



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

Ref No : S4/1/1
Enquires : Ms. Maphoto SM
Date : 19 February 2025

TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT
DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY CIRCULAR NO *024*
OF 2025

SUBJECT: ADVERTISEMENT OF VACANT POSTS

1. Department of **Transport and Community Safety** is an equal opportunity, affirmative action employer with clear employment equity targets. **ALL** positions targets Women and People with Disabilities.
2. Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached Annexure "A".
3. Applicants are encouraged to register and submit their applications through the e-recruitment link at <https://erecruitment.limpopo.gov.za>, However, hand delivered applications are accepted and must be submitted on the New Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za. **NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.**
NB: Instructions from paragraph 3 to 7 applies to hand / mail delivered applications.
4. The new Z83 applications form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 application form by applicants:
 - All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following:
 - South African applicants need not provide passport numbers.
 - If an applicant responded "no" to the question "Are you conducting business with the state or are you a Director of a Public or Private Company conducting business with the State? Then it is acceptance for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" if yes (provide detail)".

- Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration".
 - Noting there is limited space provided for Part E, F & G, applicants often indicate "refers to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment and applicants are accountable for the information that is provided therein.
 - The questions related to conditions that prevent re-appointment under Part F must be answered with Yes or No as provided on the Z83 application form, however if it is not applicable to the applicant, it is acceptable to indicate N/A.
5. A specific reference number indicate on the post applied for must be quoted in the Column "Reference Number" on Z83 application form.
 6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA).
 7. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.
 8. Shortlisted candidates for the post of Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job and competency-based assessment, the logistics of which will be communicated by the Department.
 9. A Pre-entry certificate obtained from National School of Government (NSG) is required to all SMS applications. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
 10. As per Department of Public Service and Administration (DPSA) directive on Human Resource Management and Development for Public Service Professionalization Volume 1 number 1.32.1, "All shortlisted candidates, including SMS shall undertake two pre- entry assessments. One will be a practical exercise and other will be an Integrity (Ethical Conduct) Assessment.
 11. All shortlisted candidates will be subjected to a security clearance and verification of qualifications and will be subjected to Personnel Suitability Check for Security reasons.
 12. Certified copies of educational qualifications, academic records, identity documents and a valid driver's licence (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
 13. **Kindly note that No payment of any kind is required when applying for posts advertised in this circular.**

14. The advert will also be accessible on the following websites www.ldtcs.limpopo.gov.za / www.limpopo.gov.za and www.dpsa.gov.za / <https://erecruitment.limpopo.gov.za> / departmental and Office of the Premier social media pages.
15. Applications should be submitted to the centre (Head Office or districts) where the post is located as follows:

**Head Office: The Head of Department,
Department of Transport and Community Safety,
Private Bag X 9491, Polokwane, 0700 or handed in at Phamoko Building, Second
(2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699**


**Capricorn District, 39 Church Street, Snabasa Building, Polokwane 0699, Tel.
No. 073 170 6748**

**Waterberg District, NTK Building, Modimolle, Cnr Limpopo Street & Thabo Mbeki
The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 718 2335/2317/2330**

**Mopani District, Giyani Govt Complex
The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000/7022**

**Vhembe District, Thohoyandou Govt Complex
The Director, Private Bag X 2145, Sibasa, 0790, Tel No 015 960 3000**

16. The closing date for submission of applications is **the 14th of March 2025 @16h00**. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Enquiries: **Ms. Amika Y: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maphoto S.M : 015 295 1163**
17. Communication will only be with shortlisted candidates and if you do not receive any response from us within 90 days /three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000).
18. **Due to austerity measures the department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews.**
19. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.


Mr. Matjena M.S
HoD: Transport and Community Safety
Date: 21/02/2025

ANNEXURE A

POST 1: DIRECTOR: PUBLIC TRANSPORT SERVICES (REF: LDTCS 001/2025)

**SALARY: All-inclusive remuneration package of R 1 216 824.00 per annum.
(Level 13)**

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in Transport Management or related qualification as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Economics will be an added advantage.
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment
- **5 years' experience at a middle/senior managerial level in the related field**
- Valid driver's license (with the exception of people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.

