

**Career Opportunities, sustainable partnership combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act.**

**The Department is committed to provide equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.**

**APPLICATION: Applications quoting correct reference number must be addressed (attention) to Ms PN Mokhotla. Applications must be posted to The Head of Department, Department of Public Works, Roads and Transport, Private Bag X11310, Mbombela, 1200.**

**NO HAND DELIVERY,  
ONLY THROUGH POST OFFICE.**

**Post : Senior Chief Project Coordinator (2 X Posts)**  
**Level : 13**  
**Salary : R 1 073 187 pa (all-inclusive package)**  
**Centre : Ehlanzeni District & Gert Sibande District**  
**Ref : (CPC/EH/01) Ehlanzeni District (CPC/GS/02) Sibande District**

**Requirements:** A recognized B Degree in Engineering and related field plus extensive relevant experience in Public Infrastructure and Project Management. A valid driver's license

**Knowledge, Skills and Competencies:** Communication skills, Creativity, project management skills, financial management skills. Analytical thinking skills, research skills. Conflict management and numeracy skills. Computer literacy. Knowledge and understanding PFMA, Occupational Health & Safety Act as well as Building regulations, Environment Conservations Act and Government Procurement system.

**Responsibilities:** Undertake, approve and control infrastructure-related projects in the District. Control surveys for establishment of triangulation and measurement networks. Contribute to strategic planning in the region. Considers tenders and make recommendations. Ensure compliance with safety codes and regulations. Liaise with other divisions, supervisors, management and Private sector. Guide and Advise other institutions and consultants. Perform needs analysis. Prepare resource and facility requirement estimates. Co-ordinate work schedules. Assist with performance management. Assist management in performing strategic planning. Compile estimates on financial implications of projects, Compile reports on financial situations of projects. Manage Budget, risk management, Project management, human capital and resources.

**Post : Chief Engineer Grade A: Roads Design**  
**Level : OSD Grade (A)**  
**Salary : R 1 058 469 pa (all-inclusive package)**  
**Centre : Head Office, Mbombela**  
**Ref : (CE/RDHO/03)**

**Requirements:** A recognised BSc / BTech in Civil Engineering or related with relevant extensive experience in the related field of roads design and materials. Registration with the relevant Council as a professional is compulsory. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge and experience in the design. Construction and maintenance of Transport Infrastructure projects. Experience in contract documentation and administration, Knowledge and application of Transport Infrastructure Acts, Policies, Standard and Regulations. Knowledge and experience of Public Sector and Finance-Procurement-Personnel and Procedures. Good verbal and written communication. Planning and organizing, conflict, change management and negotiation skills, Good knowledge and application of relevant engineering planning and design software packages, i.e. Civil Designer, Bentley Inroads, Prokon, etc. Good knowledge of MS Office, i.e. MS Word, Excel, PowerPoint, etc.

**Responsibilities:** Execute road designs (i.e. geometric, structural and drainage designs); Initiate, administer and manage procurement processes for consultants and contractors; Refine and maintain road design-relevant norms, standards and documentation. Provide technical support services for departmental road designs with emphasis to geometric, structural and drainage design matters. Manage support services (i.e. Drawing office, Survey, Land Acquisition, Expropriation, Technical Support, Environmental Impact Assessments, Traffic Surveys and various applications, permits and licenses). Participate in various national and provincial technical committees as may be determined from time to time.

**Post : Chief Engineer Grade A (Contract Admin): Roads Construction and Maintenance**  
**Level : OSD Grade (A)**  
**Salary : R 1 058 469 pa (all-inclusive package)**  
**Centre : Head Office, Mbombela**  
**Ref : (CE/RCMH/04)**

**Requirements:** A recognised BSc/ BTech in Civil Engineering or related with relevant extensive experience in the related field of roads construction and maintenance. Registration with the relevant Council as a professional is compulsory and a valid driver's license.

**Knowledge, Skills and Competencies** Knowledge of Public Service Act, PFMA and other related legislations. Skills in roads maintenance or construction, Computer literacy, Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations Financial management skills, change management, Knowledge management Service delivery innovations, Problem solving and analyses, People management and empowerment, client orientation and customer focus. Report writing Project management will be an added advantage.

**Responsibilities:** Render maintenance contract administration services, Monitor and control the quality of work done by contractors at the district. Manage performance of the subdivision. Manage and monitor budget of the sub-division, Assist in the administration of construction/maintenance related contractual claims. Manage tender processes and programme. Develop and update construction and maintenance strategy models, Administer compilation and documentation of contracts, Administer contracts in respect of roads construction and maintenance. Administer preventative maintenance services. Manage emerging construction contractor's services. Evaluate contractual claims and disputes. Provide district support to clients.

**Post : Chief Architect Grade A: Planning and Design**  
**Level : OSD**  
**Salary : R 912 048 pa (all-inclusive package)**  
**Centre : Head Office, Mbombela**  
**Ref : (CAPD/HO/05)**

**Minimum Requirements:** A recognized B Degree in Architecture. Registration with South African Council for the Architectural Profession (SACAP) as a Professional: Architect. Valid drivers' license. Computer literacy plus extensive relevant experience post qualification. A compulsory registration with the SACAP as a Professional.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing the Public Services. Computer literate in design programmes including CAD programmes and MS office. Strong verbal and written communication skills. Good analytical skills. Sound reports writing skills.

**Responsibilities:** Advice to Client Departments and Regional Offices. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an architectural perspective, oversee implementation [construction] and Research/literature studies to keep up with new technologies, for the Department including interaction with relevant professional development boards/councils.

**Post : Deputy Director: Organizational Development & Design**  
**Level : 12**  
**Salary : R882 042 pa (All-inclusive package)**  
**Centre : Head Office, Mbombela**  
**Ref : (DDODD/HO/06)**

**Requirements:** A recognized B Degree / National Diploma in Management services / Public Management or related qualification and extensive relevant experience in Work study / Job Evaluation as well as a Job Evaluation Certificate and whereby a minimum 5 years should be at an Assistant Director level. A valid driver's license and willing to travel extensively.

**Knowledge, Skills and Competencies:** Knowledge of advanced report writing, presentation skills, data analysis skills, knowledge of advanced Microsoft Excel, both motivational and willingness to adapt to work schedule in accordance with professional requirement. People management and effective communication skills both verbal and in writing. Problem solving and project management skills. Interviewing and negotiating skills.

**Responsibilities:** Facilitate and promoting the implementation of organisational design and job evaluation policies and regulations in the Department. Develop proper organisation and establishment structure for the Department. Conduct job evaluation process for posts in the Department. Facilitate the process of developing and receiving job descriptions. Provide an informed advice on organisational design and job evaluation matters. Manage the organisational design and job evaluation unit's resources.

**Post : Deputy Director: Security Management**  
**Level : 12**  
**Salary : R822 042 pa (All-inclusive package)**  
**Centre : Head Office, Mbombela**  
**Ref : (DDSM/HO/07)**

**Requirements:** A recognized B Degree/ National Diploma Security Management/ policing plus relevant experience in Security Management/ Policing, whereby a minimum of 5 years should be at an Assistant Director level. Security Managers course offered by SSA, Vetting course, SAMTRAC will be an added advantage. Must be registered with PSIRA. A valid driver's licence.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report, Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Research Methodology. Knowledge of security administration, Policy development, security legislations, investigation processes. No criminal record. Knowledge of OHS. The ability to work under pressure and willingness to work long hours. The applicant must be willing to undergo the process of security clearance.

**Responsibilities:** Manage all aspect of Security: (security Administration, Physical, Information, Personnel, ICT) in line with MISS and MPSS. Develop security policies, Security Plan and Standard Operating Procedures (SOP). Provide guidance and leadership to subordinates at the provincial and district offices. Render advice on security matters and keep track of the developments in the security field for the purpose of reviewing security measures within the Department. Develop a plan and conduct physical security appraisals/assessments and ensure proper implementation of recommendations in consultation with relevant authorities. Develop a departmental vetting strategy. Report/liaise with SAPS and SSA all incidents or suspected incidents of security breaches and leakages of sensitive information for investigation and keep record. Develop departmental security awareness plan. Develop and implement departmental events management procedures. Conduct Threat Risk Assessment (TRA). Liaise with SAPS on issues involving criminal activities within the department. Implement and monitor policy procedures and code of ethics with respect to departmental security policy. Create, develop and maintain a security training capacity for the department and conduct security training sessions for staff. Advise management about the security implications of management decisions. To manage/monitor the performance of Security service providers in terms of the contract and the SLA. To make necessary security arrangements for departmental functions with all security stakeholders. Advise on adherence to security measures and procedures and corrective measures in case of non-compliance.

**Post : Deputy Director: Registration**  
**Level : 11**  
**Salary : R 744 255 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (DDR/HO/08)**

**Requirements:** A recognized B Degree in Transport Management or National Diploma in Transport Management plus extensive Relevant experience in Transport whereby a minimum 5 years should be at an Assistant Director level.

**Knowledge, Skills and Competencies:** Knowledge of related legislative prescripts. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

**Responsibilities:** Provide support services. Assess routes. Manage Register Administration System (RAS). Manage Route Assessment/verification. Render conflict resolutions Services. Prepare a quarterly report. Manage human and financial resources.

**Post : Deputy Director: Scholar Transport Admin**  
**Level : 11**  
**Salary : R 744 255 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (DDSTA/HO/09)**

**Requirements:** A recognized B Degree in Transport Management or National Diploma in Transport Management plus extensive relevant experience in Transport whereby a minimum 5 years should be at an Assistant Director level.

**Knowledge, Skills and Competencies:** Knowledge of related legislative prescripts. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

**Responsibilities:** Planning and budgeting of scholar transport services. Verification and payment of scholar transport services. Review and implementation of Scholar Transport Policy and development of scholar transport subsidy. Prepare a quarterly report. Manage human and financial resources.

**Post :** Deputy Director: Licensing  
**Level :** 11  
**Salary :** R 744 255 pa  
**Centre :** Head Office, Mbombela  
**Ref :** (DDL/HO/10)

**Requirements:** A recognized B Degree in Transport Management or National Diploma in Transport Management plus extensive relevant experience in Transport whereby a minimum 5 years should be at an Assistant Director level.

**Knowledge, Skills and Competencies:** Knowledge of related legislative prescripts. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

**Responsibilities:** Manage operating licenses services. Provide administration support services to PRE. Liaise with transport appeal tribunal. Manage human and financial resources.

**Post :** Deputy Director: Fleet Provisioning  
**Level :** 11  
**Salary :** R 744 255 pa  
**Centre :** Head Office, Mbombela  
**Ref :** (DDFP/HO/11)

**Requirements:** A recognized B Degree / National Diploma in Public Admin / National Transport Diploma plus extensive relevant experience in Fleet Management whereby a minimum 5 years should be at an Assistant Director level.

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

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

**Post :** Deputy Director: Provincial Workshop  
**Level :** 11  
**Salary :** R 744 255 pa  
**Centre :** Head Office, Mbombela  
**Ref :** (DDPW/HO/12)

**Requirements:** A recognized B Degree/ National Diploma in Public Admin/ National Transport Management plus extensive relevant Experience in Fleet Management, maintenance and whereby a minimum 5 years should be at an Assistant Director level.

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

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

**Post :** Deputy Director: EPWP  
**Level :** 11  
**Salary :** R744 255 pa (All-inclusive package)  
**Centre :** Ehlanzeni & Gert Sibande  
**Ref :** (DDE/EH/13) Ehlanzeni  
(DDE/GS/14) Gert Sibande

**Requirements:** A recognized B Degree / National Diploma in Public Administration or related qualification plus extensive relevant experience in Expanded Public Works Programme and whereby a minimum 5 years should be at an Assistant Director level. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of advanced report writing, presentation skills, data analysis skills, knowledge of advanced Microsoft Excel, both motivational and willingness to adapt to work schedule in accordance with professional requirement.

**Responsibilities:** Ensure capturing and registration of provincial and municipal projects on the Integrated Reporting System on a monthly basis. Maintain a provincial database of all projects reported on a daily basis. Facilitate the process of collection and verification of project data on site. Monitor the implementation of data management processes by all reporting public bodies. Validate and sign off provincial data. Conduct stakeholder engagements on reports submitted and render support on project registration. Capacitate all reporting public bodies on the functionality of the system and reporting tools. Coordinate the submission of EPWP project documents for performance audits. Analyse and compile reports as required by different EPWP forums and other provincial oversight committees on job creation.

**Post :** Deputy Director: Property Management (VIP)  
**Level :** 11  
**Salary :** R744 255 pa (All-inclusive package)  
**Centre :** Head Office, Mbombela  
**Ref :** (DDPM/HO/15)

**Requirements:** A recognized B Degree / National Diploma in Public Administration or related plus extensive relevant experience in Property and facilities management and whereby a minimum 5 years should be at an Assistant Director level. A valid driver's license

**Knowledge, Skills and Competencies:** Sound knowledge of property management prescripts, Knowledge of Prescripts governing the Public Sector, be able to communicate effectively, conflict management skills, be prepared to work under pressure, and good Interpersonal Relations.

