



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF  
**TRANSPORT AND COMMUNITY SAFETY**

Confidential

Ref No : S4/1/1  
Enquires : Ms. Maja M  
Date : 11 February 2026

**TO: ALL HEADS OF DEPARTMENT: LIMPOPO PROVINCIAL GOVERNMENT  
ALL QUALIFYING APPLICANTS**

**DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY CIRCULAR NO 03  
OF 2026.**

**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 Persons 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](http://www.gov.za) / [www.dpsa.gov.za](http://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

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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 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.

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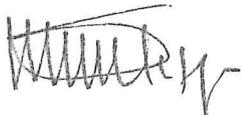
11. All shortlisted candidates will be subjected to a security clearance and verification of qualifications and will be subjected to Personnel Suitability Check for Security reasons.
12. Certified copies of educational qualifications, academic records, identity documents and a valid driver's licence (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](http://www.ldtcs.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za) / <https://erecruitment.limpopo.gov.za> / Provincial departments and social media platform.
15. Applications should be submitted to the centre (Head Office or districts) where the post is located as follows:
- Head Office: The Acting Director: HRM  
Department of Transport and Community Safety,  
Private Bag X 9491, Polokwane, 0700 or handed in at Phamoko Building, Second  
(2<sup>nd</sup>) 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 **13<sup>th</sup> March 2026 @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. Maja M : 015 295 1163**

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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: 11/02/2026

## ANNEXURE A

**POST 01: CHIEF DIRECTOR: PROVINCIAL SECRETARIAT FOR POLICE SERVICES (REF: LDTCS H1/2026)**  
**SALARY: Five (5) years fixed contract: 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 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Policing oversight or governance or related field will be an added advantage.
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment
- **5 years' experience at senior management level.**
- Valid driver's license (with the exception of persons with disabilities).
- **No SAPS Membership:** Must not be a current or former member of the South African Police Services (SAPS)

### **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, good governance and oversight capabilities.

### **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, South African Police Services Act, Public service knowledge and negotiations, stakeholder engagement and community relation, change management and diversity,

## KEY PERFORMANCE AREA

- Monitor and evaluate the implementation of policing policy in the province
- Evaluate and monitor police conduct in the province
- Develop and evaluate safety models and monitoring tools to ensure alignment with the functions of the Civilian Secretariat
- Assist the Civilian Secretariat with any monitoring and evaluation projects, and
- Promote community police relations
- Establish and promote partnerships
- Manage the enhancement of community safety structures within the province.

## POST 02: DIRECTOR: PROVINCIAL POLICE OVERSIGHT, CONDUCT AND COMPLIANCE (REF: LDTCS H2/2026)

**SALARY: All-inclusive remuneration package of R1 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 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Policing oversight or governance will be an added advantage.
- Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment
- **5 years' experience at middle/senior management level in the Administration field**
- Valid driver's license (with the exception of persons 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

Constitution to the republic of South Africa, Good governance and Batho-Pele Principles, SAPS Act, Knowledge of Community structures, Public Service Act, Public-Service Transformation, Government systems, legislation, structure, Internal performance evaluation and reporting, Security Act, SMS Handbook, Diversity management, PFMA, Civilian secretariat for police Act, Performance Management and monitoring

## KEY PERFORMANCE AREA

- To manage monitoring and evaluation of the conduct and function of South African Police Services (SAPS)
- To manage monitoring and evaluation of implantation of police policies and directives
- to supervise compliance with the Domestic Violence Act (DVA) policies and guidelines.
- To manage complaints against police.
- To manage the implementation of IPID recommendations by the Police.
- To oversee the monitoring and evaluation of the service delivery of police units in the Provincial police commissioner and specialised units.
- To manage the monitoring of Districts courts through the Court Watching Briefs Programme.

## POST 03: DEPUTY DIRECTOR: TRANSPORT PLANNING, POLICY AND RESEARCH (REF: LDTCS H3/2026)

**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 restructured in terms of applicable rules.

## CENTRE: HEAD OFFICE (POLOKWANE)

### MINIMUM REQUIREMENTS:

- An undergraduate qualification NQF level 6 or equivalent qualification in one of the following; Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, Transport Engineering or Transport Operations, as recognized by South African Qualifications Authority (SAQA).
- An NQF level 7 qualification in any of the above 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 persons with disability).