KEY PERFORMANCE AREA

- Implement the Provincial Transport Strategy
- Promote Economic Development through provision of Public Transport Services.
- Manage funding of Public Transport Services
- Implement and Monitor Public Transport legislation and development of related policies.
- Provide leadership and strategic direction in the Directorate.
- Manage the component's resources against its strategic objectives.

POST 2: DIRECTOR: GOVERNMENT FLEET (REF: LDTCS 002/2025)

**SALARY: All-inclusive remuneration package of R 1 216 824.00 per annum.
(Level 13)**

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport/Fleet Management will be an added advantage
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment
- **5 years' experience at a middle/senior managerial level in the related field**
- Valid driver's license (except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.

KEY PERFORMANCE AREA

- Ensure management and maintenance of pool vehicles.
- Ensure provision of subsidised vehicles.
- Ensure provision of Provincial fleet support and monitoring
- Ensure provision of vehicle fleet technical support.
- Provide leadership and strategic direction in the directorate.
- Manage the component's resources against its strategic objectives.

POST 3: DIRECTOR: HUMAN RESOURCE MANAGEMENT (REF: LDTCS 003/2025)

SALARY: All-inclusive remuneration package of R 1 216 824.00 per annum.

(Level 13)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- An appropriate Bachelor's Degree/undergraduate qualification NQF level 7 in Public Administration/ Human Resource Management / Development or related qualification as recognized by South African Qualifications Authority (SAQA).
- A postgraduate qualification in Human Resource Management/Development will be an added advantage
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment
- **5 years' experience at a middle/senior managerial level in the related field**
- Valid driver's license (with exception of people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership; knowledge of Policies and Prescripts; knowledge of PERSAL; Knowledge of Change management principles; knowledge of retention practices and principles; knowledge and experience in the HR field; knowledge of PMDS; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.

KEY PERFORMANCE AREA

- Provide leadership and strategic direction in the Directorate.
- Manage human resource administration services.
- Manage the co-ordination of capacity development programs
- Manage the implementation of performance management development system in line with government directives.
- Manage and facilitate the human resource strategy, planning and information systems.
- Manage organisational design, job evaluation and process improvement.
- Manage the component's resources against its strategic objectives.

POST 4: DEPUTY DIRECTOR: SYSTEMS AND APPLICATIONS (REF: LDTCS 004 /2025) SALARY: All-inclusive remuneration package of R849 702 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 in ICT.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Computer Literacy (Microsoft Office Package).
- Valid driver's license (with exception of people with disabilities).

CORE AND PROCESS COMPETENCIES.

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of and understanding of the legislative framework governing information and communication technology (ICT) in the public service and generally.

KEY PERFORMANCE AREA

- Manage the development of web-based application system
- Manage the development of portal
- Manage and maintain systems and applications.
- Manage the implementation and maintenance of SharePoint Portal Electronic Document and Records Management System

POST 5: DEPUTY DIRECTOR: NaTIS ADMINISTRATION (REF: LDTCS 005 /2025) SALARY: All-inclusive remuneration package of R849 702 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A certificate in systems administration will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Computer Literacy (Microsoft Office Package).
- Valid driver's license (with the exception of people with disabilities).

CORE AND PROCESS COMPETENCIES.

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulations etc.

KEY PERFORMANCE AREA

- Manage performance of sensitive transactions in the Help Desk
- Manage the coordination of procurement of NaTis Equipment
- Manage coordination of procurement of NaTIS training

POST 6: DEPUTY DIRECTOR: PUBLIC TRANSPORT OPERATIONS (REF: LDTCS 006/2025)

SALARY: All-inclusive remuneration package of R849 702 per annum. (Level 11)

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: WATERBERG DISTRICT (MODIMOLLE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Management / Logistics will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Computer Literacy, Knowledge of Public Transport products and programs, Public Transport history and current situation in SA, PFMA and Treasury regulations, Knowledge of Public Service Policies and Procedures, Communication skills, Conflict Management, Public relations, Analytical thinking, and strategic Management.