**Responsibilities:** Manage the provision of accommodation for MECs and MPLs in line with approved prescripts. Manage the provision of guard houses, water, gas, electricity, furniture, appliances and curtains for MECs and MPLs. Manage termination of leases, inspections, handover of houses and relocation of Members. Ensure management of an updated leasing register and attend Members Affairs meetings. Attend to all reported cases by MECs and MPLs with speed and provide reports. Manage general maintenance and supervision of Service Providers providing services to the houses of MECs and MPLs. Manage budget, assets and human resource within the directorate.

**Post :** Deputy Director: Property Finance  
**Level :** 11  
**Salary :** R744 255 pa (All-inclusive package)  
**Centre :** Head Office, Mbombela  
**Ref :** (DDPF/HO/16)

**Requirements:** A recognized B Degree / National Diploma qualification in Finance or Public Administration or related qualification plus extensive Relevant experience in property and facilities management and whereby a minimum 5 years should be at an Assistant Director level. A valid Driver's license.

**Knowledge, skills and competencies:** Sound knowledge of property management prescripts, Knowledge of Prescripts governing the Public Sector, be able to communicate effectively, conflict management skills, be prepared to work under pressure, and good interpersonal relations.

**Responsibilities:** Ensure payment of property rates and taxes for all local Municipalities in the province in terms of Municipal Property Rates Act. Ensure that invoices are paid within 30 days, keep updated payment register and render administrative duties as required. Manage and update property rates register. Manage payment for rental, and municipal services for MECs and MPLs accommodation as well as office accommodation. Manage budget, expenditure, revenue, assets and human resource for the Directorate and the Program Immovable Asset.

**Post :** Deputy Director: Property Management  
**Level :** 11  
**Salary :** R744 255 pa (All-inclusive package)  
**Centre :** Thulamahashe  
**Ref :** (DDPM/THU/17)

**Requirements:** A recognized Bachelor's Degree / National Diploma or equivalent qualification Property Management / Real Estate plus extensive relevant experience in property and facilities management and whereby a minimum 5 years should be at an Assistant Director level. A valid driver's license.

**Knowledge, Skills and Competencies:** Sound knowledge of property management prescripts, Knowledge of Prescripts governing the Public Sector, be able to communicate effectively, conflict management skills, be prepared to work under pressure, and good interpersonal relations.

**Responsibilities:** Ensure payment of property rates and taxes in the District. Ensure that payments, rental collection and user charges are done. Ensure accurate reconciliation of payments, rental collection and user charges. Ensure effective rendering of property administrative support services. Manage District asset register. Ensure effective management of shared services (water, electricity, telephones, etc). Ensure compliance management.

**Post :** Deputy Director: HRM Information System (PERSAL System)  
**Level :** 11  
**Salary :** R744 255 pa (All-inclusive package)  
**Centre :** Head Office, Mbombela  
**Ref :** (DDHRIS/HO/18)

**Requirements:** A recognized B Degree/ National Diploma in Human Resources Management or related qualification plus relevant extensive experience in PERSAL system, whereby a minimum of 5 years should be at an Assistant Director level. PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of the prescripts applicable to the work sphere of PERSAL users and revisers. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel.

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

**Post :** Deputy Director: Logistics Management  
**Level :** 11  
**Salary :** R744 255 pa (All-inclusive package)  
**Centre :** Head Office, Mbombela  
**Ref :** (DDLH/HO/19)

**Requirements:** A recognized B Degree / National Diploma in Logistics / Finance or related qualification, whereby a minimum of 5 years should be at an Assistant Director level. A valid driver's license.

**Knowledge Skills and Competencies:** Good understanding and experience of PFMA and Treasury Regulations. Knowledge of procurement and business practices. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Advanced skills in financial management; project management Good interpersonal Relations and Stakeholder engagement skills. Supervisory Experience.

**Responsibilities:** Ensure procurement of goods and services. Comply with verification of a Log 4 form. Issuing of orders for goods and services. Monitor the speed up of order. Ensure unqualified audit for orders. Ensure Chief User Workshops are conducted. Manage Provisioning System (Logis) and processing of inventory and consumables. Timeously record Logis technical error with Helpdesk. Analyse Logis generated reported. Ensure correctness of the newly created Item Control Number on Logis Confirm. User Access and Administrators access rights are reviewed. Monitor the Warehouse, Transit and distribution of inventory. Ensure reconciliation and authorization of the travel & accommodation transaction process to the Department. Maintenance of the Invoice Tracking System. Monitor the correctness, completeness and accuracy of the Management Reports. Verify the correctness of accruals, commitment and inventory report. Reconciliation of the Logis & BAS Commitment report.

**Post :** Deputy Director: Salaries  
**Level :** 11  
**Salary :** R744 255 pa (All-inclusive package)  
**Centre :** Head Office, Mbombela  
**Ref :** (DDS/HO/20)

**Requirements:** A recognized B Degree/ National Diploma in Finance or related qualification, whereby a minimum of 5 years should be at an Assistant Director level PERSAL Introduction and Salary introduction courses are compulsory. A valid driver's license.

**Knowledge Skills and Competencies:** Decision making, strong problem solving skills, people management. Knowledge of the PERSAL and BAS system, Treasury Regulation, Computer literacy, Sound communication, and computer skills. Good understanding of PERSAL and knowledge of the Public Service regulations, Labour Relation Act, Public Finance Management Act, Basic Conditions of Employment Act. A valid driver's license.

**Responsibilities:** Management of Salaries Administration allowances and deductions. Management of Tax and Suspense Accounts. Management of payroll. Development of Policies, Management of Personnel and Monitoring of Districts.

**Post** : Deputy Director: Risk Management  
**Level** : 11  
**Salary** : R744 255 pa (All-inclusive package)  
**Centre** : Head Office, Mbombela  
**Ref** : (DDRM/HO/21)

**Requirements:** A recognized B Degree/ National Diploma in Risk Management/ Accounting / Auditing, whereby a minimum of 5 years should be at an Assistant Director level. Appropriate experience in Internal or External Auditing, Internal controls, Accounting and risk management will be an added advantage. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Research Methodology. Knowledge of Microsoft Office and forensic techniques. Knowledge of Risk Management Framework, Policy development and implementation plan. Knowledge of Anti-Corruption Strategy and Public Service Regulations. The applicant must be willing to undergo the process of security clearance.

**Responsibilities:** Facilitate the identification of potential risks process and the interventions required to manage those risks in the Department and the provide feedback to the departmental management and Audit committee. Develop and communicate the risk management implementation plan, risk management policy and procedures, risk management strategy and the Fraud Prevention Plan Facilitate the setting up of the risk management structures and risk management reporting lines within the department. To develop, improve and maintain appropriate governance systems to support the Departmental Strategy and enterprise risk management. Develop common risk assessment methodology that is aligned with the department's objectives at strategic, tactical and operational level. Facilitate risk assessments with the department programmes on regular basis. Assist management in the development of an effective internal control environment. Planning and directing the risk management function and compiling the quarterly reports to the Audit committee, Departmental Risk Management Committee and Management. Facilitate investigation on corrupt business practices and recommend measures to prevent them. Develop and facilitate fraud and ethics awareness workshops.

**Post** : Deputy Director: Research and Development  
**Level** : 11  
**Salary** : R744 255 pa (All-inclusive package)  
**Centre** : Head Office, Mbombela  
**Ref** : (DDRD/HO/22)

**Requirements:** A recognized B Degree/ National Diploma in Business Management / Public Management or related qualification plus extensive relevant experience in Administration, whereby a minimum of 5 years should be at an Assistant Director level plus relevant experience in Research and development. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Research Methodology. Knowledge of Project Management, stakeholder management and management of Human Resources. Be able to work independently.

**Responsibilities:** Facilitate customer and stakeholders feedback processes focused on continuous improving the level of service delivery. Coordinate and undertake commissioned research related to the department problems. Collect and manage statistical data. Advice the department on research findings and recommendations. Participate in interdisciplinary and multi-sectoral research programmes and projects. Communicate research findings to relevant stakeholders. Prepare reports and provide findings of research undertaken. Develop partnerships and networks with relevant stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department in with various meetings. Manage resources (human and physical).

**Post** : Deputy Director: HR Practices and Administration  
**Level** : 11  
**Salary** : R744 255 pa (All-inclusive package)  
**Centre** : Thulamahashe  
**Ref** : (DD/HRP&A/THU/23)

**Requirements:** A recognized B Degree/ National Diploma in Human Resources Management or related qualification and related plus relevant extensive experience in Human Resource, whereby a minimum of 5 years should be at an Assistant Director level. PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of the prescripts applicable to the work sphere of PERSAL users and revisers. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel.

**Responsibilities:** Manage the administration of service conditions and benefits in the District. Provide recruitment, selection, appointment and other life cycle event of employees. Manage human resource personnel records and auxiliary services. Manage administration services at all cost centres within the District. Advice staff on HR related matters. Manage HR related records and respond to audit matters related to HR in the district. Compile reports. Manage physical and human capital as well as sectional budget. Supervise staff on HR related matters.

**Post** : Control Transport Inspector (3 X Posts)  
**Level** : 11  
**Salary** : R 744 255 pa  
**Centre** : KwaMhlanga, Thulamahashe & Ehlanzeni  
**Ref** : (CTI/KWA/24) KwaMhlanga (CTI/THU/25) Thulamahashe (CTI/EH/26) Ehlanzeni

**Requirements:** Grade 12 plus Traffic Officers Diploma and B-Degree/National Diploma plus extensive relevant experience in law enforcement and whereby a minimum 5 years should be at a Chief Transport Inspector level. Must have a valid Driver's License.

**Knowledge, Skills and Competencies:** Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Transport Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for police clearance.

**Responsibilities:** Compile reports and attend meetings. Control budget and procurements of the section. Coordinate Law Enforcement in the District. Manage the implementation of Public Law Enforcement in the District.

**Post** : Chief Transport Inspector (4 X Posts)  
**Level** : 10  
**Salary** : R 477 090 pa  
**Centre** : KwaMhlanga, Ehlanzeni, Head Office & Thulamahashe  
**Ref** : (CTI/KWA/27) KwaMhlanga (CTI/EH/28) Ehlanzeni District (CTI/HO/29) Head Office, Mbombela (CTI/TH/30) Thulamahashe

**Requirements:** Grade 12 plus Traffic Officers Diploma and B-Degree/National Diploma plus extensive relevant experience in law enforcement and whereby a minimum 3 years should be at a Senior Transport Inspector level. Must have a valid Driver's License.

**Knowledge, Skills and Competencies:** Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Transport Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for police clearance.

**Responsibilities:** Manage and enforce Public Passenger, Transport Legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved law enforcement strategies. Coordinate execution of arrests on Transport related matters. Attend court proceedings and give evidence. Manage processes of issuing relevant notices to offender. Manage Transport policing projects. Identify and advise relevant role-players on possible transport conflicts. Manage joint law enforcement activities and projects. Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

**Post** : Control Works Inspector: Mechanical  
**Level** : 10  
**Range** : R 477 090 pa  
**Centre** : KwaMhlanga  
**Ref** : (CWIM/KWA/31)

**Requirements:** A recognized B Degree / National Diploma in Mechanical Engineering with equivalent qualification plus extensive relevant experience and whereby a minimum 3 years should be at a Chief Works Inspector level. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of the legislative prescripts governing the Public Service. Verbal and written Communication skills. Good analytical skills. Management skills. Knowledge of legal compliance, Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Project Management, Change Management, Teamwork. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.

**Responsibilities:** Conduct inspections on new and existing Government buildings/ clinics/ hospitals. Draw up specifications. Develop a bill of quantities. Develop proposal on the associated costs. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop and interpret plans and sketches. Adjudicate and provide recommendations on quotations and bids. Manage projects and compile payment certificates and technical reports. Manage maintenance done by contractors. Manage staff and supervising duties of Works Inspectors. Liaise with relevant stakeholders in respect of technical aspects. Advice and guide contracts in respect of compliance to legislation and procedures. Ensure quality control and effective and efficient workflow of work done by Chief Works Inspector and report on all work allocated. Manage budget of the section.

**Post** : Control Works Inspector: Electrical  
**Level** : 10  
**Salary** : R 477 090 pa  
**Centre** : Thulamahashe  
**Ref** : (CWIE/THU/32)

**Requirements:** A recognized B Degree / National Diploma in Electrical engineering plus extensive relevant experience and whereby a minimum 3 years should be at a Chief Works Inspector level. A valid driver's license.

**Knowledge Skills and Competencies:** Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication Skills. Good analytical skills. Management skills. Knowledge of legal compliance, Technical Reports. Problem solving and analysis, Decision Making, Planning and organizing, Project Management, Change Management, Teamwork. Listening and communication skills, good Interpersonal relations. Candidates must be willing to work under pressure.

**Responsibilities:** Conduct inspections on new and existing Government buildings/ clinics/ hospitals. Draw up specifications. Develop a bill of quantities. Develop proposal on the associated costs. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop and interpret plans and sketches. Adjudicate and provide recommendations on quotations and bids. Manage projects and compile payment certificates and technical reports. Manage maintenance done by contractors. Manage staff and supervising duties of works inspectors. Liaise with relevant stakeholders in respect of technical aspects. Advice and guide contracts in respect of compliance to legislation and procedures. Ensure quality control and effective and efficient workflow of work done by Chief Works Inspector and report on all work allocated. Manage budget of the section.

