



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE**

Confidential

Ref : S4/1/1
Enq : Ms Mothupi P.P
Date : 21 January 2022

To : ALL HEADS OF DEPARTMENT AND STAFF LIMPOPO PROVINCIAL
ADMINISTRATION

**ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS
AND CULTURE (DSAC) CIRCULAR NO: 07 OF 2021**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. Applications must be submitted on the prescribed new Z.83 application form of the Public Service Act only, (i.e., application for employment form), obtainable from any Public Service Department or any Public Service and Administration website.

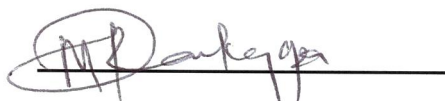
All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, valid driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only.

If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was 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. The closing date for submission of applications is the **23 February 2022 @15h30**. Short-listed candidates will be subjected to a security clearance and pre-employment verifications. The Department reserves the right to appoint. The contents of this Circular will also be posted on the following **websites: www.sac.limpopo.gov.za/www.limpopo.gov.za, and www.dpsa.gov.za**

Applications should be submitted to:

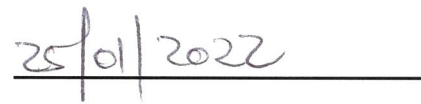
The Head of Department,
Department of Sport, Arts and Culture
Private Bag X 9549
POLOKWANE,
0700

Hand delivered at 21 Rabe Street, POLOKWANE. Enquiries: Mr Musia 015 284 4143, Ms Ramavhanda N.D 015 284 4038, Mr Monakedi J 015 284 4350, and Mr Letsoalo A at 015 284 4326 and Ms Mothupi P.P



HEAD OF DEPARTMENT

Ms RAMOKGOPA M.D



DATE

REF NO : DSAC 2022/01

POST : Librarian x 14

LEVEL : 07

SALARY NOTCH : R 261 372. 00 plus 37% Lieu benefit (Two Months contract)

CENTRE: Mahlabatheng Community Library, Kgapane Community Library, Jane Furse Community Library, Timamogolo Modular, Tshikonelo Modular, Olifantshoek Modular, Marblehall Community Library, Leboneng Community Library, Sekgopo Community Library, Senwamokgope Community Library, Mokwakwaila Community Library, Manenzhe Community Library, Masia Community Library and Waterberg District Library.

MINIMUM REQUIREMENTS: An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies/Science from an accredited institution of higher learning. Experience in the library environment will be an added advantage.

SKILLS AND KNOWLEDGE

Knowledge of Batho Pele principles, Public Service Regulations, policies and procedures. Administration procedures including norms and standards. Basic numeracy. Organising and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline

KEY PERFORMANCE AREAS:

Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly and annual reports. Supervise library staff.

ENQUIRIES: Ms Mothupi P.P at 015 284 4032, Mr Monakedi J 015 284 4350 and Mr Letsoalo A at 015 284 4326

REF NO : DSAC 2022/02
POST : Library assistant x 96 (1 Library Assistant per Library)
SALARY LEVEL : 04
SALARY NORTCH : R 147 459.00 plus 37% Lieu benefit (Two Months contract)

CENTRE: Aganang, Alldays, Mogalakwena, Capricorn District, Eldorado, Ga-Molepo, Lebowakgomo, Mankweng, Mogwadi, Moletjle, Morebeng, Senwabrwana, Siloe, Nirvana, Polokwane City, Seleteng, Seshego, Fedile, Ramokgopa, Westernburg, Khuvhi, Makhahlule, Ntsako Matsakali, Masisi, Litshovu, Vuwani, Makhado, Mukondeni, Musina Nancefield, Musina Public, Mutale, Nzhelele, Saseleman, Thulamela, Vhembe District Library, Modimolle Public Library, Mookgophong Town, Thabazimbi, Waterberg District, Babirwa, Bakgoma, Bela-Bela Town, Lephalale Public, Mahwelereng Public, Marapong, Northam, Rapotokwane, Roedtan, Shongoane, Thabo Mbeki/Witpoort, Vaalwater, Regorogile, Drakensig, Haenertsburg, Hoedspruit, Kgapane, Letsitele Public, Maphalle, Metz Public, Modjadjiskloof, Mulati, Shiluvane, Soetfontein Public, Tzaneen District, Tzaneen Public, Leboneng, Giyani District, Giyani Public, Xihlovo, Selwane, Gravelote, Rixile, Phalaborwa, Muyexe, Zamani / Nkuri, Makhuvu, Burgersfort Tubatse, Fetakgomo, Ga-Mapodile, Ga-Phaahla, Groblersdal, Jane Furse, Marble Hall, Orighstad, Phatanswane, Sekhukhune, Rossenekal Library, Vlakfontein, Phokwane Library.