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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**

Computer literacy, Report writing, Good understanding of the PFMA, Operational and Strategic Planning, Leadership, Financial Management, Policy analysis and policy development skills, Transport Management, Thorough knowledge of Public Service policies and procedures, Project Management and Project planning

## **KEY PERFORMANCE AREA**

- Manage the development, maintenance and monitoring of Transport Plans i.e. Integrated Transport Plans (ITP's), Provincial Land Transport Framework (PLTF's) etc.
- Manage identification of transport research needs
- Manage provincial transport forums
- Manage the implementation of integrated public transport networks

## **POST 04: DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING (REF: LDTCS H4/2026)**

**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 restructured 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 Public Management/ Human Resource 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.
- PERSAL Certificate / Results (Attached)
- Valid driver's license (with exception of persons 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 PERSAL system, HR Prescripts, Public Service Regulation, Employment Equity Act, Microsoft Excel, Planning and organizing, Communication skills, Policy analysis, Presentation skills, ability to communicate at all levels. Interpersonal, high-level report writing and computer skills

### **KEY PERFORMANCE AREA**

- Develop, review and monitor the implementation of Human Resource plan
- Develop, review and monitor the implementation of Employment Equity plan
- Manage Staff Establishment and Provide PERSAL technical support
- Manage Human Resource Information

**POST 05: DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT & PERFORMANCE MANAGEMENT SYSTEMS (REF: LDTCS H5/2026)**  
**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 restructured 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 Public Administration/ Public Management/ Human Resource Management Development 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 persons 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

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, Public Finance Management Act Experience of and insight into legislation which impacts on human resource development. Negotiation Skills, People Management, Financial Management, Planning & Organizing, Time Management, Strategic Planning Policy Analysis and Development, Good Communication Skills, Group dynamics, Diversity Management, Facilitation Skills, Co-ordination Skills, Leadership Skills Change and Knowledge Management, Knowledge of PERSAL system.

## KEY PERFORMANCE AREA

- Manage skills development planning
- Manage coordination of capacity building programmes
- Manage coordination of learnerships, internships programmes and Workplace Integrated Learning Plan.
- Management of Bursaries.
- Ensure institutionalisation of the Performance Management Development System
- Ensure planning and contracting towards development of performance contracts
- Monitor progress reviews and evaluate performance

**POST 06: DEPUTY DIRECTOR: EVENTS MANAGEMENT (REF: LDTCS H6/2026)**  
**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 restructured in terms of applicable rules.

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## **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 Communication/Marketing 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 persons 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**

Sound and in-depth knowledge of relevant prescripts and applications of communication services as well as understanding of the legislative framework governing the Public Service. People Management, Program and project Management skills, Financial Management skills, Change Management skills, Communication skills, Conflict Management skills, Policy analysing skills, Report writing skills

### **KEY PERFORMANCE AREA**

- Management of all departmental events
- Management of internal and external marketing
- Management of effective stakeholder, public participation, and media relations for the department
- Management of promotional / marketing of external corporate image
- Manage and utilize resources (human and physical) in accordance with relevant directives and legislation.

## **POST 07: DEPUTY DIRECTOR: TRANSPORT OPERATIONS**

(REF: LDTCS S1/2026)

**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 restructured in terms of applicable rules.

**CENTRE: SEKHUKHUNE DISTRICT (LEBOWAKGOMO)**

### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification NQF level 6 or equivalent qualification in one of the following; Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, Transport Engineering or Transport Operations, as recognized by South African Qualifications Authority (SAQA).
- An NQF level 7 qualification in any of the above 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 persons 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**

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 operations
- Manage transport operator conflicts
- Monitor transport operator safety and compliance
- Monitor implementation of rural transport strategy

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## **POST 08: DEPUTY DIRECTOR: CORPORATE SERVICES (REF: LDTCS W1/2026)**

**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 restructured in terms of applicable rules.

**CENTRE: WATERBERG (MODIMOLLE)**

### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Social Sciences will be an added advantage.
- Five (5) years' experience within Corporate Services of which three (3) years must be at Junior Management / Assistant Director level in a related field.
- Valid driver's license (with exception of persons with disability).

### **CORE AND PROCESS COMPETENCIES**

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

### **KNOWLEDGE AND SKILLS**

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

### **KEY PERFORMANCE AREA**

- Manage Human Resource Management and Development
- 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 09: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (REF: LDTCS W2/2026)**

**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 restructured in terms of applicable rules.

**CENTRE: WATERBERG (MODIMOLLE)**

**MINIMUM REQUIREMENTS:**

- An 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.
- 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 persons 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**

Advanced computer literacy, Knowledge of PFMA, BAS, PERSAL, LOGIS, Treasury regulations, Financial Management, Project Management, Programme Management, Risk identification and management, extensive knowledge and interpretation of accounting and reporting standards and good understanding of government Standard Chart of accounts.

