. Strategic thinking. Adaptability.

DUTIES: Compile, plan and implement the district events calendar. Support departmental events / activities. Monitor and evaluate events. Write articles for the departmental newsletter. Source information for both the intranet and the website. Ensure correct information into departmental publications (online and printed). Develop image bank of the department (Officials, events etc.). Manage the departmental media profile and create relations with the media. Provide journalistic duties to events in the districts. Conduct regular media monitoring and feedback sessions with units affected to manage their communication. Regularly update media contact list. Provide information and pictures for social media platform. Develop networks for communication at district level.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE
DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

REF NO: C2/25/26

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Mopani District: Giyani

REQUIREMENTS: An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. Two (2) years' experience in Human Resource Management: Conditions of Services field. Successful completion PERSAL Administration training. Valid South African driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of the PERSAL System. Knowledge of the PCM System. Ability to interpret and apply policy. Analytical and innovative thinking. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy formulation. Project management.

DUTIES: Supervise and render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Supervise processing of leave gratuities/discounting, termination of service and processing of pension documents. Administer long service awards, medical aid and housing allowance. Manage PERSAL transactions related to service benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and Procedures. Compile analysis and CoE liability reports.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ADMINISTRATIVE OFFICER: SHERQ, HIV, STI, TB & COIDA
DIRECTORATE: EMPLOYEE RELATIONS & WELLNESS

REF NO: C2/25/27

SALARY: R325,101.00 – R382,959.00per annum (Salary level 7)

CENTRE: Head Office: Polokwane

DUTIES: Facilitate the implementation of formal Environmental education programmes in schools through Limpopo Green Schools for the Earth Programme (LGSEP) and career expo. Facilitate the implementation of informal environmental education programmes/activities. Implementation of Limpopo Enviro Explorer Youth Programme (LEEYP). Coordinate commemoration of Environmental Calendar days in the district. Conduct environmental

awareness through all legal media platforms. Facilitate, collaboration and forming partnership with relevant stakeholders to implement environmental education and awareness programmes. Represent the Department in various education and awareness forums/structures in the district. Compile Environmental education and awareness reports in the district.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A (ENVIRONMENTAL GOVERNANCE & MUNICIPAL SUPPORT) REF NO: C2/25/30
DIRECTORATE: ENVIRONMENTAL EMPOWERMENT SERVICES

SALARY: R343,842.00 – R380,145.00 per annum (OSD)

CENTRE: Waterberg District: Modimolle

REQUIREMENTS: An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of Environmental legislation and protocols. Knowledge of Municipalities Integrated Development Planning (IDP) process. Knowledge of environmental capacity building approaches and programmes. Knowledge of community development and conservation. Ability to facilitate stakeholder's engagement process. Computer literacy. Excellent communication skills (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management. Presentation skills. Field work and data analysis. Ability to work under pressure.

DUTIES: Develop and manage the implementation of environmental capacity building programmes. Develop and manage environmental multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Department in various environmental management forums. Manage and facilitate formation and functioning of environmental stakeholder's forums. Compile sub-directorate reports. Support implementation framework for environmental governance in Waterberg District. Perform all administrative and related functions.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C2/25/31
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R343,842.00 – R380,145.00 per annum (OSD)

CENTRE: Langjan Nature Reserve

REQUIREMENTS: An NQF 6 qualification in Nature Conservation / Wildlife Management / Environmental Management / Natural Sciences or equivalent as recognized by SAQA. Three (3) years' working experience in the Nature Conservation field. SAPS Firearm Competency Certificate. Valid driver's license (with exception of persons with disability). No criminal record.

SKILLS AND KNOWLEDGE: Knowledge of Nature Reserve Management and Nature Conservation legislations and policies. Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Compiling of reports. Ability to use a firearm. Computer literacy. Analysis skills. Client orientation and customer focus skills. Communication skills. People management. Conflict management and problem solving skills. Change and diversity management skills. Planning and organizing skills. Policy formulation skills. Financial management skills.

DUTIES: Plan and implement conservation management program in the nature reserve. Plan and implement law enforcement programs in the nature reserve. Promote biodiversity conservation awareness. Promote ecosystem functioning activities of the reserve. Infrastructure management services within the nature reserve. Plan and undertake surveys and recording of data in the reserve. Maintenance of infrastructure and recreational facilities. Conduct stakeholder engagement programmes. Perform tourism management activities as well as the management of administration and related functions. Perform all administrative and relations functions at the nature reserve. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: CLUSTER SALES OFFICER REF NO: C2/25/32
DIRECTORATE: COMMERCIAL DEVELOPMENT

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record.

