



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

Confidential

Ref No : S4/1/1
Enquires : Ms. Maphoto SM
Date : 07 May 2025

TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT
DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY CIRCULAR NO ~~24~~ ²⁴
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

Page 1

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- 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 indicated 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 is intended 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**

**Sekhukhune District, Lebowakgomo Govt. Complex. The Director, Private Bag
X 61, Lebowakgomo, 0737, Tel No 015 633 5150**

**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 29th of August 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: 20/06/2025

ANNEXURE A

POST 1: CHIEF DIRECTOR: TRANSPORT REGULATION (REF: LDTCS 001/2025)

**SALARY: All-inclusive remuneration package of R1 494 900 .00 per annum.
(Level 14)**

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 undergraduate qualification NQF level 7 in Traffic Law Enforcement/Road Safety Management or related qualification as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Road Traffic Law Enforcement
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment
- **5-8 years' experience at a 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

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations.
- Manage the implementation of operational law enforcement and road safety plans
- Manage registration and licensing services.
- Manage provision of traffic operational resources.
- Ensure the effective management of the Limpopo Traffic Training College
- Ensure effective and efficient leadership.
- Management of service delivery improvement in traffic management.

Page 5

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- Manage human resources.
- Financial Management.
- Ensure effective and efficient asset management.
- Identify and manage risks.
- Manage Traffic Legislation development and compliance.
- Manage the implementation of transport safety outreach programmes.
- Manage traffic information and management systems.
- Provide incident management systems.
- Manage traffic administration services.

POST 2: DIRECTOR: TRANSPORT INFRASTRUCTURE (REF: LDTCS 002/2025)
SALARY: All-inclusive remuneration package of R 1 266 714.00 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 undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Infrastructure/Engineering will be an added advantage
- Proof of completion of the SMS pre-entry programme (Nyukela) upon 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

- Manage construction projects for building infrastructures
- Manage the provision and maintenance of departmental accommodation and furnishings
- Manage telecommunications services
- Provide leadership and strategic direction in the directorate.
- Manage the component's resources against its strategic objectives.

POST 3: DIRECTOR: PRE SUPPORT SERVICES (REF: LDTCS 003/2025)

**SALARY: All-inclusive remuneration package of R 1 266 714.00 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 undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA).
- A qualification in Transport Infrastructure/Management/Engineering will be an added advantage
- Proof of completion of the SMS pre-entry programme (Nyukela) upon 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

- Administrative and Secretariat Services to the Provincial Regulating Entity [PRE] provision
- Manage Public Transport Operating License Service Administration Services
- Manage the Administration of Public Transport Operators and Routes Registration
- Manage Public Transport Conflicts

POST 4: DEPUTY DIRECTOR: TRANSPORT REGULATION (REF: LDTCS 004/2025)

SALARY: All-inclusive remuneration package of R1 059 105.00 per annum. (Level 12)

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 restructured in terms of applicable rules.

CENTRE: MOPANI DISTRICT (GIYANI)

MINIMUM REQUIREMENTS:

- An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Road Traffic Law Enforcement
- A qualifications in Road Traffic / Traffic Management 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 (with exception of person with disability).

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

Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public

Page 8

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Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

KEY PERFORMANCE AREA

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations.
- Manage the implementation of operational law enforcement and road safety plans
- Manage registration and licensing services.
- Manage provision of traffic operational resources.
- Ensure effective and efficient leadership.
- Management of service delivery improvement in traffic management.
- Manage human resources.
- Financial Management.
- Ensure effective and efficient asset management.
- Identify and manage risks.
- Manage Traffic Legislation development and compliance.
- Manage the implementation of transport safety outreach programmes.
- Manage traffic information and management systems.
- Provide incident management systems.
- Manage traffic administration services.