KEY PERFORMANCE AREA

- Manage the registration and licensing of public transport and transport operators.
- Manage transport operator conflicts.
- Monitor transport operator safety and compliance.
- Monitor implementation of rural transport strategy

POST 7: DEPUTY DIRECTOR: PROVINCIAL SECRETARIAT FOR POLICE SERVICE (REF: LDTCS 007 /2025)

**SALARY: All-inclusive remuneration package of R849 702 per annum.
(Level 11)**

The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE: SEKHUKHUNE DISTRICT (LEBOWAKGOMO)

MINIMUM REQUIREMENTS: -

- An appropriate Bachelor's Degree /Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Police Science/Policing will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Computer Literacy (Microsoft Office Package).
- Valid driver's license (with the exception of people with disabilities).

CORE AND PROCESS COMPETENCIES.

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication.

KNOWLEDGE AND SKILLS

Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulations etc.

KEY PERFORMANCE AREA

- Oversee monitoring services, delivery of the SAPS and police conduct
- Conduct customer survey within the police service
- Monitor SAPS specialized units
- Oversee implementation of social crime prevention programs and promote good relationship between community and police
- Overall management of the sub-directorate

POST 8: CHIEF PROVINCIAL INSPECTOR X2 POSTS (REF: LDTCS 008 /2025 MOPANI DISTRICT & REF: LDTCS 009 /2025 CAPRICORN DISTRICT)

SALARY: R552 081 per annum - (Level 10)

CENTRE: MOPANI DISTRICT (MOOKETSI TCC) & CAPRICORN DISTRICT (SEKGOSESE TRAFFIC STATION)

MINIMUM REQUIREMENTS: -

- **An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.**
- 7-10 years working experience in traffic law enforcement field
- 3-5 years experience at supervisory level
- A recognised Road Traffic Diploma
- No criminal record
- Valid driver's license, at least Code B

CORE AND PROCESS COMPETENCIES

Extensive knowledge of Traffic Management policies and regulations, Relevant Legislations and Traffic Management regulations, Communications skills, Problem Solving and Analysis, Knowledge Management, Service Delivery Innovation, Client Orientation and Customer focus

KEY PERFORMANCE AREA

- Manage and enforce Road Traffic, Public Passenger, Transport Legislation and Other relevant Legislation.
- Overall management of the traffic station/traffic control centre
- Manage joint law enforcement activities and projects (Co-Operative governance)
- Manage resources and provide leadership and direction to all subordinates.
- Identify and manage risks.
- Manage the performance of all the administrative activities and related duties

POST 09 : ASSISTANT DIRECTOR: OPERATING LICENSE ADMINISTRATION (REF: LDTCS 009 /2025)

SALARY: R444 036.00 per annum. (Level 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Ensure proper management of permits and operating licenses
- Coordinate the issuance of operating licenses
- Ensure compliance to permits and operating licenses legal prescripts
- Coordinate the permits and operating licenses database
- Safe keeping permits records and statistics

POST 10 : ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES X2 POSTS (REF: LDTCS 011 /2025 VHEMBE DISTRICT & REF: LDTCS 012 /2025 MOPANI DISTRICT)

SALARY: R444 036.00 per annum. (Level 09)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU) & MOPANI DISTRICT (GIYANI)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Monitor purchase of Departmental Vehicles.
- Manage allocation of Departmental vehicles
- Facilitate maintenance of Departmental vehicle asset register
- Disposal unserviceable assets
- Ensure compliance of policy by the Department Officials

POST 11: ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES (REF: LDTCS 013 /2025)