SKILLS AND KNOWLEDGE: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical thinking skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills.

DUTIES: Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing. Partnership management with communities, public and private stakeholders. Community levies. Community empowerment. Kids and Parks programmes.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: PROJECT ADMINISTRATIVE OFFICER
DIRECTORATE: COMMERCIAL DEVELOPMENT

REF NO: C2/25/33

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record.

SKILLS AND KNOWLEDGE: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills. Project management.

DUTIES: Implement commercialisation of nature reserves. Implement LWR Revenue Enhancement Projects. Facilitate and coordinate LWR EPWP Projects. Facilitate and coordinate community and stakeholder engagements. Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: BOOKINGS & RESERVATION OFFICER (2 x POSTS)
DIRECTORATE: COMMERCIAL DEVELOPMENT

REF NO: C2/25/34

SALARY: R325,101.00 – R382,959.00 per annum (Salary level 7)

CENTRE: Head Office: Polokwane

REQUIREMENTS: An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Bookings and Reservation field or Front Office role in a lodge, resort or eco-tourism setting. Valid driver's license (with exception of persons with disability). No criminal record.

SKILLS AND KNOWLEDGE: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and project management. Computer literacy. Analytical skills. Conflict management and problem solving skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relations management. People management. Leadership skills. Stakeholder management. Sales and product

knowledge (Provincial Protected Nature Reserves and Reports). Financial management. Telephone etiquette. Ability to work under pressure.

DUTIES: Manage and process all booking inquiries through telephone, email and online platforms. Provide detailed information about the resort's accommodation, wildlife activities (e.g. game drives, hiking trails, etc.), conservation projects, dining options and community-based experiences. Accurately update and manage the reservation system, including guest preferences and special requests. Liaise with resort staff and operations teams to ensure availability of activities and accommodation. Send booking confirmations, invoices, payment requests and pre-arrival communication to guests and resort officials. Coordinate group and package bookings, including tailored itineraries and activity packages. Monitor occupancy levels and suggest strategies to optimise lodging capacity. Handle cancellations, changes and no-shows according to the Reservations policy and ensure proper guest communication. Assist in managing partnerships with booking agents, tourism boards and online travel platforms. Handle clients' queries, complaints and compliments. Filing and safekeeping of documents. Liaise with IT unit for Online Reservations and Booking System upgrades. Prepare daily, weekly and monthly booking reports for management review. Verify and compile database of revenue activities, including guest profiles, booking statistics and revenue reports. Review reservation policies and procedures periodically, identify means of improving productivity and efficiency. Administer complementary bookings. Review annual tariffs according to different categories. Loading of tariffs in the reservation system. Develop and review terms and conditions for reservations. Identify opportunities to promote additional services or packages to enhance customer experience. Provide input into promotional campaigns and seasonal offers based on booking trends. Implement promotions and specials.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: PERSONNEL OFFICER: CONDITIONS OF SERVICE (2 x POSTS)
DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

REF NO: C2/25/35

SALARY: R228,321.00 – R268,950.00 per annum (Salary level 5)

CENTRE: Sekhukhune District: Lebowakgomo (1 x post)
Vhembe District: Thohoyandou (1 x post)

REQUIREMENTS: An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. One (1) to two (2) years' experience in Human Resource Management: Conditions of Services field will be an added advantage. Successful completion PERSAL Administration training will be an added advantage. Valid South African driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of PERSAL system. Knowledge of PCM system. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy development skills.

DUTIES: Render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry, and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Processing of leave gratuities/discounting, administer long service awards, medical aid and housing allowance. Administer termination of service and processing of pension documents. Capture and process PERSAL Transactions related to service benefits. Processing of pension benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and procedures.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: REVENUE CLERK (2 x POSTS)
DIRECTORATE: MANAGEMENT ACCOUNTING

REF NO: C2/25/36

SALARY: R228,321.00 – R268,950.00 per annum (Salary level 5)

CENTRE: Sekhukhune District: Lebowakgomo (1 x post)
Waterberg District: Lephalale Service Centre (1 x post)

REQUIREMENTS: An NQF 4 qualification (Grade 12) with Accounting as a subject or equivalent as recognized by SAQA. An appropriate NQF 6 qualification in Financial Management / Accounting / Management Accounting will be an added advantage. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of PFMA, DORA and Treasury regulations. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.