**KEY PERFORMANCE AREA**

- Manage payment of salaries in the district
- Prepare budget and monitor expenditure
- Manage procurement services and district assets
- Manage revenue and debt in the district
- Ensure compliance to rules and regulations of financial policies

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**POST 10: CONTROL PROVINCIAL INSPECTOR (REF: LDTCS W3/2026)**

**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 restructured 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).
- Basic Diploma for Traffic Law Enforcement
- A qualification in Road Traffic / Traffic Management will be an added advantage.
- 3 - 5 years' experience as Chief Provincial Inspector.
- 7-10 years working experience in the traffic law enforcement field.
- Five (5) years' experience of which three (3) years must be at Junior Management/Assistant Director level in the related field.
- Valid driver's license (with exception of persons with disabilities)
- No criminal record.

**CORE AND PROCESS COMPETENCIES**

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem solving and Analysis, Client Orientation People 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 analyse the findings and make recommendations, Understanding of legislatives governing the public service i.e. Public Service Act and Public Service Regulation. Public service knowledge, Negotiation, High level reporting skill.

**KEY PERFORMANCE AREA**

- Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009 and other related legislations

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- Manage implementation of operational law enforcement and road safety plans
- Manage registration of operational law enforcement and road safety plans
- Manage registration and licensing services
- Manage provision of traffic operational resources
- Manage the implementation of transport safety outreach programmes
- Manage traffic information and management systems
- Provide incident management systems

**POST 11: CHIEF PROVINCIAL INSPECTOR X2: WATERBERG (MODIMOLLE TRAFFIC STATION- (REF LDTC W4/2026) AND MOPANI DISTRICT (MARULENG TRAFFIC STATION – (REF: LDTCS M1/2026)**

**SALARY: R582 444.00.per annum (LEVEL 10)**

**CENTRE: WATERBERG DISTRICT (MODIMOLLE) AND MOPANI DISTRICT (HOEDSPRUIT)**

**MINIMUM REQUIREMENTS:**

- An Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- Basic Diploma for Traffic Law Enforcement
- A qualification in Road Traffic / Traffic Management will be an added advantage.
- 7-10 years' experience in the traffic law enforcement field
- 3-5 years working experience at Principal Provincial Inspector.
- Valid driver's license (with exception of persons with disabilities)
- No criminal record.

**CORE AND PROCESS COMPETENCIES**

Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, Communication skills, Problem solving and analysis skills, Knowledge management, Service delivery and innovation skill, Client Orientation and Customer Focus.

**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 analyse the findings and make recommendations,

understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.

### **KEY PERFORMANCE AREAS**

- Manage and enforce Road Traffic, Public passenger and Transport Legislation
- Overall management of the traffic station
- Manage joint law enforcement activities and projects.
- Manage the performance of all administrative activities and related duties

### **POST 12: CHIEF PROVINCIAL INSPECTOR: PUBLIC TRANSPORT UNIT (PTU- WATERBERG DISTRICT) (REF: LDTCS W5/2026)**

**SALARY: R582 444.00.per annum (LEVEL 10)**

**CENTRE: WATERBERG DISTRICT (MODIMOLLE)**

### **MINIMUM REQUIREMENTS:**

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A recognised Traffic Diploma
- A qualification in Road Traffic / Traffic Management will be an added advantage.
- 3 - 5 years' experience at Principal Provincial Inspector
- 7-10 years working experience in the traffic law enforcement field.
- Valid driver's license (with exception of persons with disabilities)
- No criminal record.

### **CORE AND PROCESS COMPETENCIES**

Extensive knowledge of Traffic management policies and regulations, Relevant Legislation and Traffic management regulations, Communication skills, Problem Solving and Analysis, Knowledge Management, Service Delivery and Innovation, Client Orientation and Customer Focus.

### **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, Computer literacy, Strategic capability and Leadership, Programme and Project Management,

Change Management, Problem solving and Analysis, Client orientation and customer focus, report writing skills.