**Post** : Project Coordinator: EPWP (2 X Posts)  
**Level** : 10  
**Salary** : R 477 090 pa  
**Centre** : Head Office & Thulamahashe  
**Ref** : (PCE/HO/33) Head Office: EPWP (Mbombela) (PCE/THU/34) Thulamahashe

**Requirements:** A recognized B Degree / National Diploma in Public Administration or related qualification plus extensive relevant experience In Expanded Public Works Programme and whereby a minimum 3 years should be at an Administration Officer level. A valid driver's license and willing to travel extensively.

**Knowledge, Skills and Competencies:** Good communication and interpersonal skills capable of maintaining strong relationships, Exceptional written and presentation skills. Strong organizational and multi-tasking skills. Ability to work effectively both independently and as part of a team. Attention to details even under pressure. Excellent analytical and problem solving abilities. Knowledge of record keeping and administrative procedures. Knowledge of the EPWP Reporting System will be an added advantage

**Responsibilities:** Develop, monitor and maintain database for all EPWP projects, Facilitate the capturing and reporting of EPWP Projects on reporting system (ER-S). Develop reliable record keeping system for all EPWP Projects. Perform data quality assessment on reported projects. Facilitate stakeholder engagements on non-compliant data in the ER-S. Conduct compliance assessment on EPWP Norms and Standards. Conduct project site visits to monitor Compliance on the Ministerial Determination and all EPWP Prescripts. Render E-RS capacity building/system related support to Public Bodies, Identify system related challenges and report to the system administrator. Conduct data verification and system report analysis on a weekly basis. Compile reports for EPWP stakeholders and do presentations in various forums.

**Post** : Chief Road Superintendent (4 X Posts)  
**Level** : 10  
**Salary** : R477 090 pa  
**Centre** : 1 X Ehlanzeni, 1 X Thulamahashe,  
1 X Gert Sibande 1x KwaMhlanga  
**Ref** : (CRS/EH/35) Ehlanzeni  
(CRS/THU/36) Thulamahashe  
(CRS/GS/37) Gert Sibande  
(CRS/KWA/38) KwaMhlanga

**Requirements:** BA Degree/ National Diploma in Civil Engineering with extensive relevant experience in all aspect of road construction and maintenance and whereby a minimum 3 years should be at an Road Superintendent level. Successful completion of Road Superintendent course. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Conflict Management.

**Responsibilities:** Supervise maintenance function in the district. Undertake routine Inspections to determine the conditions of roads. Facilitate the correction of the defects. Budget and expenditure control. Draw up and implement programmes for the maintenance of roads. Liaise with the public and organizations that have an interest in the road system. Compile reports.

**Post** : Assistant Director: Internal Audit  
(Performance)  
**Level** : 10  
**Salary** : R477 090 pa  
**Centre** : Head Office, Mbombela  
**Ref** : (ADIAP/HO/39)

**Requirements:** A recognized B Degree/ National Diploma in Auditing / accounting plus relevant experience in Auditing, whereby a minimum of 3 years should be at an Internal Auditor level. A valid driver's licence.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Auditing skills in terms of the standards for the Professional Practice of Internal Auditing, General Recognized Accounting Principles and Investigation strategies.

**Responsibilities:** Assist in the preparation of the Internal Audit. Strategic and annual operational plan. Compile Audit project proposals and plans. Prepare appropriate audit programme and identify audit objectives. Execute audit activities in terms of the approved annual audit plan and in accordance with the IIA standards for the professional practice of Internal Auditing. Conduct tests to support all audit findings. Prepare draft reports and conduct follow-up audits. Assist in other audit tasks when required. Supervise staff performance and development.

**Post** : Assistant Director: Security  
Management (4 X Posts)  
**Level** : 10  
**Salary** : R477 090 pa  
**Centre** : Ehlanzeni, Head Office, KwaMhlanga,  
Gert Sibande  
**Ref** : (ADSM/EH/40) Ehlanzeni  
(ADSM/HO/41) Head Office, Mbombela  
(ADSM/KWA/42) KwaMhlanga  
(ADSM/GS/43) Gert Sibande

**Requirements:** A recognized B Degree / National Diploma in Security Management/Policing. Professional registration with PSIRA Grade A plus relevant experience in Security Management, whereby a minimum of 3 years should be at an Administrative Officer level. No criminal record. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management and Security Management. Knowledge in security organisation and administration, physical, personnel, information and ICT security. Knowledge of investigation processes. Knowledge of public service legislation and regulations is essential.

**Responsibilities:** Asssit during fomulation os security management policies. Ensure the availability and existance proper security systems. Advise opn security systems and general security measures. Conduct investigation in security related matters. Complite reports. Keep records

**Post** : Assistant Director: HR Planning  
**Level** : 10  
**Salary** : R477 090 pa  
**Centre** : Head Office, Mbombela  
**Ref** : (ADHRP/HO/44)

**Requirements:** A recognized B Degree / National Diploma Human Resources Management or related qualification plus extensive relevant experience in Human Resource Planning Environment, whereby a minimum of 3 years should be at an Administrative Officer level. PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's license

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Research Methodology.

**Responsibilities:** Render assistance management of the sub-directorate HR Planning. Facilitate the development, approval and implementation of the HR Plan and Employment Equity Plan. Provide support in the effective implementation of the department's retention and succession plan. Administer and ensure proper staff development within the sub-directorate in relation to the key function. Manage Human Resource.

**Post** : Assistant Director: Management  
Information System  
**Level** : 10  
**Salary** : R477 090 pa  
**Centre** : Head Office, Mbombela  
**Ref** : (ADMIS/HO/45)

**Requirements:** A recognized B Degree/ National Diploma) in Computer Science/Information Technology or related qualification plus extensive relevant experience in IT support services, whereby a minimum of 3 years should be at an Administrative Officer level. Knowledge of Corporate governance of ICT policy framework (CGICTPF) and other IT governance frameworks and standards will be an added advantage. A valid driver's license.

**Knowledge, Skills and Competencies:** Extensive evaluation and analytical skills. Knowledge of Information security and Cybercrime. Technical knowledge of Government transversal systems (Bas, Persal, Logis, and Novel Groupwise) will be an added advantage. Knowledge and experience in IT Project Management, ICT Systems Support Management and IT Risk Management. Innovative and strategic skills as well as self-driven and team leading skills. Good administration and time management as well as communication and report writing skills will serve as strong recommendation.

**Responsibilities:** Develop, implement and monitor IT governance plans. Ensure high adherence to IT regulations, policies and procedures. Evaluate, recommend, and provide guidelines on new trends in IT developments and solutions. Ensure that Departmental IT systems are safe from Cyberattacks and other information security vulnerabilities. Conduct awareness of the IT security policy. Monitor the implementation of the IT risk register. Ensure implementation of resolutions of the IT governance structures and report progress. Ensure availability of IT systems/applications. Manage IT projects, budgets and Assets. Consolidate the IT systems performance/evaluation reports.

**Post** : Assistant Director: Property  
Management  
**Level** : 10  
**Salary** : R477 090 pa  
**Centre** : Ehlanzeni  
**Ref** : (ADPM/EH/46)

**Requirements:** A recognised B Degree / National Diploma Public Administration in Property Management plus extensive relevant experience in Property Management and whereby a minimum 3 years should be at an Administration Officer level. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge, skills and competencies in Property Management, Knowledge of Prescripts governing the Public Sector, computer literacy, communication skills, Report writing skills, good interpersonal relations.

**Responsibilities:** Ensure management of the District's asset registers. Conduct compliance inspections on state houses, government offices, hired accommodation and vacant state land. Ensure reconciliation of rental collection and user charges. Ensure payment of taxes and rates. Ensure drafting of the District's User Asset Management Plans in terms of GIAMA. Supervise subordinates. Compile reports.

**Post** : Assistant Director: Accommodation  
**Level** : 10  
**Salary** : R477 090 pa  
**Centre** : Pilgrim's Rest  
**Ref** : (ADA/PR/47)

**Requirements:** A recognised B Degree / National Diploma or related qualification plus extensive relevant experience in Tourism and Hospitality and whereby a minimum 3 years should be at an Administration Officer level. A valid driver's license.

**Knowledge skills and competencies:** Knowledge, skills and competencies in Property Management, Knowledge of Prescripts governing the Public Sector, computer literacy, communication skills, Report writing skills, good interpersonal relations.

**Responsibilities:** Make bookings for guesthouse and halls. Administer cleaning of house, guesthouses and halls. Administer laundry services and departmental assets. Supervise subordinates. Compile reports.

**Post** : Assistant Director: HR Utilisation and  
Capacity Development  
**Level** : 9  
**Salary** : R382 245 pa  
**Centre** : Thulamahashe  
**Ref** : (ADHRUCD/THU/48)

**Requirements:** A recognized B Degree/ National Diploma in Human Resources Management or related qualification plus relevant experience in Human Resource Utilisation and Capacity Development, whereby a minimum of 3 years should be at a Training Officer level. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Understanding of Human Resource Utilisation and Capacity Development functions.

**Responsibilities:** Administer and coordinate the implementation of skills development legislation in the district. Administer and coordinate learnership and internships programmes, training and development of employees. Administer and coordinate the implementation of performance and development system in the district. Coordinate and conduct awareness's and inductions. Supervise staff. Keep sectional records. Compile reports.

**Post** : Assistant Director: Recruitment and  
Selection (2 X Posts)  
**Level** : 9  
**Salary** : R382 245 pa  
**Centre** : 1 X Ehlanzeni District,  
1 X Gert Sibande District  
**Ref** : (ADRS/EH/49) Ehlanzeni District  
(ADRS/GS/50) Gert Sibande District

**Requirements:** A recognized B Degree/ National Diploma in Human Resources Management or related qualification plus relevant experience in Human Resource Practices and Administration, whereby a minimum of 3 years should be at an Administrative Officer level PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Facilitate recruitment, selection and appointment of staff. Maintain the regional establishment. Handle promotions, change of rank and transfers. Handle resettlement and relocation matters. Keep sectional records. Supervise staff. Advice staff on HR related matters.

**Post** : Assistant Director: Supply Chain  
Management  
**Level** : 9  
**Salary** : R382 245 pa  
**Centre** : Thulamahashe  
**Ref** : (ADSCM/THU/51)

**Requirements:** An recognized B Degree / National Diploma in Finance and related qualification plus extensive relevant experience in Procurement / Supply Chain Management, whereby a minimum of 3 years should be at an Administrative Officer level.

**Knowledge, Skills and Competencies:** Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy

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

**Post : Assistant Director: Financial Accounting (2 X Posts)**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : 1 X Nkangala District, 1 X Thulamahashe**  
**Ref : (ADFA/NK/52) Nkangala District (ADFA/THU/53) Thulamahashe**

**Requirements:** An recognized B Degree /National Diploma in Finance or related qualification plus relevant experience within Financial Accounting, whereby a minimum of 3 years should be at an Administrative Officer level. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint).

**Responsibilities:** Manage control over District expenditure. Manage payroll and salary related matters. Monitor processing of payments and claims. Manage credit control. Ensure the compilation of IYM reports. Safe keeping of financial records. Manage staff.

**Post : Assistant Director: Management Accounting**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Gert Sibande District**  
**Ref : (ADMA/GS/54)**

**Requirements:** An recognized B Degree /National Diploma in Finance or related qualification plus extensive relevant experience within Financial Accounting, whereby a minimum of 3 years should be at an Administrative Officer level. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills. Conversant with Basic Accounting Systems (BAS) and Vulindlela. Proficiency in Microsoft Office (Word, Excel, PowerPoint).

**Responsibilities:** Verify budget availability and allocation, audit invoice and other supporting documents before processing in financial system. Capture payment in LOGIS and BAS. Attach payment stubs to paid vouchers. Handle payment queries and answer audit queries. Safe keeping of financial records. Manage staff.

**Post : Assistant Director: Registration**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADR/HO/55)**

**Requirements:** A recognized B Degree / National Diploma Public Administration or related qualification plus extensive relevant experience in Administration functions and whereby a minimum 3 years should be at an Administration Officer level. A Valid driver's license.

**Knowledge, Skills and Competencies required:** Good communication, interpersonal and writing skills, working under pressure, willingness to travel and customer relation skills. Computer literate. Knowledge of prescripts governing Public Service.

**Responsibilities:** Assist with management of Register Administration System (RAS). Assist with route assessment/verification. Assist with conflict resolutions services. Manage human and financial resources. Provide Admin related duties. Prepare monthly reports and keep records.

**Post : Assistant Director: Scholar Transport Admin**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADSTA/HO/56)**

**Requirements:** A recognized B Degree / National Diploma in Transport or Public Administration or related qualification plus extensive relevant experience in Administration functions and whereby a minimum 3 years should be at an Administration Officer level. A Valid driver's license.

**Knowledge, Skills and Competencies required:** Good communication, interpersonal and writing skills, working under pressure, willingness to travel and customer relation skills. Computer literate. Knowledge of prescripts governing Public Service.

**Responsibilities:** Assist with planning and budgeting of scholar transport services. Assist with verification and payment of scholar transport services. Assist with reviewed and implementation of scholar transport policy. Assist with development of scholar transport subsidy management.