SALARY: R444 036.00 per annum. (Level 09)

CENTRE: SEKHUKHUNE DISTRICT (GROBLERSDAL)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Management will be an added advantage.
- **3 - 5 years' experience at supervisory level on the same field or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of transport policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Implement subsidy regulations and policies.
- Monitor bus subsidy matters
- Monitor payments of subsidies to appropriate operators
- Monitor passenger transport
- Ensure maintenance of subsidy database
- Conduct workshops on subsidy matters

POST 12: ASSISTANT DIRECTOR: LOGISTICS (REF: LDTCS 014 /2025)
SALARY: R444 036.00 per annum. (Level 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial/Asset/Logistics Management will be an added advantage.
- **3 - 5 years' experience at supervisory level on the same field or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Efficient provisioning of stores items
- Managing an efficient receiving, storage and distribution process
- Supervision of proper stores records
- Monitor and conduct periodic departmental stock/inventory count and disposal of stores items

POST 13: ASSISTANT DIRECTOR: REVENUE & DEBT: RE-ADVERTISEMENT

(REF: LDTCS 015/2025)

SALARY: R444 036.per annum (LEVEL 09)

CENTRE: CAPRICORN (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Accounting / Financial Management will be an added advantage.
- **3 - 5 year's experience at supervisory level on the same field or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Financial and cost accounting, Debtor management, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Control district revenue
- Ensure compliance to rules and regulations of revenue policies.
- Management of revenue returns
- Management of district debt
- Ensure proper control measures

POST 14: ASSISTANT DIRECTOR: FINANCIAL CONTROL (REF: LDTCS 016 /2025)
SALARY: R444 036.00 per annum. (Level 09)

CENTRE: SEKHUKHUNE (LEBOWAKGOMO)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Finance/Commerce will be an added advantage.
- **3 - 5 years' experience at supervisory level on the same field or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of PFMA, Financial policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Control expenditure
- Approve and authorize employee compensation
- Approval of payment vouchers

POST 15: CHIEF PROVINCIAL INSPECTOR: VOCATIONAL (FORMAL) TRAINING
(REF: LDTCS 017/2025)

SALARY: R552 081.00.per annum (LEVEL 10)

CENTRE: LIMPOPO TRAFFIC COLLEGE (MUTALE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Road Traffic / Traffic Management will be an added advantage.
- **3 - 5 year's experience in Traffic Law Enforcement at supervisory level on the same field or related field**

- A certificate for Facilitators, Assessors, and Moderators will be an added advantage
- Valid Driver's Licence (Except for people with disabilities).
- No criminal records

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Supply chain management, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Implement vocational (formal) training at the college
- Conduct training assessment.
- Conduct evaluation programs
- Perform Law Enforcement duties
- Provide Vocational (formal) training programs

POST 16: CHIEF PROVINCIAL INSPECTOR : IN-SERVICE & FIELD TRAINING (REF: LDTCS 018/2025)

SALARY: R552 081.00.per annum (LEVEL 10)

CENTRE: LIMPOPO TRAFFIC COLLEGE (MUTALE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Road Traffic / Traffic Management will be an added advantage.
- **3 - 5 year's experience in Traffic Law Enforcement at supervisory level on the same field or related field**
- A certificate for Facilitators, Assessors, and Moderators will be an added advantage
- Valid Driver's Licence (Except for people with disabilities).
- No criminal records

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Supply chain management, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Plan and manage training for field and in-service training at the college
- Manage assessment of training performance
- Coordinate the evaluation of training programmes
- Manage and provide field training programmes
- Manage performance of law enforcement duties

POST 17: ASSISTANT DIRECTOR: HELP DESK SERVICES (REF: LDTCS 019/2025)
SALARY: R444 036.00 per annum. (Level 09)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A certificate in systems administration will be an added advantage.
- **3 - 5 years' experience at supervisory level on the same field or related field**
- Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Implement plans and control all activities in the Provincial Helpdesk
- Supervise and monitor all administration functions of motor vehicle registration and licensing
- Ensure that all NaTIS related transactions are processed as prescribed
- Supervise and monitor activities of subordinates to ensure proper implementation of National Road Legislation in all the Provincial Registering Authorities.