DUTIES: Issuing of receipts and safeguarding of revenue assets and stock registers. Ensure that all revenue is collected, recorded and banked as prescribed in the revenue policy and procedure manual. Ensure proper safe keeping of face value stock. Compile monthly revenue statistics. Clearing of exceptions in financial accounts.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: SENIOR FIELD RANGER (3 x POSTS) REF NO: C2/25/37
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R228,321.00 – R268,950.00 per annum (Salary level 5)

CENTRE: Langjan Nature Reserve (1 x post)
Lekgalameetse Nature Reserve (1 x post)
Mphaphuli Nature Reserve (1 x post)

REQUIREMENTS: An NQF 4 (Grade 12) / ABET / AET level 3 qualification or equivalent as recognized by SAQA. A National Diploma in Nature Conservation or related will be an added advantage. Valid SAPS Firearm Competency Certificate. Related training is essential (from SAWC or any other accredited institution). One (1) to two (2) years' working experience in the Nature Conservation field. Valid driver's license (with exception of persons with disability). Physically fit. No criminal record.

SKILLS AND KNOWLEDGE: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Computer literacy. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.

DUTIES: Assist with the protection of the nature reserve and its natural resources. Lead teams with the following: law enforcement operations / programmes (nature conservation patrols), inspection and repair the boundary fence, infrastructure maintenance, manage visitors' behaviour and actions in the reserve, reporting non-compliance, assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in the nature reserve which include: gathering biological and ecological data, identify and conduct ecological rehabilitation programs such as soil erosion controls, alien plants removal and bush encroachment programs. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management). Assist with game monitoring programmes. Assist with administration activities.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: MESSENGER/DRIVER: RECORDS & KNOWLEDGE MANAGEMENT REF NO: C2/25/38
DIRECTORATE: SECURITY & FACILITY MANAGEMENT

SALARY: R193,359.00 – R227,766.00 per annum (Salary level 4)

CENTRE: Sekhukhune District: Lebowakgomo

REQUIREMENTS: An NQF 3 (Grade 8 / ABET / AET) qualification or equivalent as recognized by SAQA. Seven (7) to twelve (12) months experience in driving will be an added advantage. A valid PDP licence. Valid driver's license (with exception of persons with disability).

SKILLS AND KNOWLEDGE: Knowledge of messenger services. Knowledge of planning and organising. Knowledge of roads and places. Knowledge of messenger services. Computer literacy. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation skills. Ability to operate photocopier machine. Organisational skills.

DUTIES: Drive light and medium motor vehicles to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Collect mail and documents from all over as requested. Collect mail from post office including heavy boxes. Deliver invitations to stakeholders e.g. business group. Collect stationery and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to district logistical support services. Provide transport services for the district officials.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: FIELD RANGER (15 x POSTS) REF NO: C2/25/39
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

NOTE FOR RE-ADVERTISEMENTS: All applicants who previously applied NEED TO re-apply if interested as the previous applications WILL NOT be considered.

SALARY: R193,359.00 – R227,766.00 per annum (Salary level 4)

CENTRE: Atherstone Nature Reserve (2 x posts) (1 x post Re-advertisement)
Brackenridge Nature Reserve (1 x post) (Re-advertisement)
Hans Merensky Nature Reserve (1 x post)

Langjan Nature Reserve (1 x post)
Makapans Valley WHS (1 x post)
Matrompie Nature Reserve (1 x post)
Modjadji Nature Reserve (1 x post)
Mokolo Dam Nature Reserve (1 x post)
Mphaphuli Nature Reserve (1 x post)
Nwanedi Nature Reserve (2 x posts) (Re-advertisement)
Turfloop Nature Reserve (2 x posts)
Witvinger Nature Reserve (1 x post)

REQUIREMENTS: An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Experience in conservation management programs will be an added advantage. Conservation training certificate / qualification is essential from accredited institution.

SKILLS AND KNOWLEDGE: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.