**Post : Assistant Director: Fleet Logistics**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Ehlanzeni District**  
**Ref : (ADFL/EH/57)**

**Requirements:** A B Degree/ National Diploma in Transport Management and related qualification plus relevant experience in Administration, whereby a minimum of 3 years should be at an Administrative Officer level. A valid driver's licence.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management and Fleet Management.

**Responsibilities:** Administer the provisioning of government transport. Control the utilisation of government transport. Implement subsidized vehicle policy. Responsible to certify travelling claims (Private/subsidy). Keep sectional records. Supervise staff. Advise staff on fleet management related matters.

**Post : Assistant Director: Licensing (5 X Posts)**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Nkangala, Ehlanzeni, Thulamahashe, Gert Sibande**  
**Ref : (ADL/HO/58) Head Office, Mbombela (ADL/NK/59) Nkangala (ADL/EH/60) Ehlanzeni (ADL/THU/61) Thulamahashe (ADL/GS/62) Gert Sibande**

**Requirements:** A recognized B Degree / National Diploma in Transport or Public Administration or related qualification plus extensive relevant experience in Administration functions and whereby a minimum 3 years should be at an Administration Officer level. A Valid driver's license.

**Knowledge, Skills and Competencies:** Good communication, interpersonal and writing skills, working under pressure, willingness to travel and customer relation skills. Computer literate. Knowledge of prescripts governing Public Service.

**Responsibilities:** Administer operating licensing applications. Capturing of applicants into Land Transport Permit system (LTPS). Uplift/ issue operating licenses. Provide Admin related duties. Prepare monthly reports and keep records.

**Post : Assistant Director: HR Records**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADHRR/HO/63)**

**Requirements:** A recognized B Degree/ National Diploma Human Resources Management and related qualification plus relevant experience whereby a minimum of 3 years should be at an Administrative Officer level. PERSAL Introduction and PERSAL Establishment courses are compulsory. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Facilitate recruitment, selection and appointment of staff processes. Maintain the Departmental establishment. Handle promotions, change of rank, transfers, acting, secondments and other related life cycle management processes. Handle resettlement and relocation matters. Advise staff on HR related matters. Provide support in the effective implementation of the department's responses during Audits. Administer personnel records and ensure proper staff development within the sub-directorate in relation to the key functions. Administer the performance of the unit in line with the set standards as well as the performance management and development system for individuals.

**Post : Assistant Director: Capacity Development (2 X Posts)**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADCD/HO/65)**

**Requirements:** A recognised B Degree/ National Diploma Human Resources Management or related qualification plus extensive relevant experience whereby a minimum of 3 years should be at an Administrative Officer level. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Understanding of Human Resource Utilisation and Capacity Development functions.

**Responsibilities:** Coordination and development of the Department's workplace skills programmes. Monitor the implementation of the workplace skills plan. Compilation of workplace skills report in line with SETA requirements. Monitoring compliance with relevant legislation for all training programmes (projects within the Department). Development of training policies and programmes. Conducting induction for employees and unemployed community. Coordination of Artisan Development programmes. Establishment of strategic partnership in relation to skills development.

**Post : Assistant Director: Book keeping**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADBK/HO/66)**

**Requirements:** A recognised B Degree /National Diploma in Finance or related qualifications plus extensive relevant experience, whereby a minimum of 3 years should be at an Administrative Officer level. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint).

**Responsibilities:** Management of the Departmental bank account. Reconciliation of bank account daily to detect any suspicious transactions and unknown. Ensure that all suspense accounts are cleared and allocated correctly. Ensure that PMG reconciles with BAS system on daily basis. Authorizing of journals on daily basis. Authorize ACB rejections. Ensure that all grants are allocated correctly. To ensure successful closure of books. Compilation of monthly financial reports Ledger and bank reconciliation report.

**Post : Assistant Director: Movable Asset (Asset Management) 2 X Posts**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela & Thulamahashe**  
**Ref : (ADMA/HO/67) Head Office, Mbombela (ADMA/THU) Thulamahashe**

**Requirements:** A recognised B Degree /National Diploma in Finance or related qualification and extensive relevant experience within Asset Management, whereby a minimum of 3 years should be at an Administrative Officer level. A valid driver's license.

**Knowledge Skills and Competencies:** Knowledge of LOGIS system, policies and analytical skills. Strong problem solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations.

**Responsibilities:** Develop, implement and monitor policies and procedures. Rendering inventory of movable assets. Maintain the movable asset register database. Compile and reconciliation of reports. Supervise staff. Monitor expenditure patterns of all units, liaise with supplier of goods and services.

**Post : Assistant Director: Demand**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADD/HO/68)**

**Requirements:** A recognised B Degree / National Diploma in Finance or related qualification and extensive relevant experience in Procurement / Supply Chain Management, whereby a minimum of 3 years should be at an Administrative Officer level. Experience in Goods and Services Procurement will be an added advantage.

**Knowledge, Skill and Competencies:** Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Knowledge of Demand Management and business practices. Ability to maintain Database management systems and controls, Ability to develop, interpret and apply policies, strategies and legislation. Good communications and interpersonal skills, Computer Literacy (Excel and Word). Ability to work under pressure, sense of Responsibilities and loyalty.

**Responsibilities:** Facilitate the implementation of the Departmental Procurement Plans, Oversee correct identification and development of sourcing strategies in line with SCM in order to ensure economies of scale, Assess and verify the demand management plan, Administer an effective and Efficient Demand Management; Ensure the consolidation of the procurement plans into Demand Management plan in line with strategic plan of the department, Implement Bid Specifications administration, Serve as a SCM advisor in the BSC meetings; Manage administration of Central Supplier Database; Ensure that BEE certificates are properly verified by SANAS accredited agencies; Ensuring the validation of tax Clearance Certificate with SARS; Ensuring the validation of tax Clearance Certificate with SARS.

**Post : Assistant Director: Information and Records Management**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADIRM/HO/69)**

**Requirements:** A recognized B Degree/ National Diploma in Public Management or related qualification plus relevant experience in Administration / Public Management / Records Management, whereby a minimum of 3 years should be at an Administrative Officer level. A valid driver's licence.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management. Knowledge of implementation of PAIA and POPIA requirements. Knowledge of the Department's organisational structure, functions and records classification systems. Knowledge of Records Management prescripts.

**Responsibilities:** Ensure that the organisation's records management practices comply with the requirements of the related legislations. Ensure that the records management policy is communicated and implemented throughout the Department. Ensure encouragement of compliance, by the Department, with the conditions for the lawful processing of personal information in terms of POPIA. Dealing with requests made to the Department pursuant to POPIA and PAIA. Working with the Regulator in relation to investigations conducted pursuant to Chapter 6 of POPIA in relation to the Department. Otherwise ensuring compliance by the Department with the provisions of POPIA as may be prescribed in PAIA. Ensure that a POPIA compliance framework is developed, implemented, monitored and maintained. Ensure that a personal information impact assessment is done. Ensure that POPIA internal measures are developed together with adequate systems to process requests for information or access thereto. Ensure that internal awareness sessions are conducted. Ensure that copies of the PAIA/POPIA manual are provided upon to any person upon the payment of a fee to be determined by the Regulator.

**Post : Assistant Director: Production and Publication**  
**Level : 9**  
**Salary : R382 245 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (ADPP/HO/70)**

**Requirements:** A recognized B Degree/ National Diploma in Graphic Design, Marketing, Public Relation, Journalism Advertising and Communication or a relevant qualification plus extensive relevant experience, whereby a minimum of 3 years should be at a Communication Officer level. A valid driver's licence.

**Knowledge, Skills and Competencies:** Demonstrated success in developing and implementing communications plans, programs and initiatives that make internal communications a strategic function. Computer literacy. Good communication (verbal and written) skills and meticulous planning abilities. Creative and technically savvy. Willingness to travel and work extra hours including some public holidays and weekends. Ability to deliver on tight deadlines.

**Responsibilities:** Coordinate and publish departmental publications. Provide publication design and production services. Administer departmental website and corporate identity manual. Compile reports and keep sectional records.

**Post : Legal Administration Officer Grade 5**  
**Level : OSD**  
**Salary : R390 432 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (LAO/HO/71)**

**Requirements:** A LLB Degree coupled with extensive relevant experience in the legal environment, whereby a minimum of 3 years should be at an Administrative Officer level / Legal Administrative Officer Grade 1-4 will serve as an advantage. A valid driver's license.

**Knowledge, Skills and Competencies:** Understanding of Public Service policy and legislative framework. Basic understanding of South African legislation and in particular, those applicable to the Public Service including but not limited to a thorough knowledge of Administrative law. Public Finance management Act (PFMA) and related regulations, Labour Relations Act (LRA), Public Service Act (PSA) and related regulations, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA) and other related prescripts including the ability to interpret the law, ability to conduct legal research, ability to draft and provide comprehensive and well researched legal opinions and advise; knowledge on the drafting of legislation. Experience in litigation; ability to draft, review, vet policies, contracts, SLA's, and Memorandum of understanding (MOU). Computer literacy, basic good communication skills (written and verbal); good interpersonal and intercultural relations; legal research and report writing skills; Policy analysis and Interpretation; innovation, accuracy and attention to detail, Team player and ability to meet deadlines. Should be willing to work under pressure and irregular/long hours where required and necessary.

**Responsibilities:** Provide litigation management and related support services, including alternative dispute resolution and act as liaison between the State Attorney and for appointed counsel and prepare litigation reports for submission to relevant forums. Draft basic legislation, provide legal support relating to the interpretation and drafting of legislation; prepare legislation reports, drafting and vetting (scrutinising) of contracts, memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), and related legal documents. Policies: conduct vetting of policies; and support the policy drafting process. Provide well researched legal opinions and advice in matters relating to the operations of Public Works, Roads and Transport. Provide legal and administrative support in terms of the PAIA and PAJA.

**Post : Internal Auditor: Performance**  
**Level : 8**  
**Salary : R321 543 pa**  
**Centre : Head Office, Mbombela**  
**Ref : (IAP/HO/72)**

**Requirements:** A recognized B Degree/ National Diploma in Auditing / Accounting plus relevant experience in Auditing. A valid driver's licence.

**Knowledge, skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Auditing skills in terms of the standards for the Professional Practice of Internal Auditing, General Recognized Accounting Principles and Investigation strategies.

**Responsibilities:** Timely and accurate completion of compliance / performance audits as per the annual plan. The performance of audits including engagement planning and performing the engagement. Communicating results and performance of adhoc assignments on request by Management.

**Post : Chief Works Inspector: Electrical**  
**Level : 8**  
**Salary : R 321 543 pa**  
**Centre : Nkangala**  
**Ref : (CWIE/NK/73)**

**Requirements:** A recognized B Degree / National Diploma in Electrical Engineering with extensive relevant experience and whereby a minimum 3 years should be at Senior Works Inspector level. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Management skills. Knowledge of legal compliance, Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Project Management, Change Management, Teamwork. Listening and communication skills, good interpersonal relations. Candidates must be willing to work and under pressure.

**Responsibilities:** Conduct inspections on new and existing Government buildings/ clinics/ hospitals. Draw up specifications. Develop a bill of quantities. Develop proposal on the associated costs. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop and interpret plans and sketches. Adjudicate and provide recommendations on quotations and bids. Manage projects and compile payment certificates and technical reports. Ensure maintenance done by contractors. Manage staff and supervising duties of works inspectors. Liaise with relevant stakeholders in respect of technical aspects, Advice and guide contracts in respect of compliance to legislation and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Manage budget of the section.

**Post : Principal Transport Inspector (3 X Posts)**  
**Level : 8**  
**Salary : R 321 543 pa**  
**Centre : Thulamashé, Ehlanzeni & Gert Sibande**  
**Ref : (PTI/THU/74) Thulamashé (PTI/EH/75) Ehlanzeni (PTI/GS/76) Gert Sibande**

**Requirements:** Grade 12 plus Traffic Officers Diploma and B-Degree/National Diploma plus extensive relevant experience in law enforcement, whereby 3 years should be at Senior Transport Inspector level. Must have a valid Code B Driver's License and No criminal record.

**Knowledge, Skills and Competencies:** Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Transport Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for police clearance.

**Responsibilities:** Manage and enforce Public Passenger, Transport Legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved law enforcement strategies. Coordinate execution of arrests on Transport related matters. Attend court proceedings and give evidence. Manage processes of issuing relevant notices to offender. Manage Transport policing projects. Identify and advise relevant role-players on possible transport conflicts. Manage joint law enforcement activities and projects. Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

**Post : Principal Road Superintendent (4 X Posts)**  
**Level : 8**  
**Salary : R321 543 pa**  
**Centre : Pixley Ka-Seme, Dipaleseng, Elukwatini and Sabie**  
**Ref : (PRS/PKS/77) Pixley Ka-Seme, (PRS/D/78) Dipaleseng (PRS/E/79) Elukwatini (PRSS/S) Sabie**

**Requirements:** A recognise B Degree / National Diploma in Civil Engineering plus extensive relevant experience in all aspects for roads construction and maintenance or successful completion of a Roads superintendent course. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations.

**Responsibilities:** Supervise maintenance function in cost centre. Undertake routine Inspections to determine the conditions of roads. Facilitate the correction of the defects. Budget and expenditure control. Draw up and implement programmes for the maintenance of roads. Liaise with the public and organizations that have an interest in the road system. Compile reports.