POST 18: ADMIN OFFICER: BUS MONITORING (REF: LDTCS 021 /2025)
SALARY: R308 154.00 per annum. (Level 07)

CENTRE: SEKHUKHUNE DISTRICT (GROBLERSDAL)

MINIMUM REQUIREMENTS:

- An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA.
- A qualification in Transport Management will be an added advantage
- A minimum of two (2) to three (3) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Investigate matters related to illegal public transport operations
- Inspect subsidized contract agreement and general permits
- Monitor bus time table and routes
- Inspect bus and taxi routes
- Monitor scholar transport and animal-drawn carts

POST 19: HR PRACTITIONER X 7 Posts: (REF: LDTCS 022 /2025 Head Office, REF: LDTCS 023/2025 Capricorn District X 2 posts, REF: LDTCS 024/2025 Sekhukhune District, REF: LDTCS 025 /2025 Watersburg District X 2 posts & REF: LDTCS 026 /2025 Vhembe District)

SALARY: R308 154.00 per annum. (Level 07)

CENTRE: HEAD OFFICE & CAPRICORN (POLOKWANE), SEKHUKHUNE (LEBOWAKGOMO), WATERBERG (MODIMOLLE) & VHEMBE (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- Undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Human Resource Management / Development will be an added advantage.
- A minimum of two (2) to three (3) years experience in the same or related field
- PERSAL Certificate / results
- Valid driver's license (with the exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Administration of recruitment, selection processes, restructuring of packages and implementation of personal data.
- Administration of transfers, placement, relocation, secondments, and implementation of allowances.
- Administration and monitoring of leave matters.
- Administration of service benefits (long service, housing allowance, state guarantee, financial) and termination.

POST 20: HR PRACTITIONER (PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM): (REF: LDTCS 027 /2025)

SALARY: R308 154.00 per annum. (Level 07)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Human Resource Management/ Development will be an added advantage.

- A minimum of two (2) to three (3) years experience in the same or related field
- PERSAL Certificate / results
- Valid driver's license (with the exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Facilitate and monitor planning and contracting process by employees
- Facilitate Performance Management and Development System workshops
- Conduct quality assurance on performance tools
- Handle submissions of performance tools statistics
- Capture PMDS tools on PERSAL system

POST 21: PERSONAL ASSISTANT X 3 POSTS (REF: LDTCS 028/2025 - PSPS, REF: LDTCS 029/2025 – CFO & REF: LDTCS 030/2025 – TRANSPORT OPERATIONS)

SALARY: R294 321 per annum. (LEVEL 7)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualification as recognized by South African Qualifications Authority (SAQA).
- A qualification in Management Assistant or related qualification will be an added advantage
- A minimum of two (2) to three (3) years to experience in the same or related field
- Valid Driver's Licence (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Problem solving, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, and problem-solving skills.

KEY PERFORMANCE AREA

- Provide secretarial/receptionist support service to the Chief Director
- Render administrative support services
- Support the Chief Director with administration of the budget of the office
- Provide support to the Chief Director regarding meetings

POST 22: ADMINISTRATIVE OFFICER : DISABILITY ASSISTANT (REF: LDTCS 031/2025)

SALARY: R308 154 p.a (LEVEL 7)

CENTRE: CAPRICORN DISTRICT (POLOKWANE)

MINIMUM REQUIREMENTS:

- A certificate in systems administration will be an added advantage.
- Experience of working with people with disabilities will be an added advantage
- A minimum of two (2) to three (3) years to experience in the same or related field
- Valid driver's license (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KEY PERFORMANCE AREA

- Provide disability support
- Provide administration services.