DUTIES: Assist with the protection of the nature reserve and its natural resources. Conduct law enforcement operations / programs (nature conservation patrols). Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: CHEF REF NO: C2/25/40
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R193,359.00 – R227,766.00 per annum (Salary level 4)

CENTRE: Nylsvlei Nature Reserve

REQUIREMENTS: An NQF 4 qualification (Grade 12 / ABET / AET certificate) or equivalent as recognized by SAQA. A certificate (NQF 2) of assistant Chef. One (1) to two (2) years' experience as an Assistant Chef in the Food and Beverages field will be an added advantage. Valid driver's license (with exception of persons with disability). Physically fit. No criminal record.

SKILLS AND KNOWLEDGE: Problem solving and analysis skills. Client orientation and customer focus. Excellent communication and interpersonal skills. The ability to operate elementary machines and equipment. Ability to supervise a team. Ability to work under sustained pressure. Computer literacy. Thorough knowledge of the professional cookery in hospitality environment. Willingness to work long extraordinary hours. Strong knowledge of culinary techniques, food safety practices and nutrition. Exceptional supervisory skills with the ability to motivate and manage a diverse kitchen team. Strong organizational and time management skills, with the ability to thrive in a fast-paced environment. A passion for culinary excellence and a commitment to delivering outstanding guest experiences. Ability to organize. Integrity. Professionalism. Service orientation. Decision-making ability. Delivering results and meeting standards and expectations. Good leadership ability and able to motivate a team. Conflict resolution. Innovative. Can easily adapt to change.

DUTIES: Facilitate the menu planning and costing. Ordering and stock control. Implement Health and Safety Regulations and Standards. Maintain operational equipment. Staff supervision. Organize food service at buffet stations and service of special dietary requirements. Follow food hygiene and safety standards during storage and production of food. Assist with monthly and quarterly asset stock take of kitchen equipment and reporting of shrinkage. Ensure that all fridges, freezers and store facilities are clean, neat and packed according to unit standards. Administer general mass matters. Administer register stock taking and mass purchases. Control mass stock. Set up the kitchen for meals preparations with cooking utensils and equipment. Plan, pre-preparation and cook of food as per healthy menu. Ensure well cooked food and appealing plate presentation. Serve meals and provide waiter service. Coordinate Chef on Wheels services.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: CLEANER: WORK ENVIRONMENT & FACILITY SERVICES (3 x POSTS) REF NO: C2/25/41
DIRECTORATE: SECURITY & FACILITY MANAGEMENT

SALARY: R138,486.00 – R163,131.00 per annum (Salary level 2)

CENTRE: Mopani District: Giyani (1 x post)
Sekhukhune District: Lebowakgomo (2 x posts)

REQUIREMENTS: An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA.

SKILLS AND KNOWLEDGE: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.

DUTIES: Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms cleanliness regularly. Clean windows on the inside and outside. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparations of meetings in boardrooms. Serving water / tea / coffee. Request cleaning materials.

ENQUIRIES: Ms WA Klaassen (015) 293 8691

POST: ROOM ATTENDANT **REF NO: C2/25/42**
DIRECTORATE: PROVINCIAL PROTECTED AREAS MANAGEMENT

SALARY: R138,486.00 – R163,131.00 per annum (Salary level 2)

CENTRE: Lekgalameetse Nature Reserve

REQUIREMENTS: An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. A housekeeping certificate will be an added advantage. Physically fit. No criminal record.

SKILLS AND KNOWLEDGE: Ability to work independently and under sustained pressure. Excellent communication and customer relations services skills. Ability to interact with guests and addressing their needs according to job resources. Flexibility in working hours, including weekends and holidays. Time management skills. Ability to complete tasks efficiently and prioritize workload. Must have knowledge of cleaning products and equipment. Ability to execute instructions. Ability to work effectively as part of a team. Adaptability. Be physically fit to perform tasks like lifting, carrying and moving heavy items. Work under extreme weather conditions (cold and hot). People skills. Ability to organise. Service orientation. Decision-making ability. Be self-motivated. Conflict management. Innovation skills.

DUTIES: Cleaning tourism facilities, ensuring that guest rooms are properly cleaned, empty waste bins, rooms are properly prepared with clean linen. Clean kitchen, crockery and cutlery. Housekeeping services- remove, wash, iron and store linen properly Guest suppliers are provided and regularly cleaned. Cleaning public areas – all tourist facilities and surroundings are always clean and ready for use by guests. Always adhere to hospitality standards. Ensure records of stock and amenities. Light bulbs are checked and replaced if necessary. Report damaged items in the guest rooms. Complete hospitality forms from guest. Cleaning of conference halls.

ENQUIRIES: Ms WA Klaassen (015) 293 8691