POST 6 : DEPUTY DIRECTOR: CORPORATE MANAGEMENT SERVICES (REF: LDTCS 006 /2025)

**SALARY: All-inclusive remuneration package of R896 436.00 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.

CENTER: CAPRICORN DISTRICT (POLOKWANE)

MINIMUM REQUIREMENTS: -

- An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA.
- A qualification in Public Administration will be an added advantage
- **3 – 5 years of experience at an Assistant Director level in the same or related field**
- Valid driver's license (with the exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES

Knowledge of PERSAL, Computer Literacy, Financial Management skills, Management skills, Negotiation skills, Innovative thinking, Client Orientation and Customer Focus, Written and Verbal Communication Skills, Decision Making, Strong Leadership and Team building Skills, Policy Development Skills, Planning and Organizing skills, Conflict Management and Project Management.

KNOWLEDGE AND SKILLS

Sound and 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

- Manage Human Resource Management and Development Services
- Manage employee wellness services
- Manage information technology, information management and communication services
- Manage transformation and service delivery improvement services
- Manage records, facilities and EPWP program

POST 7: DEPUTY DIRECTOR: INFRASTRUCTURE AND EPWP (REF: LDTCS 007/2025)

**SALARY: All-inclusive remuneration package of R896 436.00 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 undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Management Sciences or infrastructure management or support, Facilities Management built environment will be an added advantage
- 3-5 years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of people with disabilities).

Page 10

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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 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

- Manage the procurement of infrastructure projects
- Provide maintenance of departmental buildings internally and through implementing agents
- Manage Infrastructure delivery management strategy
- Manage the coordination of EPWP in the department
- Manage acquisition and disposal of property and land through the custodian
- Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.

POST 8: CHIEF PROVINCIAL INSPECTOR X 3 (REF: CAPRICORN LDTCS 008/2025: VHEMBE LDTCS 009/2025: WATERBERG LDTCS 010/2025)

SALARY: R582 444.00 per annum (LEVEL 10)

CENTRE: CAPRICORN (LEBOWAKGOMO), VHEMBE (MUTALE) AND WATERBERG (NORTHAM)

MINIMUM REQUIREMENTS

- An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA
- 7-10 years working experience in traffic law enforcement field
- 3-5 years' experience at supervisory level
- Basic Road Traffic Diploma
- No criminal record
- Valid driver's license

CORE AND PROCESS COMPETENCIES.

Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication 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
- Overall management of the traffic station/traffic control center
- 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 the administrative activities and related duties

POST 9: CHIEF PROVINCIAL INSPECTOR (REF: LDTCS 011/2025)

SALARY: R582 444.00 per annum (LEVEL 10)

CENTRE: CAPRICORN PTU

MINIMUM REQUIREMENTS

- An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA
- 7-10 years working experience in traffic law enforcement field
- 3-5 years' experience at supervisory level
- Basic Road Traffic Diploma
- No criminal record
- Valid driver's license

CORE AND PROCESS COMPETENCIES.

Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication skills problem solving and analysis knowledge management, service delivery innovation, client orientation and customer focus.

KEY PERFORMANCE AREA

- Manage the implementation of PTU
- Management of stop and check
- Manage the assets and equipment of the unit
- Management of office administration

Page 12

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- Management of state vehicles

POST 10: ASSISTANT DIRECTOR: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT (REF: LDTCS 012/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: WATERBERG DISTRICT (MODIMOLLE) Targeting Persons with Disabilities.

MINIMUM REQUIREMENTS: -

- An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA.
- A qualification in Public Administration will be an added advantage
- **3 – 5 years of experience at a supervisory level in the same or related field**
- 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 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 AREAS

- Co-ordinate Service delivery improvements and customer care
- Co-ordinate service delivery complaints
- Co-ordinate special program within the District

POST 11: ASSISTANT DIRECTOR: SPECIAL PROGRAMMES (REF: LDTCS 013/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS: -

- undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA.