**Post : Labour Relations Officer (2 X Posts)**  
**Level : 8**  
**Salary : R321 543 pa**  
**Centre : Ehlanzeni District, Gert Sibande District**  
**Ref : (LRO/EH/80) Ehlanzeni District (LRO/GS/81) Gert Sibande District**

**Requirements:** A recognised B Degree/ National Diploma in Labour Relations/ Public Management or related qualification plus relevant experience in Human Resource Practices and Administration. An LLB qualification will serve as an advantage. A valid driver's license.

**Knowledge, skills and competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Facilitate Handling matter pertaining to misconduct. Oversee the provision of support and advise on employee relations issues in the Department. Manage the handling of grievances and disputes and the implementation of the disciplinary code and procedure. Co-ordinate training on employee relations issues in the Department. Manage database of grievances and dispute related matters. Discipline, grievance and dispute cases. Manage the resources of the component. Keep sectional records. Advise staff on Legal related matters.

**Post : Property Inspector: Property Management (3 X Posts)**

**Level : 8**  
**Salary : R321 543 pa**  
**Centre : 1 X Steve Tshwete Cost Centre**  
**1 X Ehlanzeni and**  
**1 X Thulamahashe**

**Ref : (PIM/ST/82) Steve Tshwete**  
**(PIM/EHL/83) Ehlanzeni,**  
**(PIM/THU/84) Thulamahashe**

**Requirements:** A recognized Bachelor's Degree / National Diploma in Public Administration plus extensive relevant experience in property management. A valid driver's license.

**Knowledge, skills and competencies:** Knowledge, skills and competencies in Property Management, Knowledge of Prescripts governing the Public Sector, computer literacy, communication skills, Report writing skills, good interpersonal relations.

**Responsibilities:** Ensure management of the District's asset registers. Conduct compliance inspections on state houses, government offices, hired accommodation and vacant state land. Ensure reconciliation of rental collection and user charges. Ensure payment of taxes and rates. Ensure drafting of the District's User Asset Management Plans in terms of GIAMA. Supervise subordinates. Compile reports.

**Post : Personnel Practitioner: Recruitment**

**Level : 7**  
**Salary : R261 372 pa**  
**Centre : Ehlanzeni District Office**  
**Ref : (PPR/EH/ 85)**

**Requirements:** A recognised B Degree/ National Diploma Human Resources Management or related qualification plus relevant experience in Human Resource Practices and Administration, whereby a minimum of 3 years should be at a Personnel Officer level. A valid driver's license.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Facilitate recruitment, selection and appointment of staff. Maintain the regional establishment. Handle promotions, change of rank and transfers. Handle resettlement and relocation matters. Keep sectional records. Supervise staff. Advise staff on HR related matters.

**Post : State Accountant: Management Accounting (2 X Posts)**

**Level : 7**  
**Salary : R261 372 pa**  
**Centre : Ehlanzeni District Office and Bohlabela District Office**

**Ref : (SAMA/EH/86) Ehlanzeni District Office**  
**(SAMA/THU/87) Bohlabela District Office**

**Requirements:** A recognised Bachelor's Degree / National Diploma in Finance or related qualification and plus relevant experience within Management Accounting, whereby a minimum of 3 years should be at an Accounting Clerk level. A valid driver's license.

**Knowledge Skills and Competencies:** Knowledge of PFMA, Treasury regulations, BAS, LOGIS, Computer literacy: Microsoft Word, Excel and BAS system extensive experience and comprehensive knowledge of all administrative aspects. Be prepared to work under pressure. Good communication skills both verbal and written.

**Responsibilities:** Verify budget availability and allocation, audit invoice and other supporting documents before processing in financial system. Capture payment in LOGIS and BAS. Attach payment stubs to paid vouchers. Handle payment queries and answer audit queries.

**Post : State Accountant: Financial Accounting (4 X Posts)**

**Level : 7**  
**Salary : R261 372 pa**  
**Centre : Ehlanzeni District, Nkangala District**  
**Gert Sibande District &**  
**Bohlabela District**

**Ref : (SAFA/EH/88) Ehlanzeni District**  
**(SAFA/NK/89) Nkangala District**  
**(SAFA/GS/90) Gert Sibande District**  
**(SAFA/BOH/91) Bohlabela District**

**Requirements:** A recognised B Degree /National Diploma in Finance or related qualification plus relevant experience within Management Accounting, whereby a minimum of 3 years should be at an Accounting Clerk level. A valid driver's license.

**Knowledge Skills and Competencies:** Knowledge of PFMA, Treasury regulations, BAS, LOGIS, Computer literacy: Microsoft Word, Excel and BAS system extensive experience and comprehensive knowledge of all administrative aspects. Be prepared to work under pressure. Good communication skills both verbal and written.

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

**Post : Training Officer: HRU & CD**

**Level : 7**  
**Salary : R261 372 pa**  
**Centre : Ehlanzeni District**  
**Ref : (TO/EH/92)**

**Requirements:** A recognised B Degree/ National Diploma in Human Resources Management or related qualification plus relevant experience in Human Resource Utilisation and Capacity Development, whereby a minimum of 3 years should be at a Personnel Officer level. A valid driver's license.

**Knowledge Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Administer implementation of skills development legislation, learnership and internship programmes, training and development of employees and implementation of performance management system. Keep sectional records. Supervise staff. Advise staff on HR related matters.

**Post : Admin Officer: Diversity**

**Level : 7**  
**Salary : R261 372 pa**  
**Centre : Gert Sibande District**  
**Ref : (AOD/GS/93)**

**Requirements:** A recognized B Degree / National Diploma in Social Sciences or related qualification plus relevant experience in Employee Health and Wellness. A valid driver's license.

**Knowledge Skills and Competencies:** Knowledge and understanding of OHS Act and COID Act as well as other related prescripts. Excellent administrative skills, Good analytical and problem – solving skills. Computer literacy in Microsoft Office and other related programmes. Report writing, communication, facilitation, interpersonal relations skills and Batho Pele Principles. Ability to work under pressure.

**Responsibilities:** Provide administrative support to Diversity and transformation services. Render support services in the co-ordination of calendar even and gender mainstreaming activities. Compile monthly, quarterly and annual reports. Ensure proper record keeping of the programmes information. Liaise with stakeholders and service providers in relation to the programmes activities. Provide logistical support in the section.

**Post : Admin Officer (3 X Posts)**  
**Level : 7**  
**Salary : R261 372 pa**  
**Centre : Head Office: 1 X Planning and Design,**  
**1 X Education Infrastructure**  
**Implementation Health, 1 X Public**  
**Works, Other Departments**  
**Infrastructure Implementation**

**Ref : (AO/HO/96) Head Office, Mbombela**

**Requirements:** A Bachelor's Degree/ National Diploma in Management / Business Management or related qualification plus relevant experience in Administration, whereby a minimum of 3 years should be at an Admin Clerk level. A valid driver's license.

**Knowledge Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Render all administrative related activities within the Directorate. Prepare reports and assist with related supply chain logistics. Keep sectional records.

**Post : Admin Officer: Cost Centre (4 X Posts)**

**Level : 7**  
**Salary : R261 372 pa**  
**Centre : 1 X Steve Tshwete Cost Centre,**  
**1X Lekwa, 1x Pixley Ka-Seme,**  
**1 X Albert Luthuli: Caroline**

**Ref : (AO/ST/97) Steve Tshwete**  
**(AO/L/98) Lekwa,**  
**(AO/PKS/99) Pixley Ka-Seme**  
**(AO/ALC/100) Albert Luthuli: Caroline**

**Requirements:** A recognised B Degree/ National Diploma in Human Resources Management or related qualification plus extensive relevant experience in Human Resource Practices and Administration, whereby a minimum of 3 years should be at a Personnel Officer level. A valid driver's license.

**Knowledge Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Render all administrative related activities within the cost centre. Assist in coordinating other line functions activities within the cost centre. Coordinate property administration support services Keep sectional records. Supervise human Resource. Advise staff on HR related matters.

**Post : Provisioning Administrative Officer: Supply Chain Management**

**Level : 7**  
**Salary : R261 372 pa**  
**Centre : Nkangala District Office**  
**Ref : (PAOSCM/NK/101)**

**Requirements:** An recognised B Degree / National Diploma in Supply Chain Management or related qualification and extensive relevant experience in Procurement / Supply Chain Management, whereby a minimum of 3 years should be at an Administrative Clerk level. Experience in Goods and Services Procurement will be an added advantage.

**Knowledge Skills and Competencies:** Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy

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

**Post : Senior Transport Inspector (6 X Posts)**

**Level : 7**  
**Salary : R 261 372 pa**  
**Centre : 2 X Thulamahashe, 2 X Ehlanzeni &**  
**2 X Gert Sibande**

**Ref : (SPI/THU/103) Thulamahashe,**  
**(SPI/EH/105) Ehlanzeni**  
**(SPI/GS/107) Gert Sibande Cost Centre**

**Requirements:** Traffic Officers Diploma or higher qualification Diploma plus extensive relevant experience in law enforcement, whereby 3 years should be at Transport Inspector level experience as a Transport Inspector. A valid Driver's license. No criminal record.

**Knowledge Skills and Competencies:** Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Transport Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for police clearance.

**Responsibilities:** Enforce Public Passenger and Transport Legislation, Implement planned and approved law enforcement activities. Issue notice and execute arrests under relevant Acts. Directives and procedures and attend court proceedings and give evidence. Participate in roadblocks and special law enforcement Operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damage road surfaces, breakdown of vehicle) be willing to travel extensively and work shifts.

**Post** : Administrative Officer / Personnel Assistant to the Office of the HOD  
**Level** : 7  
**Salary** : R261 372 pa  
**Centre** : Head Office, Mbombela  
**Ref** : (AO/PA/HO/108)

**Requirements:** A recognized National Diploma with relevant experience in Secretarial / Administration and extensive relevant experience.

**Knowledge Skills and Competencies:** Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be an added advantage. Shortlisted candidates will be subjected to a typing test.

**Responsibilities:** Serve as an entrance in the office of the HOD. Manage the office and personnel in the HOD's office. Effectively manage the budget of the HOD's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the HOD. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders. Consolidate reports. Remind programs about submission of reports. Keep records in the Office of the HOD.

**Post** : Administration Officer: Licensing (8 X Posts and 1 X Registration)  
**Level** : 7  
**Salary** : R 261 372 pa  
**Centre** : 4 X Nkangala, 1 X Ehlanzeni, 1 X Thulamashhe 2 X Gert Sibande, 1 X Head Office  
**Ref** : (AOL/NK/112) Nkangala (AOL/EH/113) Ehlanzeni (AOL/THU/114) Thulamashhe (AOL/GS/116) Gert Sibande (AOR/HO/117) Head Office, Mbombela (Registration)

**Requirements:** National Diploma in Public Admin or Transport plus extensive relevant experience.

**Knowledge, Skills and Competencies:** Knowledge of Legislative prescripts governing Public Service. Good interpersonal relations. Verbal and written communication skills.

**Responsibilities:** Assisting Transport Inspectors and other line functions in terms of administrative issues. Compile and submit reports. Take and forward messages to officials. Keep records.

**Post** : Administration Officer: Accident and Losses Control GMT  
**Level** : 7  
**Salary** : R 262 372 pa  
**Centre** : Head Office, Mbombela  
**Ref** : (AOALC/HO/118)

**Requirements:** National Diploma in Public Admin or Transport plus extensive relevant experience fleet administration.

**Knowledge, skills and Competencies:** Good communication skills. Must be computer literature with knowledge of Ms Word, Outlook and Excel. Good writing and verbal communication skills.

**Responsibilities:** Administer accidents and losses. Assist with the recovering of stolen/hijacked vehicles. Receive all accident and losses reports from user Departments. Scrutinize for the correctness and completion of accident forms. Liaise with user departments regarding incomplete, incorrect or additional information needed. Allocate accident / losses number in the register and open files. Capture the accident/losses report on the system. Inform mechanical section about the case and update the accident/losses number. Compile monthly and annual statistic report for management. Liaise with mechanical section regarding book values and/or repair costs. Liaise with auction section regarding the prices of vehicles that were sold on auctions due to accident damage. All files should be closed at the end of each book year, based on losses recovered or written off.

**Post** : Administration Officer: Administration of Bank and Control GMT  
**Level** : 7  
**Salary** : R 262 372 pa  
**Centre** : Head Office, Mbombela  
**Ref** : (AOABC/HO/119)

**Requirements:** National Diploma in Public Admin or Transport plus extensive relevant experience fleet administration.

**Knowledge, skills and Competencies:** Good communication skills. Must be computer literature with knowledge of Ms Word, Outlook and Excel. Good writing and verbal communication skills.

**Responsibilities:** Oversee smooth running of vehicle systems and accurate information. Administer bankcards for the Province. Administer the renewal of licenses for the Province. Update vehicle asset register for the Province. Reconcile vehicle asset registers with the Bank, Departments and Government Garage. Arrange for e-fuel equipment to be fitted and or de-installed. Liaise with security manager on security services at the Government Garage and off-loading of materials, tools/furniture. Housekeeping. Compliance with the relevant prescripts e.g. OHS Act.