#### **KEY PERFORMANCE AREAS**

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

#### **POST 13: ASSISTANT DIRECTOR: BUS CONTRACT ADMIN & SCHOLAR TRANSPORT (REF: LDTCS H7/2026)**

**SALARY: R468 459.00.per annum (LEVEL 09)**

**CENTRE: HEAD OFFICE (POLOKWANE)**

#### **MINIMUM REQUIREMENTS**

- An undergraduate qualification NQF level 6 or equivalent qualification in one of the following; Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, Transport Engineering or Transport Operations, as recognized by South African Qualifications Authority (SAQA).
- An NQF level 7 qualification in any of the above will be an added advantage.
- **3 - 5 years' experience at supervisory level in the same field**
- Valid Driver's Licence (Except for people with disabilities).

#### **CORE AND PROCESS COMPETENCIES**

Extensive knowledge of Traffic management policies and regulations, Relevant Legislation and Traffic management regulations, Communication skills, Problem Solving and Analysis, Knowledge Management, Service Delivery and Innovation, Client Orientation and Customer Focus

#### **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, National Land Transport Act. Public service knowledge, negotiations, Public Service Knowledge, Facilitation skills, Computer literacy, Coordination and administration skills, Report writing skills, Quality management, Written and verbal communication skills.

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## KEY PERFORMANCE AREA

- Coordinate and control the implementation of Public and Scholar Transport Funding
- Coordinate the implementation of Bus Subsidy and Scholar Transport Funding Policy
- Coordinate the implementation of Bus and Scholar Transport Tender Contracts
- Coordinate and monitor the implementation and creation of routes and other issues relating to the transportation of learners
- Coordinate and Administer Database on schools and public Transport Operational Statistics

**POST 14: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (REF: LDTCS H8/2026)**

**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 Public Administration/Human Resources Management /Development will be an added advantage
- **3 - 5 years' experience at supervisory level in the same 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

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, Public Finance Management Act. Experience of, and insight into legislation which impacts on human resource development. Negotiation Skills, People Management, Financial Solving, Planning & Organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication Skills, Group dynamics, Diversity Management, Facilitation Skills, Co-ordination Skills, Leadership Skills, Change and Knowledge Management and PERSAL.

## KEY PERFORMANCE AREAS

- Coordinate the implementation of skills programmed and bursaries
- Coordinate implementation of internship, learnerships and will programmes
- Coordinate skills development planning, reporting and facilitation of the workplace skills plan (WSP)
- Coordinate the implementation of inductions, career exhibitions and conferences

**POST 15: ASSISTANT DIRECTOR: TRANSFORMATION AND SERVICE DELIVERY**  
(REF: LDTCS W6/2026)

**SALARY: R468 459.00 per annum (LEVEL 09)**

**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 Public Administration will be an added advantage
- **3 - 5 years' experience at supervisory level in the same field**
- Valid Driver's Licence (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

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, Public Service knowledge, Negotiation Skills, People Management, Financial Solving, Planning & Organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication Skills, Group dynamics, Diversity Management, Facilitation Skills, Co-ordination Skills, Leadership Skills, Change and Knowledge Management

## KEY PERFORMANCE AREAS

- Coordinate Transformation programmes
- Coordinate service delivery improvement and customer care within the district
- Coordinate Provincial and District Events
- Coordinate District planning sessions, reporting, monitoring and evaluation

## POST 16: ADMINISTRATION OFFICER (STUDENT ADMINISTRATION): TRAFFIC TRAINING COLLEGE (REF: LDTCS H9/2026)

**SALARY: R325 101.00 per annum (LEVEL 7)**

**CENTRE: LIMPOPO TRAFFIC COLLEGE (VHEMBE-MUTALE)**

### MINIMUM REQUIREMENTS:

- An undergraduate qualification (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) years' 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

Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing, Record management, Negotiation, Supervisory, Problem solving, Analytical thinking

### KEY PERFORMANCE AREA

- Handling application for training.
- Provide student administrative services
- Provide record keeping
- Managing auxiliary services

**POST 17: ADMINISTRATION OFFICER: CONTRAVENTION AND GENERAL ADMIN  
X 2: CAPRICORN DISTRICT- (REF: LDTCS C1/2026) AND WATERBRG DISTRICT-  
(REF: LDTCS W7/2026)**

**SALARY: R325 101.00 per annum (LEVEL 7)**

**CENTRE: CAPRICORN DISTRICT-POLOKWANE TRAFFIC CONTROL CENTRE  
WATERBERG DISTRICT (LEPHALALE TRAFFIC STATION)**

#### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration/Financial Management will be an added advantage.
- A minimum of two (2) years' experience in clerical 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**

Computer Literacy, PFMA, organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing. 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, Public Finance Management Act.