Page 13

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- **3 – 5 years of experience at a supervisory level in the same or related field**
- 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 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 AREAS

- Co-ordinate special program within the Department
- Advocacy on special programmes
- Co-ordinate and facilitate Gender mainstreaming programmes
- Co-ordinate reasonable accommodation and capacity building
- Facilitate and co-ordinate job access programmes

POST 12: ASSISTANT DIRECTOR: REVENUE & DEBT LDTCS 014/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

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 in 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

- Implement proper controls on revenue and debt collection
- Reconciliation on revenue and debt collection
- Co-ordinate revenue returns
- Implement compliance with rules and regulations of revenue policies
- Manage the recovery of departmental debt

POST 13: ASSISTANT DIRECTOR: EMPLOYEE WELLNESS (REF: LDTCS 015 /2025)
SALARY: R468 459.00 per annum. (Level 09)

CENTRE: SEKHUKHUNE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 7 in Social Sciences/Social Work
- Registration with Relevant Professional Body
- **3 - 5 years' experience at supervisory level in 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

- Co-ordinate the provision of wellness services
- Co-ordinate the provision of SHERQ and COID programs
- Co-ordinate the implementation of HIV/AIDS programs

POST 14: ASSISTANT DIRECTOR: EXPENDITURE (REF: LDTCS 016 /2025)
SALARY: R468 459.00 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 Accounting / Financial Management will be an added advantage.
- **3 - 5 years' experience at supervisory level in 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

- Facilitate and monitor payments of accounts within thirty days
- Compile monthly, quarterly and annual financial reports
- Address audit queries and attend to requests

- Ensure compliance to payment policies and standard operating procedures
- Supervise subordinates

POST 15 : ASSISTANT DIRECTOR: GITO: DISTRICT LDTCS 017/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: MOPANI

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Information Technology will be an added advantage.
- **3 - 5 years' experience at supervisory level in 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

- Provide technical support functions to the district and traffic stations
- Standardise desktop software and update anti-virus software and server
- Manage the ICT Network Infrastructure
- Ensure provision of IT equipment and services

POST 16 : ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (LDTCS 018/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

Page 17

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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/Supply Chain Management will be an added advantage.
- **3 – 5 years' experience at supervisory level in 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,

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

- Synergise, review and execute the bidding process
- Co-ordinate, review and compile the list of prospective providers for quotations
- Co-ordinate, review and source quotations from database according to the threshold values determined by the National Treasury
- Supervise employees to ensure an effective acquisition management service
- Undertake all administrative functions required with regard to financial and HR administration

POST 17 : ASSISTANT DIRECTOR: RISK MANAGEMENT (LDTCS 019/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Risk Management will be an added advantage.
- **3 - 5 years' experience at supervisory level in 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

- Develop, co-ordinate and monitor implementation of risk Management strategies and risk management plans.
- Ensure Risk and Audit Steering Committee (RASC) to fulfil its responsibilities as outlined in the Charter.
- Ensure that risk management capability is developed and maintained in all Directorates of the Department
- Ensure that there is proper risk management ownership by Management.

POST 18: ASSISTANT DIRECTOR: MONITORING AND EVALUATION (LDTCS 020/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

Page 19

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- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Public Administration or Management/ Monitoring and Evaluation will be an added advantage
- 3 – 5 years relevant experience at supervisory level in monitoring and evaluation environment
- 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

- Coordinate submission and consolidation of departmental reports
- Coordinate and manage performance information review sessions of the department and agencies
- Coordinate and manage departmental performance reports from all business branches
- Manage the implementation of Management Performance Assessment Tool (MPAT) in the department

POST 19: ASSISTANT DIRECTOR: DEPARTMENTAL TRANSPORT SERVICES

(REF: LDTCS 021/2025)

SALARY: R468 459.00 per annum (LEVEL 9)

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 years' experience at supervisory level in the same field or related field**
- Valid Driver's Licence (with exception of persons 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 of unserviceable assets
- Ensure compliance of policy by the Department Officials