**Post** : Admin Officer: EPWP (3 X Posts)  
**Level** : 7  
**Salary** : R 261 372 pa  
**Centre** : Head Office, KwaMhlanga and Ehlanzeni  
**Ref** : (AO/HO/120) Head Office, Mbombela (M&E) (AO/ KW/121) KwaMhlanga (AO/EH/122) Ehlanzeni

**Requirements:** A recognized Bachelor's Degree / National Diploma in Public Administration plus extensive relevant experience in EPWP. A valid driver's license and willing to travel extensively.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescript governing the Public Service. i.e. Treasury Regulation, PFMA. Knowledge and understanding of relevant legislations. Verbal and written Communication skills. Good interpersonal relations. Computer literacy.

**Responsibilities:** Carryout tasks related to planning of Logistic arrangements and preparations for meetings and Workshops. Capturing and Reporting of data. Responsible for procurement of goods and services within the section. Administer data management and monitoring of programmes and projects related to economic, community development and any other programmes implemented under the Expanded Public Works Programme.

**Post** : Administrative Officer (Pilgrim's)  
**Level** : 7  
**Salary** : R261 372 pa  
**Centre** : Pilgrim's Rest  
**Ref** : (AO/PR/123)

**Requirements:** A recognized B Degree / National Diploma in Public Administration plus extensive relevant experience in Administration.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be an added advantage.

**Responsibilities:** Provide administrative support to the office of the Town Manager. Receive telephone calls for the Town Manager, discretion is required to decide to who the call should be forwarded. Perform advanced typing work. Operate and ensure that the office equipment photocopier and printer are in good condition. Record the engagements of the Town Manager. Discretion to decide whether to accept or decline or refer to the employee request for meetings, based on the assessed importance and urgency of the matter. Compile schedule of appointments. Render administrative support.

**Post** : State Accountant: Property Management (2 X Posts)  
**Level** : 7  
**Salary** : R261 372 pa  
**Centre** : Thulamashhe & Steve Tshwete Cost Centre  
**Ref** : (SAPM/THU/124) Thulamashhe, (SAPM/ST/125) Steve Tshwete

**Requirements:** A recognized B Degree/National Diploma in Public Administration plus extensive relevant experience in property management. A Valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge, skills and competencies in Property Management, Title deeds, and deed of sale, Property law, PFMA and other legislation prescripts, Negotiation skills, communication skills, computer literacy and good interpersonal relations.

**Responsibilities:** Verification of properties as they appear on the rates schedule for Local Municipalities, prepare payments. To recover municipal water, lights and sewerage accounts. Facilitate collection of revenue on monthly basis from the letting of state owned properties. Prepare and distribute invoices and statement of accounts to tenants. Prepare and reconcile debtors control account.

**Post** : Senior Fire Fighter  
**Level** : 7  
**Salary** : R261 372 pa  
**Centre** : Pilgrim's Rest  
**Ref** : (SFF/PR/126)

**Requirements:** Grade 12 and a recognised Fire Fighting Certificate with at least a Level 3 Certificate in First aid and extensive relevant experience. A valid driver's license.

**Knowledge, Skill and Competencies:** Minimum Knowledge of Occupational Health and Safety. Effective Listening and communication skills. Good interpersonal relations. The ability to follow instructions, ability to work as part of the team, problem-solving skills, hard worker, ability to work under pressure, redress, integrity, reassurance, confidence and resilience, adaptability and flexibility.

**Responsibilities:** Responsible for rendering first aid to officials when in need. Responsible for the protection of lives, property and environment. Responsible to attend to all fire, rescue and special service calls. Ability to perform all duties and task delegated.

**Post** : Works Inspector  
**Level** : 6  
**Salary** : R 211 713 pa  
**Centre** : Thulamahashe  
**Ref** : (WI/T/127)

**Requirements:** National Diploma in Engineering or N6 in Civil Engineering with extensive relevant experience. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Teamwork. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.

**Responsibility:** Check if new and/or maintain work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop reports on outstanding and finalized. Develop and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents.

**Post** : House Keeper: Accommodation  
**Level** : 6  
**Salary** : R211 713 pa  
**Centre** : Pilgrim's Rest  
**Ref** : (HKA/PR/128)

**Requirements:** Grade 12 plus relevant experience in Tourism / Hospitality with extensive relevant experience. A valid driver's license.

**Knowledge, Skill and Competencies:** Minimum Knowledge in cleaning with detergents, knowledge of Occupational Health and Safety. Ability to read and write and how to operation cleaning machinery. Listening and communication skills. Good interpersonal relations.

**Responsibilities:** Administer bookings for guesthouses and halls; supervise cleaning of offices, guest, houses and halls. Supervise laundry services. Supervision and administration of Departmental housekeeping assets.

**Post** : General Foreman  
**Level** : 5  
**Salary** : R176 310 pa  
**Centre** : Pilgrim's Rest  
**Ref** : (GF/PR/129)

**Requirements:** Grade 12, Basic Computer literacy plus extensive relevant experience in waste management. A valid driver's license.

**Knowledge, Skill and Competencies:** Minimum Knowledge of Occupational Health and Safety. Ability to read and write. Listening and communication skills. Good interpersonal relations.

**Responsibilities:** Perform administrative and related functions. Provide guidance and advice to waste management workers. Develop and update the waste management workers roster. Oversee and monitor waste management.

**Post** : Secretaries to the Office of the Directors (12 X Posts)  
**Level** : 5  
**Salary** : R176 310 pa  
**Centre** : Head Office, Mbombela  
**Ref** : (SE/HO/141)

**Requirements:** A Grade 12 with a Secretarial / Administration related qualification with relevant experience in Secretarial / Administration.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be an added advantage. Shortlisted candidates will be subjected to a typing test.

**Responsibilities:** Serve as an entrance in the office of the Director. Manage the office and personnel in the Director's office. Effectively manage the budget of the Director's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the Director. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders.



**Post : Admin Clerk: HRU & CD**  
**Level : 5**  
**Salary : R176 310 pa**  
**Centre : Ehlanzeni**  
**Ref : (AC/HRU&CD/EH/142)**

**Requirements:** Grade 12 certificate qualification plus experience.

**Knowledge Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

**Responsibilities:** Assist during implementation of skills development legislation, learnership and internship programmes, training and development of employees and implementation of performance management system. Keep sectional records. Supervise staff. Advice staff on HR related matters.

**Post : EPWP Data Capturers (17 X Post)**  
**Level : 5**  
**Salary : R 176 310 pa**  
**Centre : 9 X Head Office,  
2 X Nkangala, 2 X Gert Sibande,  
2 X Ehlanzeni and 2 X Thulamahashe**  
**Ref : (EDC/ HO/151) Head Office, Mbombela  
(EDC/NK/153) Nkangala  
(EDC/GS/155) Gert Sibande  
(EDC/EH/157) Ehlanzeni  
(EDC/THU/159) Thulamahashe**

**Requirements:** Grade 12 certificate qualification plus experience.

**Knowledge Skills and Competencies:** Accurate capturing of data with a neat methodical approach. Ability to key and check work accurately, have good communication (both written and oral) skills and interpersonal skills. Self-motivated, committed to meet quality standard and ability to work under pressure

**Responsibilities:** Render capturing services on behalf of other reporting Public Bodies. Ensure that information that is captured is accurate and in good standards, Transcription of data from source documents into the EPWP Reporting System. Accurately capture EPWP data into the Web Based Reporting System. Offer advice and guidance to Public Bodies on process of capturing and agree on deadlines for the capturing of the information. Reconcile reported data against verified data. Monitor data in the system on a timeous basis. Analyse data captured and correct discrepancies in the system. Execute related administration duties and office administration.

**Post : Data Capturer: Roads (10 X Posts)**  
**Level : 5**  
**Salary : R176 310 pa**  
**Centre : 1 X Malekutu, 1x Mbombela, 1 X Umjindi,  
1 X Tonga, 1 X Driekoppies,  
1 X Govan Mbeki, 1 X Pixley Ka-Seme,  
1 X Dipaleseng, 1 X Msukaligwa &  
1 X Moretele**  
**Ref : (DC/M/160) Malekutu  
(DC/MBO/161) Mbombela  
(DC/U/162) Umjindi  
(DC/TO/163) Tonga  
(DC/DR/164) Driekoppies  
(DC/GM/165) Govan Mbeki  
(DM/PKS/166) Pixley Ka-Seme  
(DC/D/167) Dipaleseng  
(DM/SMU/168) Msukaligwa  
(DC/MCC/169) Moretele**

**Requirements:** Grade 12 with plus relevant experience in administration. Computer Literacy will be an added advantage.

**Knowledge, Skills and Competencies:** Grade 12 certificate qualification plus experience.

**Responsibilities:** Capture data on MMS. Draw monthly reports from the system. Perform duties of a Chief User Clerk on LOGIS. Prepare payments as well as office administrative related duties.

**Post : Admin Clerk: Cost Centre (5 X Posts)**  
**Level : 5**  
**Salary : R176 310 pa**  
**Centre : 1 X Vaalbank, 1 X Thulamahashe,  
1 X Sabie, 1 X Mashishing & 1 X Godide**  
**Ref : (ACHRP/V/170) Vaalbank  
(ACHRP/THU) Thulamahashe  
(ACHRP/S) Sabie  
(ACHRP/MASH) Mashishing  
(ACHRP/GO) Godide**

**Requirements:** Grade 12 certificate qualification plus experience.

**Knowledge, Skills and Competencies:** Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

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

**Post : Accounting Clerk: Financial  
Accounting (5 X Posts)**  
**Level : 5**  
**Salary : R176 310 pa**  
**Centre : 1 X Gert Sibande, 4 X Nkangala District**  
**Ref : (ACFA/GS/171) Gert Sibande  
(ACFA/NK/175) Nkangala District**

**Requirements:** Grade 12 certificate qualification plus experience.

**Knowledge, Skills and Competencies:** Knowledge of PFMA, Treasury regulations, BAS, LOGIS, Computer literacy: Microsoft Word, Excel and BAS system extensive experience and comprehensive knowledge of all administrative aspects. Be prepared to work under pressure. Good communication skills both verbal and written.

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

**Post : Administration Clerk: Plant &  
Equipment and State Garage  
(5 X Posts)**  
**Level : 5**  
**Salary : R 176 310 pa**  
**Centre : 1 X Mbombela State Garage,  
1 X Lydenburg, 1 X Ehlanzeni,  
1 X Gert Sibande & 1 X Steve Tshwete**  
**Ref : (ACPE/M/176) Mbombela State Garage  
(ACPE/L/177) Lydenburg  
(ACPE/EH/178) Ehlanzeni  
(ACPE/GS/179) Gert Sibande  
(ACPE/ST/180) Steve Tshwete**

**Requirements:** Grade 12 certificate qualification plus experience.

**Knowledge, Skills and Competencies:** Knowledge of Legislative prescripts governing Public Service. Good interpersonal relations. Verbal and written communication skills.

**Responsibilities:** Assisting Transport Inspectors and other line functions in terms of administrative issues. Compile and submit reports. Take and forward messages to officials. Keep records.

**Post : Administration Clerk: Licensing  
(2 X Posts)**  
**Level : 5**  
**Salary : R 176 310 pa**  
**Centre : KwaMhlanga, Thulamahashe,  
Ref : (AC/KWA/181) KwaMhlanga  
(AC/THU/182) Thulamahashe**

**Requirements:** Grade 12 certificate qualification plus experience.

**Knowledge, Skills and Competencies:** Knowledge of Legislative prescripts governing Public Service. Good interpersonal relations. Verbal and written communication skills.

**Responsibilities:** Assisting Transport Inspectors and other line functions in terms of administrative issues. Compile and submit reports. Take and forward messages to officials. Keep records.

**Post : Road Works Foreman (10 X Posts)**  
**Level : 5**  
**Salary : R 176 310 pa**  
**Centre : 1 X Emakhazeni, 1 X Pixley Ka-Seme,  
1 X Lekwa, 1 X Displeasing,  
1 X Mkhondo, 1 X Malekutu,  
1 X Mbombela, 1 X Mashishing,  
1 X Malamule & 1 X Sabie**  
**Ref : (RWF/E/185) Emakhazeni  
(RWF/PKS/186) Pixley Ka-Seme  
(RWF/L/187) Lekwa  
(RWF/D/188) Displeasing  
(RWF/MCC/189) Mkhondo  
(RWF/MCC/190) Malekutu  
(RWF/MBO/191) Mbombela Cost Centre  
(RWF/MAS/192) Mashishing  
(RWF/MAL/193) Malamule  
(RWF/SAB/194) Sabie**

**Requirements:** Grade 12 or equivalent plus relevant experience. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations.

**Responsibilities:** Supervise maintenance projects. Execute equipment supervision. Execute safety procedures and control. Oversee onsite training. Ensure compliance with legislations. Oversee staff utilization and staff management. Maintain workers performance management.

**Post : Fire Fighter (2 X Posts)**  
**Level : 4**  
**Salary : R147 459 pa**  
**Centre : Pilgrim's Rest**  
**Ref : (FF/PR/195)**

**Requirements:** Grade 12 and a recognised Fire Fighting Certificate with at least a Level 3 Certificate in First or equivalent qualification. Relevant experience in firefighting will serve as an advantage.