#### **KEY PERFORMANCE AREA**

- Receiving and Registering of Summons
- Collection of revenue and ensure daily banking
- Registering summons in Court roll
- Conduct follow-up on court results and weekly returns

**POST 18: ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES X 2:  
VHEMBE DISTRICT (REF: LDTCS V1/2026) AND WATERBERG DISTRICT (REF:  
LDTCS W8/2026)  
SALARY: R325 101.00 per annum. (Level 07)**

**CENTRE: VHEMBE DISTRICT (THOHOYANDOU)**

**CENTRE: WATERBERG DISTRICT (MODIMOLLE)**

**MINIMUM REQUIREMENTS:**

- An undergraduate qualification NQF level 6 or equivalent qualification in one of the following; Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, or Transport Operations, as recognized by South African Qualifications Authority (SAQA).
- A minimum of two (2) 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 19: ADMINISTRATIVE OFFICER: OPERATING LICENSES X 2: MOPANI  
DISTRICT (REF: LDTCS M2/2026) AND SEKHUKHUNE DISTRICT (REF: LDTCS  
S2/2026)  
SALARY: R325 101.00 per annum. (Level 07)**

**CENTRES: MOPANI DISTRICT- (MARULENG MUNICIPALITY-HOEDSPRUIT),  
SEKHUKHUNE (FETAKGOMO MUNICIPALITY)**

**MINIMUM REQUIREMENTS:**

- An undergraduate qualification NQF level 6 or equivalent qualification in one of the following; Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, or Transport Operations, as recognized by South African Qualifications Authority (SAQA).
- A minimum of two (2) 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

**POST 20: ADMINISTRATION OFFICER: SECURITY SERVICES (REF: LDTCS H10/2026)**

**SALARY: R325 101.00 per annum (LEVEL 7)**

**CENTRE: HEAD OFFICE (POLOKWANE)**

**MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- An undergraduate qualification in Public Administration and Security Management will be an added advantage.

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- A minimum of two (2) 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**

Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing.

### **KEY PERFORMANCE AREA**

- To provide administrative and functional support to the functioning of security services
- Monitor the performance of security officers in the access controls to the departmental premises, parking and district offices
- Ensure compliance with implementing security measures
- Ensure the effectiveness of electronic and physical surveillance system
- Ensure proper records keeping of the security service limit

**POST 21: ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT (SIGN LANGAUGE) (REF: LDTCS V2/2026)**

**SALARY: R325 101.00 per annum. (Level 07)**

**CENTRE: VHEMBE DISTRICT (THOHOYANDOU)**

### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- A qualification in Public Administration will be an added advantage
- A minimum of two 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 of working with deaf people, Knowledge of disability services Problem Solving, Interpersonal Skills, Safe driving skills, Time Management, Good Communication Skills, Diversity Management, Computer Literacy Orientation And Mobility 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 disability support.
- Provide administration services
- Provide sign languages services for the Department
- Support disability awareness campaigns, commemorative days and training initiatives.

**POST 22: ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT (VISUALLY IMPAIRED) (REF: LDTCS V3/2026)**

**SALARY: R325 101.00 per annum. (Level 07)**

**CENTRE: VHEMBE DISTRICT (THOHOYANDOU)**

### **MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.
- A qualification in Public Administration will be an added advantage
- A minimum of two 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 of working with deaf people, Knowledge of disability services Problem Solving, Interpersonal Skills, Safe driving skills, Time Management, Good Communication Skills, Diversity Management, Computer Literacy Orientation And Mobility 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 disability support.
- Provide administration services
- Support disability awareness campaigns, commemorative days and training initiatives.

**POST 23: STATE ACCOUNTANT: ACQUISITION (REF: LDTCS H11/2026)**  
**SALARY: R325 101.00 per annum. (Level 07)**

## **HEAD OFFICE (POLOKWANE)**

### **MINIMUM REQUIREMENTS:**

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Supply Chain Management/Financial Management will be an added advantage.
- A minimum of 2 years' experience in the same or related field.
- Valid Driver's Licence (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 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 service

**POST 24: STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT (REF: LDTCS C2/2026)**  
**SALARY: R325 101.00 per annum. (Level 07)**

## **CAPRICORN DISTRICT (POLOKWANE)**

### **MINIMUM REQUIREMENTS:**

- Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA).
- A qualification in Supply Chain Management/Financial Management will be an added advantage.
- A minimum of 2 years' experience in the same or related field.
- Valid Driver's Licence (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 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 the Central Supplier Database (CSD)
- Conduct price analysis