POST 23: TRANSPORT SAFETY OFFICER X 2 POSTS: (REF: LDTCS 032 /2025 MOPANI DISTRICT & REF: LDTCS 033 /2025 WATERBERG DISTRICT)

SALARY: R308 154.00 per annum. (Level 07)

CENTRE: MOPANI DISTRICT (GIYANI) & WATERBERG DISTRICT (THABAZIMBI)

MINIMUM REQUIREMENTS:

- An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA.
- A qualification in Transport Management will be an added advantage
- A minimum of two (2) to three (3) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities)

CORE AND PROCESS COMPETENCIES

Performance management, Research conducts, Public Relations, Community Development studies, financial management and PFMA, Labour Relations Act, Supply Chain management.

KNOWLEDGE AND SKILLS

Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Gather information of hazardous locations where and when required and do research to find solutions.
- Implement, facilitate and co-ordinate the implementation of roads safety education programs.
- Help with the planning of road safety awareness campaigns and projects, e.g Arrive Alive campaigns.
- Facilitate and coordinate the establishment of community road safety forums
- Assist with road safety education and communication product development
- Evaluate progress and submit monthly reports.

POST 24: ADMIN OFFICER: OPERATING LICENSE: (REF: LDTCS 034 /2025)
SALARY: R308 154.00 per annum. (Level 07)

CENTRE: MOPANI DISTRICT (GIYANI)

SPECIFICALLY TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA.
- A qualification in Transport Management will be an added advantage
- A minimum of two (2) to three (3) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Register Taxi Associations and non-members
- Arrange operating Licenses Board meetings.
- Verify vehicle ownership
- Issue permits and operating licenses
- Collect revenue

POST 25: STATE ACCOUNTANT: FINANCIAL CONTROL (REF: LDTCS 035 /2025)
SALARY: R308 154.00 per annum. (Level 07)

CENTRE: MOPANI DISTRICT (GIYANI)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid Driver's Licence (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Process creditors payments for services and goods received.
- Consolidate district budget and monitor expenditure.
- Compile financial reports.
- Maintain and update commitment register.

POST 26: STATE ACCOUNTANT: REVENUE AND DEBT (REF: LDTCS 036/2025)

SALARY: R308 154 p.a. (LEVEL 7)

CENTRE:, SEKHUKHUNE DISTRICT

SPECIFICALLY TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Management will be an added advantage
- A minimum of two (2) to three (3) years to experience in the same or related field
- Valid Driver's Licence (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Facilitate the creation and recovery of departmental debts.
- Reconciliation of revenue collected and debts.
- Monitoring and revenue collection and safekeeping of state funds.
- Ensure compliance to rules and regulations of revenue policies.

POST 27: STATE ACCOUNTANT: ASSETS AND INVENTORY MANAGEMENT X 2 POSTS (REF: LDTCS 037/2025 VHEMBE DISTRICT & REF: LDTCS 038/2025 WATERBERG DISTRICT)

SALARY: R308 154 p.a. (LEVEL 7)

CENTRE: VHEMBE DISTRICT (THOHOYANDOU) AND WATERBERG DISTRICT (MODIMOLLE)

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Financial Management will be an added advantage
- A minimum of two (2) to three (3) years to experience in the same or related field

- Valid Driver's Licence (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Maintenance of assets register and update inventory lists
- Conduct assets verification and disposal of obsolete /redundant assets
- Conduct stock taking
- Receive, issue and maintain stock level.

POST 28: ADMINISTRATIVE OFFICER: EPWP (REF: LDTCS 039 /2025)
SALARY: R308 154.00 per annum. (Level 07)

CENTRE: MOPANI DISTRICT (GIYANI)

SPECIFICALLY TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA.
- A minimum of two (2) to three (3) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

KEY PERFORMANCE AREA

- Registration of Extended Public Works Programme
- Update /verifications participations on database.
- Assist in the implementation of public participation programmes
- Provide administration within the sub directorate!