**Knowledge Skill and Competencies:** Minimum Knowledge of Occupational Health and Safety. Ability to read and write. Effective Listening and communication skills. Good interpersonal relations. The ability to follow instructions, ability to work as part of the team, problem-solving skills, hard worker, ability to work under pressure, redress, integrity, reassurance, confidence and resilience, adaptability and flexibility.

**Responsibilities:** Respond to emergency calls, lay and connect hose, hold nozzles and direct water stream, raise and other equipment.

**Post : Telecom Operator (3 X Posts)**  
**Level : 4**  
**Salary : R147 459 pa**  
**Centre : 1 X Steve Tshwete, 1 X Govan Mbeki  
1 X Msukaligwa**  
**Ref : (TO/ST/196) Steve Tshwete Cost centre  
(TO/GM/197) Govan Mbeki  
(TO/M/198) Msukaligwa Cost Centres**

**Requirements:** Grade 12 certificate qualification plus experience.

**Knowledge, Skills and Competencies:** Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills.

**Responsibilities:** To handle incoming and outgoing calls. Act as a Receptionist and manage District telephones. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.

**Post : Tractor Driver**  
**Level : 4**  
**Salary : R147 459 pa**  
**Centre : Pilgrim's Rest**  
**Ref : (TD/PR/199)**

**Requirements:** Grade 12 plus relevant experience on operation of a Tractor and a valid driver's license with PDP. Ability to read and write.

**Knowledge, Skills and Competencies:** Knowledge of pre-inspections and operator checks. Knowledge of prescripts governing the public sector. Planning, organizing and problem solving skills. Good interpersonal relations. Minimum Knowledge of Occupational Health and Safety.

**Responsibilities:** Operating and caring out regular maintenance of tractor. Operating tractor safely and efficiently. Performing inspection of tractor. Ensuring that it is well lubricated. Clean and maintain roads, sidewalks and resting areas. Bush cleaning and grass cutting.

**Post : Architect Production Grade A:  
Maintenance.**  
**Level : OSD**  
**Salary : R628 014 pa all inclusive**  
**Centre : Head Office, Mbombela**  
**Ref : (APM/HO/200)**

**Minimum Requirements:** A Degree in Architecture, Registered with South African Council for the Architectural Profession (SACAP) as a Professional: Architect, plus extensive relevant experience in Architectural. Valid drivers' licence, Computer literacy, A compulsory registration with the SACAP as a Professional.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing the Public Service. Computer literate in design programmes including CAD programmes and MS office. Strong verbal and written communication skills. Good analytical skills. Sound reports writing skills.

**Responsibilities:** Advice to Client Departments and Regional Offices. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an architectural perspective; oversee implementation [construction] and Research/literature studies to keep up with new technologies, for the Department including interaction with relevant professional development boards/councils.

**Post** : Quantity Surveyor (Production)  
Grade A.  
**Level** : OSD  
**Salary** : R628 014 pa (all inclusive)  
**Centre** : Nkangala District  
**Ref** : (QSP/NK/201)

**Requirements:** A Degree in Quantity Surveying or relevant educational qualification as prescribed and registered under Act 36 of 1970 (New Act 49 of 2000) plus extensive relevant experience in surveying. A compulsory registration with the SACQSP as a Professional Quantity Surveyor.

**Knowledge, Skills and Competencies:** Knowledge of legislative prescripts governing the Public Services. Computer literate in WinQS, CAD programmes and MS office. Knowledge of civil/structural packages. Strong verbal and written communication skills. Good analytical skills. Sound reports writing skills.

**Responsibilities:** Advice to Client Departments and Regional Offices. Control over and payments to consultants and contractors appointed by the Department. Economy and financial control of building projects including building cost norms and contract administration. Office administration, research on all aspects of building, technologies, maintenance and contracts. Manage projects.

**Post** : Chief Artisan Grade A (4 X Posts)  
**Level** : OSD  
**Salary** : R 392 283 pa  
**Centre** : 1 X Witbank Hospital, 1 X Thulamahashe, 1 X Malamule, 1 X Msukaligwa  
**Ref** : (CAA/WH/202) Witbank Hospital (CAA/THU/203) Thulamahashe (CAA/M/204) Malamule (CAA/MS/205) Msukaligwa

**Requirements:** National Diploma in Built Environment or related qualifications plus extensive relevant experience. Drivers licence

**Knowledge, Skills and Competencies:** Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.

**Responsibilities:** Ensure the maintenance of building, ensure the management of minor projects, and manage the supply of steam in Provincial hospitals within the district, manage the sectional budget and manage staff. Manage technical services and support in conjunction with Artisan and associates in field, workshop and technical Office activities. Ensure the promotion of safety in line with statutory and Regulatory requirements. Provide inputs into existing manuals, standards drawing and procedures to incorporate new technology and ensure quality assurance in line with specification. Compile and submit report as required. Manage Artisans and related personnel and asset. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates. Liaise with relevant Bodies on technical and related matters.

**Post** : Artisan Foreman (5 X posts)  
**Level** : OSD  
**Salary** : R 308 826 pa  
**Centre** : 1 X Mmamethlake Hospital, 1 X Siyabuswa, 1 X Tonga, 1 X Tonga Hospital, 1 X Barberton Hospital  
**Ref** : (AF/MH/206) Mmamethlake Hospital (AF/S/207) Siyabuswa (AF/T/208) Tonga Cost Centre (AF/TH/209) Tonga Hospital (AF/BH/210) Barberton Hospital

**Requirements:** Relevant Trade Test certificate with extensive relevant experience and minimum of 3 years as an Artisan. Candidates must have a valid driver's license and willing to work overtime and standby. Computer literacy will be an added advantage.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance and Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Project Management, Change Management, Team work. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.

**Responsibilities:** Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards, Text repair equipment and facilities according to standards. Quality assurance. Serviced And maintained equipment and/or facilities. Ensure adherence to safety standards, Requirements and regulation. Supervise and mentor Artisan.

**Post** : Artisan Foreman Grade A: Mechanical, Plant & Equipment and State Garage (5 X Posts)  
**Level** : OSD  
**Salary** : R 308 0826 pa  
**Centre** : 1 X Mbombela (State Garage), 1 X Lydenburg, 1 X Vintonia, 1 X Msukaligwa, 1 X Steve Tshwete  
**Ref** : (AFAMPE/M/211) Mbombela (State Garage) (AFAMPE/L/212) Lydenburg (AFAMPE/EH/213) Vintonia (AFAMPE/MS/214) Msukaligwa (AFAMPE/ST/215) Steve Tshwete

**Requirements:** Relevant Trade Test certificate plus extensive relevant experience and minimum of 3 years as an Artisan. Candidates must have a valid driver's license and willing to work overtime and standby. Computer literacy will be an added advantage.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance and Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure

**Responsibilities:** Administer maintenance and repair of vehicles. Render breakdown services, accidents and control of workshop. Repairs and maintenance of light and heavy vehicle as well as plant and equipment. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

**Post** : Artisan Production Grade A: Mechanical Plant & Equipment (State Garage) (8 X Posts)  
**Level** : OSD  
**Salary** : R 308 826 pa  
**Centre** : 2 X Mbombela State Garage, 2 X Lydenburg, 2 X Vintonia, 2 X Msukaligwa  
**Ref** : (APAMPE/M/216) Mbombela State Garage (APAMPE/L/218) Lydenburg (APAMPE/EH/220) Vintonia (APAMPE/222) Msukaligwa

**Requirements:** Relevant Trade Test certificate (Mechanical) plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby.

**Responsibilities:** Repairs and maintenance of light and heavy vehicle as well as plant and equipment. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

**Post** : Environmental Officer Grade A: Building Infrastructure.  
**Level** : OSD  
**Salary** : R 276 831 pa (all-inclusive package)  
**Centre** : Head Office, Mbombela  
**Ref** : (EOABI/HO/223)

**Requirements:** National Diploma in Natural Science or Environmental Management plus extensive relevant experience and a valid driver's License.

**Knowledge, Skills and Competencies:** Good knowledge of environmental legislation. Good interpersonal skills. Computer literacy.

**Responsibilities:** Ensure compliance monitoring of records of decisions of environmental impact assessment authorisations and prepare compliance reports. Review environmental impact assessments, investigate environmental complaints and non-compliances. Evaluate and comment on environmental mining programme reports. Keep records of all environmental legal non-compliances.

**Post** : Artisan Production Grade A: Electrical (8 Posts)  
**Level** : OSD  
**Salary** : R 193 512 pa  
**Centre** : 1 X Thembeisile Hani, 1 X Malamule, 1 X Tonga Hospital, 1 X Tonga Cost Centre, 1 X Piet Retief Hospital, 1 X Embhuleni Hospital, 1 X Elsie Ballot Hospital, 1 X Pilgrim's Rest  
**Ref** : (APG/TH/224) Thembeisile Hani (APG/MAL/225) Malamule (APG/TH/226) Tonga Hospital (APG/TCC/227) Tonga Cost Centre (APG/PH/228) Piet Retief Hospital (APG/E/229) Embhuleni Hospital (AGP/EBH/230) Elsie Ballot Hospital (AGP/PR/231) Pilgrim's Rest

**Requirements:** Relevant Trade Test certificate (Electrical) plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance. Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations.

**Responsibilities:** Execute and manage welding maintenance of the Department. Produce objects with material and equipment according to the job specification and recognized standards. Quality assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

**Post** : Artisan Production Grade A: Welder  
**Level** : OSD  
**Salary** : R 193 512 pa  
**Centre** : Steve Tshwete Cost Centre  
**Ref** : (STCC/NK/232)

**Requirements:** Relevant Trade Test certificate plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal Compliance. Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations.

**Responsibilities:** Plan and execute maintenance at cost centre, carryout welding maintenance and compile maintenance report. Manage staff.

**Post** : Artisan Production Grade A: Plumber (9 X Posts)  
**Level** : OSD  
**Salary** : R 193 512 pa  
**Centre** : 1 X KwaMhlanga Hospital, 1 X Malamule, 1 X Msukaligwa, 1 X Lekwa, 1 X Elsie Ballot Hospital, 1 X Caroline Hospital, 1 X Rob Ferriera Hospital, 1 X Acornhoek & 1 X Pilgrim's Rest  
**Ref** : (APGP/NK/233) KwaMhlanga Hospital (APGP/MAL/234) Malamule (APGP/MSU/235) Msukaligwa (APGP/LCC/236) Lekwa (APGP/EBH/237) Elsie Ballot Hospital (APGPCH/238) Caroline Hospital (APGP/RFH/EN/239) Rob Ferriera Hospital, (APGP/ACC/240) Acornhoek (APGPPR/241) Pilgrim's Rest

**Requirements:** Relevant Trade Test certificate (plumbing) plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work under pressure.

**Responsibilities:** Execute and manage plumbing maintenance of department infrastructure. Produce objects with material and equipment According to the job specification and recognized standards. Quality assurance of production objects. Inspect equipment and facilities for Technical Faults. Repair equipment and facilities according to standards Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

**Post** : Artisan Production Grade A: Carpentry (15 X Posts)  
**Level** : OSD  
**Salary** : R 193 512 pa  
**Centre** : 1 X Malamule, 1 X Acornhoek, 1 X Mbombela South, 1 X Rob Ferreria Hospital, 1 X Themba Hospital, 1 X Shongwe Hospital, 1 X Tonga Hospital, 1 X Barberton Hospital, 1 X Elsie Ballot, 1 X Evander Hospital, 1 X Ermelo Hospital, 1 X Calorine Hospital, 1 X Embhuleni Hospital, 1 X Piet Retief Hospital, 1 X Pigrim's Rest.  
**Ref** : (APC/MAL/242) Malamule (APC/AC/243) Acornhoek (APC/MS/244) Mbombela South (APC/RF/245) Rob Ferreria Hospital (APC/TH/246) Themba Hospital (APC/SH/247) Shongwe Hospital (APC/TO/248) Tonga Hospital (APC/BH/249) Barberton Hospital (APC/EB/250) Elsie Ballot (APC/EH/251) Evander Hospital (APC/ERM/252) Ermelo Hospital (APC/CAR/253) Calorine Hospital (APC/EH/254) Embhuleni Hospital (APC/PR/255) Piet Retief Hospital (APC/PR/256) Pigrim's Rest

**Requirements:** Relevant Trade Test certificate (Carpentry) plus extensive relevant experience. A valid driver's license will be an added Advantage. The candidate must be willing to work overtime and be on standby.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance. Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.

**Key Performance Areas:** Executive and manage carpentry maintenance. Produce objects with material and equipment according to the job Specification and recognized standards. Quality assurance of production objects. Inspect equipment and facilities for technical faults. Repair Equipment and facilities according to standards Service equipment and facilities according to schedules. Compile and submit reports. Provide Inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

**Post :** Artisan Production Grade A: Painter (4x Posts)  
**Level :** OSD  
**Salary :** R 193 512 pa  
**Centre :** 1 X Thembisile Hani, 1 X Steve Tshwete 1 X Pilgrim's Rest, 1 X Mbombela South  
**Ref :** (APGP/TH/257) Thembisile Hani (APGP/ST/258) Steve Tshwete (APGP/PR/259) Pilgrim's Rest (APGP/MS/260) Mbombela South

**Requirements:** Relevant Trade Test certificate (Painter) plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance. Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations Candidates to be healthy.