POST 20 : ASSISTANT DIRECTOR: POLICE CONDUCT (REF: LDTCS 022/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

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

CORE AND PROCESS COMPETENCIES

Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Assist in the management of service delivery complaints lodged against the SAPS in the Province
- Conduct Court Watch Brief at Courts in the Province
- Assist in the analysis of Court Watch Brief reports and make follow-up with police stations identified
- Monitor the implementation of IPID recommendations by SAPS
- Supervise subordinates within the sub-component

POST 21: ASSISTANT DIRECTOR: NATIS AUDIT (LDTCS 023/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

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

CORE AND PROCESS COMPETENCIES

Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety

Page 22

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within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Plan and ensure that internal and external audit of the e-NaTIS transactions are performed as per year programme
- Ensure that audits are conducted on previously filed documents
- Execute special audit at the request of Management (National, Provincial and Local)
- Coordinate and facilitate relevant requests for procurement of face value forms goods and services

POST 22: ASSISTANT DIRECTOR: CLUSTER CO-ORDINATION (LDTCS 024/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE

MINIMUM REQUIREMENTS:

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

CORE AND PROCESS COMPETENCIES

Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Co-ordinate the JCPS and Social Sector Clusters.
- Facilitate Border Management matters.
- Participate in the management of events/crime awareness campaigns specific to the Directorate

POST 23 : ASSISTANT DIRECTOR: COMMUNITY SAFETY & PARTNERSHIP X2
(SEKHUKHUNE LDTCS 025/2025: WATERBERG LDTCS 026/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: WATERBERG AND SEKHUKHUNE

MINIMUM REQUIREMENTS:

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

CORE AND PROCESS COMPETENCIES

Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

KNOWLEDGE AND SKILLS

Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations,

KEY PERFORMANCE AREAS

- Monitor the functionality of Statutory and Mandatory Community Policing and Community Safety forums
- Provide support to Mandatory and Statutory Community Policing and Community Safety forums
- Co-ordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV)

Page 24

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- Capacitating Community structures

POST 24: ASSISTANT DIRECTOR: PROVINCIAL CRIME PREVENTION STRATEGY AND VOLUNTEER PROGRAMME (LDTCS 027/2025)

SALARY: R468 459.00 per annum (LEVEL 09)

CENTRE: HEAD OFFICE Targeting Persons with Disabilities

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognised by South African Qualification Authority SAQA
- A qualification in Social Sciences/Social Crime Prevention will be an added advantage
- **3 - 5 years' experience at supervisory level in Administration**
- 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

Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, South African Police Act, PFMA, 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

- Co-ordinate the implementation of the Integrated Crime and Violence Prevention Strategy
- Facilitate the implementation of the Rural Safety Strategy
- Facilitate the implementation of the volunteer programs
- Facilitation of events specific to Unit

POST 25 : SENIOR LEGAL ADMINISTRATION OFFICER (REF: LDTCS 028/2025)

SALARY: R586 956.00 per annum. (OSD)

CENTRE: HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS:

- An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development and as recognized by South African Qualifications Authority (SAQA).
- Eight (8) years post qualification legal experience.
- Valid driver's license (with exception of person 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 South African Law, interpretation of Acts and Regulations, Legal Drafting, legal Research, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts.

KEY PERFORMANCE AREA

- Provide Legal opinion and advice.
- Liaise with state attorney in litigation matters involving the department.
- Draft legal contracts
- Provide legal advisory services to the MEC, HoD and Employees in the Department

POST 26: STATE ACCOUNTANT: REVENUE AND DEBT (REF: WATERBERG LDTCS 029/2025)

SALARY: R325 101.00 p.a. (LEVEL 7)

CENTRE: WATERBERG

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

Page 26

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- A minimum of 2-3 years' 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: FINANCIAL CONTROL (REF: LDTCS 030/2025)
SALARY: R325 101.00 per annum. (Level 07)