**POST 25: STATE ACCOUNTANT: ASSET AND INVENTORY MANAGEMENT X 3 (2X MOPANI REF: LDTCS M2/2026) AND (1XSEKHUKHUNE DISTRICT) (REF: LDTCS S3/2026)**

**SALARY: R325 101.00 per annum. (Level 07)**

**CENTRE: MOPANI DISTRICT (GIYANI)**

**CENTRE: SEKHUKHUNE DISTRICT (LEBOWAKGOMO)**

## **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 2 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**

- Registration of Departmental Assets
- Maintenance of Asset register
- Updating of Inventory lists
- Conduct disposal of obsolete and redundant assets

**POST 26: STATE ACCOUNTANT: REVENUE AND DEBT X2: MOPANI (REF: LDTCS M3/2026) AND WATERBERG DISTRICT (REF: LDTCS W9/2026)**  
**SALARY: R325 101.00 p.a. (LEVEL 7)**

**CENTRE: MOPANI (GIYANI) 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 2 years' experience in the same or related field
- Valid Driver's Licence (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 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: ADMIN CLERK: HELP DESK SERVICES (REF: LDTCS H12/2026)**  
**SALARY: R228 321.00 per annum. (Level 05)**

**CENTRE: HEAD OFFICE (POLOKWANE) Post targeting Persons with Disabilities**

### MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification
- Computer Literacy
- A qualification in Administration will be an added advantage.
- Valid Driver's Licence (Except for persons 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

**POST 28: ADMIN CLERK: NATIS CLERK X2: SEKHUKHUNE DISTRICT (REF: LDTCS S4/2026) AND WATERBERG DISTRICT (REF: LDTCS W10/2026)**  
**SALARY: R228 321.00 per annum. (Level 05)**

**CENTRE: SEKHUKHUNE DISTRICT (MOUTSE TS) - Post targeting Persons with Disabilities.**

**CENTRE: WATERBERG DISTRICT (LEPHALALE TS)**

**MINIMUM REQUIREMENTS:**

- Grade 12 or equivalent qualification
- Computer Literacy
- A qualification in Finance or Licensing will be an added advantage.
- Valid Driver's Licence (Except for persons 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

**POST 29: ADMIN CLERK: CONTRAVENTION AND GENERAL ADMIN X7: CAPRICORN DISTRICT X 2 (REF: LDTCS C3/2026), VHEMBE DISTRICT X1 (REF: LDTCS V4/2026), WATERBERG DISTRICT (REF: LDTCS W11/2026) X 1 AND SEKHUKHUNE X 3 (REF: LDTCS S5/2026)**  
**SALARY: R228 321.00 per annum. (Level 05)**

**CENTRES: CAPRICORN DISTRICT X 2 - (LEBOWAKGOMO TS - Post targeting Persons with Disabilities AND SEKGOSESE TS),**

**VHEMBE DISTRICT (MUTALE TS - Post targeting Persons with Disabilities AND WATERBERG DISTRICT (MANTSOLE TCC - Post targeting Persons with Disabilities)**

**SEKHUKHUNE DISTRICT (DILOKONG TS X2 AND X1 MOUTSE TS)**

**REQUIREMENTS:**

- Grade 12 or equivalent qualification
- Computer Literacy
- A qualification in Financial Management will be an added advantage.
- Valid Driver's Licence (Except for persons 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**

- Render general administration support services
- Render financial support services
- Render contravention services
- Handle transport services

**POST 30: FINANCIAL CLERK/ CASHIER X 2: MOPANI DISTRICT X (REF: LDTC M4/2026)**

**SALARY: R228 321.00 per annum. (Level 05)**

**CENTRES: 2 X MOPANI DISTRICT (BA-PHALABORWA TS AND GIYANI TS - Post targeting Persons with Disabilities)**

**REQUIREMENTS:**

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

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## **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 31: ACCOUNTING CLERK: ASSET AND INVENTORY (REF: LDTCS V5/2026)**

**SALARY: R228 321.00 per annum. (Level 05)**

**CENTRES: VHEMBE DISTRICT (THOHOYANDOU-DISTRICT OFFICE)**

## **REQUIREMENTS:**

- Grade 12 or equivalent qualification
- Computer Literacy
- A qualification in Financial Management will be an added advantage.
- Valid Driver's Licence (Except for persons 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

- Compile and maintain records (e.g. asset records/databases).
- Check and issue furniture, equipment and accessories to components and individuals
- Identify redundant, non-serviceable and obsolete equipment for disposal.
- Verify asset register.