**Responsibilities:** Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and Maintain job record and Supervise and mentor staff.

**Post :** Artisan: Mechanical: (Aircon / Refrigeration) (3x Posts)  
**Level :** OSD  
**Salary :** R 193 512 pa  
**Centre :** 1 X Dr JS Moroka, 1 X Victor Khanye 1 X Pilgrim's Rest  
**Ref :** (AMAR/JS/261) Dr JS Moroka (AMAR/VKCC/262) Victor Khanye (AMAR PR/263) Pilgrim's Rest

**Requirements:** Relevant Trade Test certificate (Mechanical) plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby.

**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance and Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.

**Responsibilities:** Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain Job record and supervise and mentor staff.

**Post :** Artisan Production Grade A: Bricklayer  
**Level :** OSD  
**Salary :** R 193 512 pa  
**Centre :** Vaalbank  
**Ref :** (APB/VB/264)

**Requirements:** Relevant Trade Test certificate (Bricklayer) plus extensive relevant experience. A valid driver's license. Willingness to work Overtime and standby.

**Knowledge, Skills, and Competencies:** required Knowledge of Legislative prescripts governing the Public Service, computer literacy, verbal and written communication skills.

**Responsibilities:** Execute and carry out bricklaying maintenance of departmental infrastructure. Execute and manage bricklaying maintenance of client departmental infrastructure. Manage staff.

**Post :** Boiler Operator (18 X Posts)  
**Level :** 4  
**Salary :** R 147 459 pa  
**Centre :** 1 X Mashishing Hospital 4 X Themba Hospital, 4 X Barberton Hospital, 4 X Rob Ferreira Hospital, 2 X Piet Retief Hospital, 1 X Caroline Hospital, 1 X Standerton Hospital, 1 x Embhuleni Hospital  
**Ref :** (BO/MH/265) Mashishing Hospital (BO/TH/269) Themba Hospital (BH/EN/273) Barberton Hospital (RFH/EN/277) Rob Ferreira Hospital (PRH/GS/279) Piet Retief Hospital (CH/GS/280) Caroline Hospital (SH/GS/281) Standerton Hospital (EMBH/GS/282) Embhuleni Hospital

**Requirements:** Grade 10 or 12 certificate with Boiler Operation certificate or equivalent Boiler Operation plus extensive relevant experience as a boiler assistant.

**Knowledge, Skills and Competencies:** Knowledge of Occupational and Safety Act (OHS). Candidate must be willing to work overtime and be on standby.

**Key performance areas:** Ensure safe Boiler Operation in the hospital. Supervise boiler assistants. Maintain safe incinerator Operation. Consistency in reporting and recording in the boiler operation logbook. Timing of coal and ash removal from grit arrester. Cleaning of the boiler Regular maintenance of ash trolleys. Proper usage of protective clothing. Cleaning the brine tank and water filter. Apply chemicals and salt to brine tank as prescribed.

**Post :** Driver Emergency Heavy Motor Vehicle (Break down) (4 X Posts)  
**Level :** 4  
**Salary :** R 147 459 pa  
**Centre :** 1 X Mashishing, 1 X Vintonia, 1 X Ermelo, 1 X Steve Tshwete  
**Ref :** (DEH/MV/MA/283) Mashishing (DEH/MV/EH/284) Vintonia (DEH/MV/GS/285) Ermelo (DEH/MV/NK/286) Steve Tshwete

**Requirements:** Grade 12 and a valid EC driver's license plus extensive relevant experience as a heavy duty vehicle driver. A valid PDP is recommended. Physical fitness. Willingness to travel extensively and work extended hours when required.

**Knowledge, Skills and Competencies:** Knowledge of operating the breakdown equipment. Basic knowledge of literacy (read and write) Skill in driving.

**Responsibilities:** Transportation of GG Vehicles with a breakdown truck. Collect and deliver vehicles to and from the garages and government premises including vehicles on breakdown due to mechanical failures or accidents. Move and organise the vehicles in the auction yards.

**Post :** Tradesman Aid (10 X Posts)  
**Level :** 03  
**Salary :** R 124 434 pa  
**Centre :** 1 X KwaMhlanga Hospital, 1 X Mmamethlake Hospital, 1 X Emakhazeni, 1 X Victor Khanye, 2 X Elukwatini, 2 X Lekwa & 2 X Elsie Ballot Hospital  
**Ref :** (TA/KWAH/287) KwaMhlanga Hospital (TA/MMH/288) Mmamethlake Hospital (TA/EMA/289) Emakhazeni (TA/VK/290) Victor Khanye (TA/EL/292) Elukwatini (TA/L/294) Lekwa (TA/EBH/296) Elsie Ballot Hospital

**Requirements:** Grade 12 plus relevant experience.

**Knowledge, skills and Competencies:** Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.

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

**Post :** Tradesman Aid Plant & Equipment's and State Garage (8 X Posts)  
**Level :** 03  
**Salary :** R 124 434 pa  
**Centre :** 2 X State Garage Mbombela, 2 X Lydenburg, 2 X Ehlanzeni, 2 X Msukaligwa,  
**Ref :** (TAPE/HO/298) State Garage Mbombela (TAPE/MASH/300) Lydenburg (TAPE/EH/302) Ehlanzeni (TAPE/MS/304) Msukaligwa

**Requirements:** Grade 10, ABET literacy plus extensive relevant experience.

**Knowledge, Skills and Competencies:** Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.

**Responsibilities:** Loading Carry out instructions from supervisor. Loading and off-loading of materials, tools/furniture. House-keeping. Compliance with the relevant prescripts e.g. OHS Act.

**Post :** Road Workers (221 X Posts)  
**Level :** 3  
**Salary :** R124 434 pa  
**Centre :** 10 X Mbombela Cost Centre, 14 X Malekutu, 13 X Driekoppies, 10 X Tonga, 13 X Umjindi, 9 X Emakhazeni, 4 X Victor Khanye, 10 X eMalahleni, 13 X Moretele, 5 X Mkhondo, 5 X Dipaleseng, 5 X Pixley Ka-Seme, 16 X Lekwa, 15 X Chochocho, 14 X Malamule, 30 X Mashishing, 19 X Sabie, 16 X Godide  
**Ref :** (RW/MCC/315) Mbombela Cost Centre (M/EH/329) Malekutu (D/EN/342) Driekoppies (T/EN/352) Tonga (UCC/EH/365) Umjindi (E/NK/374) Emakhazeni (VK/NK/378) Victor Khanye (EM/NK/388) eMalahleni (MCC/NK/401) Moretele (M/GS/406) Mkhondo (D/GS/411) Dipaleseng (PKS/GS/416) Pixley Ka-Seme (LCC/GS/438) Lekwa (CHO/BOH/453) Chochocho (MAL/BOH/467) Malamule (MASH/BOH/497) Mashishing (RW/S/516) Sabie (RW/GO/532) Godide

**Requirements:** Grade 12 plus relevant experience.

**Knowledge, Skills and Competencies:** Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

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

**Post :** Grass Cutter (4 X Posts)  
**Level :** 3  
**Salary :** R124 434 pa  
**Centre :** Pilgrim's Rest  
**Ref :** (GC/P/533)

**Requirements:** Grade 12 or equivalent plus relevant experience on operation of a grass-cutting machine.

**Knowledge, Skills and Competencies:** Knowledge of pre-inspections and operator checks. Knowledge of prescripts governing the public sector. Planning, organizing and problem solving skills. Good interpersonal relations. Minimum Knowledge of Occupational Health and Safety.

**Responsibilities:** Perform routine activities in respect of road maintenance. Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction and road earth layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and potholes patching. Install road sign, distance markers and barricade the work area. Crushing of road materials. Bush cleaning and grass cutting.

**Post :** Cleaners (20 X Posts)  
**Level :** 2  
**Salary :** R104 073 pa  
**Centre :** 1 X Victor Khanye, 1 X Steve Tshwete, 1 X Vaalbank, 1 X Moretele, 2 X Thulamahashe, 1 X Acornhoek, 1 X Chochocho, 2X Pilgrim's Rest, 1 X Ehlanzeni District Office, 1 X Tonga, 1 X Driekoppies, 1 X Vintonia, 2 X Gert Sibande District Office, 1 X Pixley Ka-Seme, 1 X Lekwa, 1 X Govan Mbeki, 1x Albert Luthuli II (Mayflower)  
**Ref :** (C/VK/534) Victor Khanye (C/ST/535) Steve Tshwete (C/V/536) Vaalbank (C/MCC/537) Moretele (C/THU/539) Thulamahashe (C/A/540) Acornhoek (C/CC/541) Chochocho (C/PR/543) Pilgrim's Rest (C/EH/544) Ehlanzeni District Office (C/T/545) Tonga Cost Centre (C/DCC/546) Driekoppies (C/V/547) Vintonia (C/GSD/549) Gert Sibande District Office (C/PKS/550) Pixley Ka-Seme (C/L/551) Lekwa (C/GM/552) Govan Mbeki (C/ALTM/553) Albert Luthuli II (Mayflower)

**Requirements:** Grade 12 plus relevant experience.

**Knowledge Skill and Competencies:** Minimum Knowledge in cleaning with detergents, knowledge of Occupational Health and Safety. Ability to read and write and how to operation cleaning machinery. Listening and communication skills. Good interpersonal relations.

**Responsibilities:** Sweeping and scrubbing floors, cleaning offices, chair and tables, toilets and urinals, removing webs on the wall and any other general work.

**Post :** Groundsman (20 X Posts)

**Level :** 2

**Salary :** R104 073 pa

**Centre :** 1 X KwaMhlanga, 1 X Delmas,

1 X Emakhazeni,

1 X Steve Tshwete, 1 X Vaalbank,

1 X Moretele, 1 X Siyabuswa

1 X Thembisile Hani, 1 X eMalahleni,

1 X Malamule, 1 X Chochocho,

1 X Godide, 1 X Mashishing,

1 X Acornhoek, 2 X Ehlanzeni District,

1 X Umjindi, 1 X Mbombela,

1 X Mayflower & 1 X Elukwatini

**Ref :** (G/K/554) KwaMhlanga

(G/D/555) Delmas

(G/E/556) Emakhazeni

(G/ST/557) Steve Tshwete

(G/V/558) Vaalbank

(G/M/559) Moretele

(G/S/560) Siyabuswa

(G/TH/561) Thembisile Hani

(G/E/562) eMalahleni

(G/MA/563) Malamule

(G/CHO/564) Chochocho

(G/G/565) Godide

(G/MA/566) Mashishing

(G/A/567) Acornhoek

(G/EH/569) Ehlanzeni District

(G/U/570) Umjindi

(G/MBO/571) Mbombela

(G/MAY/572) Mayflower

(G/ELU/573) Elukwatini

**Requirements:** Grade 12 plus relevant experience.

Be able to operate garden machinery, lawn mower, brush cutters.

**Knowledge Skill and Competencies:** Minimum Knowledge in landscaping / gardening, knowledge of Occupational Health and Safety. Ability to read and write and how to operation gardening machinery. Listening and communication skills. Good interpersonal relations.

**Responsibilities:** Cleaning of the yard. Cutting of grass. Maintaining the garden. Watering the plants. Trimming of trees.

**Post :** Assistant Boiler Operator (9 X Posts)

**Level :** 2

**Salary :** R 104 073 pa

**Centre :** 2 X Caroline Hospital,

2 X Standerton Hospital,

2 X Embhuleni Hospital,

1 X Bethal Hospital,

2 X Piet Retief Hospital

**Ref :** (BO/CH/575) Caroline Hospital

(BO/SH/577) Standerton Hospital

(BO/EB/579) Embhuleni Hospital

(BO/BH/580) Bethal Hospital

(BO/PR/585) Piet Retief Hospital

**Requirements:** Grade 10 or 12 certificate plus extensive relevant experience. Boiler Operation certificate will be an added advantage.

**Knowledge, Skills and Competencies:** Knowledge of Occupational and Safety Act (OHS). Candidate must be willing to work overtime and be on standby.

**Key Performance Areas:** Ensure safe Boiler Operation in the hospital. Maintain safe incinerator Operation. Consistency in reporting and recording in the boiler operation logbook. Timing of coal and ash removal from grit arrester, cleaning of the boiler Regular maintenance of ash trolleys. Proper usage of protective clothing. Cleaning the brine tank and water filter. Apply chemicals and salt to brine tank as prescribed.

**NOTE:** Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial

competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. All candidates who will be invited to competency assessment, are kindly reminded to adhere to the schedule as arranged by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. **Failure to comply with the above instructions will result in your application being disqualified.**

**The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representivity in terms of race, gender and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply.**

The Department reserves the right to fill or not to fill any advertised posts.

**APPLICATION:** Applications quoting correct reference number must be addressed (attention) to Ms PN Mokhotla. Applications must be posted to The Head of Department, Department of Public Works, Roads and Transport, Private Bag X11310, Mbombela, 1200.

**NO HAND DELIVERY,  
ONLY THROUGH POST OFFICE.**

**ENQUIRIES**

**Ms PN Mokhotla @ 013 766 6780**

**Mr PM Malaza @013 766 6624**

**CLOSING DATE**

**28 October 2022 at 16h00.**