POST 29: ADMINISTRATIVE OFFICER: FACILITIES (REF: LDTCS 040/2025)
SALARY: R308 154.00 per annum. (Level 07)

CENTRE: WATERBERG DISTRICT (MODIMOLLE)

MINIMUM REQUIREMENTS:

- An appropriate Bachelor's degree or National Diploma (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration will be an added advantage.
- A minimum of two (2) to three (3) years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities)

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills, proper record keeping.

KEY PERFORMANCE AREA

- Ensure provision of photocopier
- Provision of telecommunication services
- Supervise Cleaning services
- Handle office furniture
- Provide lease management

POST 30: ADMINISTRATIVE OFFICER: TRANSPORT OPERATOR LICENSING
(REF: LDTCS 041 /2025)
SALARY: R308 154.00 per annum. (Level 07)

CENTRE: WATERBERG DISTRICT (MOGALAKWENA)

SPECIFICALLY TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- An undergraduate qualification in Transport Management will be an added advantage.
- A minimum of two (2) to three (3) years to experience in the same or related field.
- Valid driver's license (with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES

Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience.

KNOWLEDGE AND SKILLS

Knowledge of Public Service Regulation, Public Service Acts, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.

KEY PERFORMANCE AREA

- Register Taxi Associations and Non-members
- Arrange operating licences Board meetings.
- Verify vehicles ownership.
- Issue permits and / operating licences.
- Collect revenue.

POST 31: ARTISAN PRODUCTION GRADE C (REPAIRS AND SERVICE) X 4 POSTS): (REF: LDTCS 042 /2025 CAPRICORN DISTRICT, REF: LDTCS 043 /2025 MOPANI DISTRICT & REF: LDTCS 030 /2024 VHEMBE DISTRICT X2 POSTS)

SALARY: R314 751 PER ANNUM (OSD)

CENTRE: CAPRICORN DISTRICT (POLOKWANE), MOPANI DISTRICT (GIYANI) & VHEMBE DISTRICT (THOHOYANDOU)

MINIMUM REQUIREMENTS: Appropriate Trade Test certificate. Ten (10) years post qualification experience required as an Artisan. Valid Driver's Licence (Except for people with disabilities).

CORE AND PROCESS COMPETENCIES: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.

KEY PERFORMANCE AREAS: - facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.

POST 32: ACCOUNTING CLERK: CASHIER (REF: LDTCS 044 /2025)
SALARY: R216 417 per annum. (Level 05)

CENTRE: WATERBERG DISTRICT (LEPHALALE)

SPECIFICALLY TARGETING PERSONS WITH DISABILITY

MINIMUM REQUIREMENTS:

- Grade 12/ AET level 3 or equivalent qualification
- Computer Literacy
- A qualification in Financial Management will be an added advantage.
- Valid Driver's Licence (Except for people with disabilities)

CORE AND PROCESS COMPETENCIES

Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication

KNOWLEDGE AND SKILLS

Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

KEY PERFORMANCE AREAS

- Perform cashier duties i.e. issuing of receipts, safekeeping, and banking of State monies.
- Maintain and update relevant register.
- Provide a consolidated report.
- Capture revenue transactions in the financial systems.
- Prepare payment to Provincial and service Provider for cash collection.

POST 33 : REGISTRY CLERK: (HR RECORDS) (REF: LDTCS 045 /2025)
SALARY: R216 417 per annum. (Level 05)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: -

- Grade 12 / AET level 3 or equivalent qualification
- Certificate in records management or related qualification
- Computer Literacy
- Valid driver's licence (with the exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

- Client orientation
- Customer Focus

KNOWLEDGE AND SKILLS

Computer literacy, Communication, Interpersonal relations, Teamwork, Planning and Organizing.

KEY PERFORMANCE AREA

- Updating of records
- Safe custody of Human Resource records.
- Compliance with Minimum information requirements
- Implementation of systematic disposal of terminated records