MINIMUM REQUIREMENTS: An NQF level 4 (Grade 12) qualification as recognised by SAQA. Post matric qualification and work experience in library environment will be an added advantage. A valid driver's licence (with the exception of persons with disabilities).

SKILLS AND KNOWLEDGE :

Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's licence (except for persons with disabilities). Ability to work under pressure.

KEY PERFORMANCE AREAS:

Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library materials. Provide support services for awareness and collection development. Assist with processing of library materials to be shelved ready. Assist the librarian in the day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library programmes and events. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.

ENQUIRIES: Ms Mothupi P.P at 015 284 4032, Mr Monakedi J 015 284 4350 and Mr Letsoalo A at 015 284 4326

REF NO : DSAC 2022/04

POSITION : CLEANERS X 192

SALARY LEVEL : 02

SALARY NOTCH : R104 073 plus 37% Lieu benefit (Two Months contract)

CENTRE :Aganang x2, Alldays x2, Mogalakwena x2, Capricorn District x2, Eldorado x2, Ga-Molepo x2, Lebowakgomo x2, Mankweng x2, Mogwadi x2, Moletjle x2, Morebeng x2, Senwabrwana x2, Siloe x2, Nirvana x2, Polokwane City x2, Seleteng x2, Seshego x2, Fedile x2, Ramokgopa x2, Westernburg x2, Khuvhi x2, Makhahlule x2, Ntsako Matsakali x2, Masisi x2, Litshovu x2, Vuwani x2, Makhado x2, Mukondeni x2, Musina Nancefiled x2, Musina Public Library x2, Mutale x2, Nzhelele x2, Saselemanani x2, Thulamela x2, Vhembe District Library x2, Modimolle Public Library x2, Mookgophong Town x2, Thabazimbi x2, Waterberg District x2, Babiwa x2, Bakgoma x2, Bela-Bela Town x2, Lephalale Public Library x2, Mahwelereng Public Library x2, Marapong x2, Northam, Rapotokwane, Roedtan, Shongoane, Thabo Mbeki/Witpoort, Vaalwater x2, Regorogile x2, Drakensig x2, Haenertsburg x2, Hoedspruit x2, Kgapanne x2, Letsitele Public x2, Maphalle x2, Metz Public x2, Modjadjiskloof x2, Mulati x2, Shiluvane x2, Soetfontein Public x2, Tzaneen District x2, Tzaneen Public x2, Leboneng x2, Giyani District x2, Giyani Public x2, Xihlovo x2, Selwane x2, Gravelote x2, Rixile x2, Phalaborwa x2, Muyexe x2, Zamani / Nkuri x2, Makhuva x2, Burgersfort Tubatse x2, Fetakgomo x2, Ga-Mapodile x2, Ga-Phaahla x2, Groblersdal x2, Jane Furse x2, Marble Hall x2, Orighstad x2, Phatanswane x2, Sekhukhune x2, Rossenekal Library x2, Vlakfontein x2, Phokwane Library x2.

MINIMUM REQUIREMENTS: An NQF level 1/ AET qualification as recognised by SAQA.

SKILLS AND KNOWLEDGE

Basic numeracy, basic literacy, basic operating equipment, language skills.

DUTIES: Provision of cleaning services. Cleaning officers, corridors and boardrooms. Clean general kitchens and restrooms. Keep and maintain cleaning materials and equipment's.

ENQUIRIES: Ms Mothupi P.P at 015 284 4032, Mr Monakedi J 015 284 4350 and Mr Letsoalo A at 015 284 4326

REF NO : SAC 2022/03
POST : DRIVER/MESSENGER (MEC'S OFFICE)
SALARY LEVEL : 03
SALARY NOTCH : R124 434 (Permanent position)
CENTRE : HEAD OFFICE (POLOKWANE)

MINIMUM REQUIREMENTS: NQF level 3 (Grade 10) or equivalent as recognised by SAQA / Seven (7) to twelve (12) months relevant experience. Valid driver's Licence and Public Drivers Licence (Attached proof) Competencies: Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication.

DUTIES

Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail collection and delivery of documentation and related items in the department. Copy and fax documents and assist in the registry.

ENQUIRIES: Mr Musia 015 284 4143, Ms Ramavhanda N.D 015 284 4038