CENTRE: WATERBERG

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 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

Page 27

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Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

KEY PERFORMANCE AREAS

- Administer Salary matters
- Handle payment of Accounts
- Do budget planning and financial monitoring

POST 28 : STATE ACCOUNTANT: EXPENDITURE X2 (REF: LDTCS 031 /2025)
SALARY: R325 101.00 per annum. (Level 07)

CENTRE: HEAD OFFICE

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 submitted claims and requests
- Process payment of accounts within thirty days
- Implement payment policies and standard operating procedures

POST 29 : STATE ACCOUNTANT: ACQUISITION (REF: LDTCS 032/2025)
SALARY: R325 101.00 per annum. (Level 07)

CENTRE: HEAD OFFICE

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

- Co-ordinate and execute the bidding process
- Co-ordinate and compile a list of prospective providers for quotations
- Source quotations from database according to the threshold values as determined by National Treasury
- Ensure an effective acquisition management services

POST 30: STATE ACCOUNTANT: DEMAND X2 (REF: LDTCS 033 /2025)
SALARY: R325 101.00 per annum. (Level 07)

CENTRE: HEAD OFFICE

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.

Page 29

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- 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

- Monitor the implementation of the procurement plan
- Draft specifications and terms of reference for required goods and services
- Registration of suppliers into CSD System
- Conduct price analysis

POST 31: LABOUR RELATIONS OFFICER: REMEDIAL SERVICES (REF: LDTCS 034 /2025)

SALARY: R325 101.00 per annum. (Level 07)

CENTRE: HEAD OFFICE Targeting Persons with Disabilities

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 in Labour Relations or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- 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 remedial services
- Representing the Department in relevant forums
- Implement the Departmental disciplinary code and procedures
- Consult with trade unions on matters of mutual interest

POST 32: ADMINISTRATIVE OFFICER: OPERATING LICENSES (REF: LDTCS 035/2025)

SALARY: R325 101.00 per annum. (Level 07)

CENTRE: WATERBERG

MINIMUM REQUIREMENTS:

- An undergraduate qualification (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

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

- Register Taxi Associations and non members
- Arrange operating licenses board meetings
- Verify vehicles ownership
- Issue permits and operating licenses

Page 31

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- Collect revenue

POST 33 : OHS PRACTITIONER X2 (REF: MOPANI LDTCS 036/2025: SEKHUKHUNE LDTCCS 037/2025)

SALARY: R325 101.00 per annum. (Level 07)

CENTRE: MOPANI AND SEKHUKHUNE

MINIMUM REQUIREMENTS:

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A minimum of 2-3 years' experience in the same or related field.
- Valid driver's license (except for persons with disabilities)

CORE AND PROCESS COMPETENCIES

- Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, COIDA, Public Finance Management Act, Occupational Health and Safety Act. Knowledge of DPSA EHWP Strategic Framework. Ensure proper hygiene system, Communicate and manage health and safety training and awareness campaigns; and ensure that all Accidents / Incidents are thoroughly investigated and reported.

KNOWLEDGE AND SKILLS

- Computer literacy, Financial Management skills, Communications Skills (Verbal & Written Skills, Problem solving skills. Planning and organizing skills, Report writing skills, Presentation skills, Interpersonal Relations Skills, Diversity management, Teamwork & Collaboration skills

KEY PERFORMANCE AREAS

- Facilitate the promotion & implementation of Safety, Health, Environment, Risk and Quality (SHERQ) measures in the District
- Facilitate the promotion and Implementation of Occupational Injuries and Diseases (COID) Programme in the District
- Conduct & Implement the Disaster Management Contingency Plan for the District and Facilities/Institutions
- Facilitate the functioning of all OHS Act Statutory Governance Structures (Committees & management structures)

POST 34: ADMINISTRATIVE OFFICER: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT (REF: LDTCS 038/2025)
SALARY: R325 101.00 per annum. (Level 07)

CENTRE: MOPANI AND VHEMBE Targeting Persons with Disabilities

MINIMUM REQUIREMENTS:

- An undergraduate qualification (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

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

- Co-ordinate customer care and service delivery
- Conduct customer satisfaction survey
- Co-ordinate research, investigations on service delivery

POST 35: ADMINISTRATIVE OFFICER: FACILITIES AND AUXILIARY MANAGEMENT (REF: LDTCS 039 /2025)
SALARY: R325 101.00 per annum. (Level 07)

CENTRE: VHEMBE

MINIMUM REQUIREMENTS:

- An undergraduate qualification (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

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

Page 33

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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

- Render photocopying services
- Render telecommunication services
- Handle office furniture

POST 36 : ADMINISTRATIVE OFFICER: Natis (REF: LDTCS 040/2025)
SALARY: R325 101.00 per annum. (Level 07)

CENTRE: SEKHUKHUNE (MOUTSE)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (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

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

- Registration and licensing of vehicles
- Issue drivers and learner's licenses
- Issue roadworthy certificates
- Issue special vehicles permits, motor trade numbers and allocate license numbers

POST 37: ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES X3 (REF: MOPANI LDTCS 041 /2025: SEKHUKHUNE LDTCS 042/2025: WATERBERG LDTCS 043/2025)

SALARY: R325 101.00 per annum. (Level 07)

CENTRE: SEKHUKHUNE, WATERBERG AND MOPANI DISTRICTS

MINIMUM REQUIREMENTS:

- An undergraduate qualification 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 timetable and routes
- Inspect bus and taxi routes
- Monitor scholar transport and animal-drawn carts

POST 38: TRANSPORT SAFETY OFFICER X 2 POSTS: (REF: SEKHUKHUNE LDTCS 044/2025: WATERBERG LDTCS 045/2025)

SALARY: R325 101.00 per annum. (Level 07)

CENTRE: SEKHUKHUNE (MAKHUDUTHAMAGA) & WATERBERG (LEPHALALE)

MINIMUM REQUIREMENTS: Targeting Persons with Disabilities

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- A qualification in Transport Management/Road Safety 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)

Page 35

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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 39: ARTISAN PRODUCTION GRADE C (REPAIRS AND SERVICE) X 4 POSTS):
(REF: MOPANI LDTCS 046 /2025 SEKHUKHUNE LDTCS 047/2025 VHEMBE LDTCS 048/2025)

SALARY: R332 061 PER ANNUM (OSD)

CENTRE: SEKHUKHUNE (LEBOWAKGOMO), MOPANI X2 (GIYANI) & VHEMBE (THOHOYANDOU)

MINIMUM REQUIREMENTS:

- An Appropriate Trade Test certificate in Diesel or Electromechanical
- 3-5 years' experience in the relevant field
- 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 40: ARTISAN FOREMAN: MECHANICAL SERVICES: (REF: LDTCS 049 /2025

SALARY: R382 047 PER ANNUM (OSD)

CENTRE: WATERBERG DISTRICT

MINIMUM REQUIREMENTS:

- An Appropriate Trade Test certificate in Diesel or Electromechanical
- 5 years 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: - manage 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

Page 37

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performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.

**POST 41: REGISTRY PRACTITIONER: RECORDS AND REGISTRY SERVICES X3
(REF: MOPANI LDTCS 050 /2025: SEKHUKHUNE LDTCS 051/2025: VHEMBE LDTCS 052/2025)**

SALARY: R325 101.00 per annum. (Level 07)

CENTRE: MOPANI, SEKHUKHUNE AND VHEMBE

MINIMUM REQUIREMENTS: -

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- A qualification in Records 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 (with the exception of persons 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, Client orientation, Customer Focus, Computer literacy, Communication, Interpersonal relations, Teamwork, Planning and Organizing.

KEY PERFORMANCE AREA

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

POST 42: PERSONAL ASSISTANT: HEAD OF DEPARTMENT AND GITO X2 (REF: HoD LDTCS 053/2025: GITO LDTCS 054/2025)

SALARY: R 325 101.00 per annum. (Level 07)

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 persons 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 HoD/GITO. Render administrative support services, Support the Head of Department/GITO with the administration of the budget of the office, Provide all administrative support to the Head of Department/GITO.

POST 43: FINANCE CLERK: SUPPLY CHAIN MANAGEMENT X2 (REF: LDTCS 055/2025) SALARY: R228 321.00 per annum. (Level 05)

CENTRE: WATERBERG

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification
- Computer Literacy
- A qualification in Financial Management/SCM will be an added advantage.
- 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

- Provide demand and management services
- Provide acquisition management services
- Provide logistics management services

POST 44: ADMIN CLERK: NATIS X2 (REF: MOPANI LDTCS 056/2025: SEKHUKHUNE LDTCS 057/2025)
SALARY: R228 321.00 per annum. (Level 05)

CENTRE: MOPANI (TZANEEN) AND SEKHUKHUNE (MOUTSE)

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification
- Computer Literacy
- A qualification in Administration 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

- Registration and licensing of vehicles
- Issue drivers and learner's licenses
- Issue roadworthy certificates
- Issue special vehicles permits, motor trade numbers and allocate license numbers
- Render administrative duties

POST 45: ACCOUNTING CLERK: ASSET AND INVENTORY (REF: LDTCS 058 /2025)
SALARY: R228 321.00 per annum. (Level 05)

CENTRE: VHEMBE DISTRICT

MINIMUM REQUIREMENTS:

- Grade 12 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

- Conduct stock taking
- Update inventory registers
- Maintain and update relevant register.
- Provide a consolidated report on obsolete assets.

POST 46 : ADMIN CLERK HR X4 Posts: (REF: HEAD OFFICE LDTCS 059 /2025: CAPRICORN LDTCS 060/2025: MOPANI LDTCS 061/2025)

SALARY: R228 321.00 per annum. (Level 05)

CENTRE: HEAD OFFICE X2 POLOKWANE, CAPRICORN POLOKWANE AND MOPANI GIYANI

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent as recognised by SAQA.
- An undergraduate qualification in Human Resource Management / Development will be an added advantage.
- PERSAL training will be an added advantage
- Valid driver's license (with the exception of persons with disabilities)

Page 41

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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, 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 47: SECRETARY X 5 (REF: CAPRICORN LDTCS 062 /2025: MOPANI LDTCS 063/2025: SEKHUKHUNE LDTCS 064: VHEMBE LDTCS 065/2025: WATERBERG LDTCS 066/2025)

SALARY: R228 321.00 per annum. (Level 05)

CENTRE: CAPRICORN (POLOKWANE), MOPANI (GIYANI) SEKHUKHUNE (LEBOWAKGOMO), VHEMBE (THOHOYANDOU) WATERBERG (MODIMOLLE)

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification
- Computer Literacy
- A qualification in Management Assistant 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

- Provide administrative support to the District Director
- Manage the Director's diary
- Arrange meetings
- Facilitate accommodation bookings and other travellings
- Manage the flow of documents in and out of the Director's office

POST 48: DRIVER/MESSENGER (REF: LDTCS 067/2025)

SALARY NOTCH: R193 359.00 per annum (Level 04)

CENTER: SEKHUKHUNE

MINIMUM REQUIREMENTS: -

- Grade 12 certificate or equivalent qualification as recognized by SAQA.
- Public Driver Permit (PDP) will be an added advantage.
- 2-3 years driving experience
- Valid driver's license

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

- Drive light and medium motor vehicles transporting passengers and other departmental items (mail and documents)
- Do routine maintenance on allocated vehicles and report defect timely
- Complete all required and prescribed records and log books with regard to the vehicle and goods handled.
- Render messenger service in the relevant office