



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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

Ref: S4/1/1  
Enq: Mr Musia N  
Date: 30 November 2022

TO: ALL HEADS OF DEPARTMENTS AND STAFF  
LIMPOPO PROVINCIAL ADMINISTRATION

**ERRUTUM ON THE ADVERTISEMENT OF POST FOR REGISTRY CLERK REF NO DSAC 2022/03  
FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC) CIRCULAR NO 14 OF  
2022**

Department of **Sport, Arts & Culture** is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture as per attached "Annexure A". 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).

Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicants are to specify the centre on Z83.

The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part 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? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". 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 "refer 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 application of employment Z83, 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. The Department reserves the right to appoint.

A specific reference number for the post applied for must be quoted in the space provided on Z83 form.

Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview.

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 **28 December 2022 @13h00**.

Short-listed candidates will be subjected to a security clearance and pre-employment verifications.

Successful incumbent 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.

The contents of this Circular will also be posted on the following websites [www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za), and [www.dpsa.gov.za](http://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 Biccard Street, POLOKWANE. Enquiries: Mr Musia 015 284 4143 and Ms Ramavhanda ND 015 284 4038

  
HEAD OF DEPARTMENT  
MRS RAMOKGOPA M.D

01/12/2022  
DATE

## ERRATUM

Kindly note that the advertised through circular 14 of 2022 on the DSAC website ([www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za)) published on the 28 November 2022 has the following amendment

Position	Correction
Registry Clerk DSAC/03	No drivers licence

Ref no : DSAC 2022/03  
Post : Registry Clerk  
Salary : R 181 599 per annum (Level 5)  
Centre : Head Office: MEC s Office (Polokwane)

**Minimum Requirements:** NQF level 4 / Grade 12 Certificate. Qualifications in Records Management/ Management /Public Management / Administration will be an added advantage. Experience in the Registry environment will be an added advantage.

**Core and process Competencies:** Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management.

**Skills and Knowledge:** Reasoning and problem-solving ability, Computer literate (MS Office software package) Ability to work under pressure. Strong Interpersonal Skills. Good verbal and written communication skills.

**Duties: Key Performance Areas:** Management of records storage area, Conduct inspection and audit files according to the best model of records management, rendering of postal services, opening, sorting and registering mail, registering and franking outgoing mail, registering incoming and outgoing courier, register and distribute incoming statements and invoices, Dispatch of circulars, issuing of departmental circular number, Registering circulars, record keeping, opening files according to the approved file plan, receive and file fuel, SNT, overtime, rendering couriers services, registering incoming courier, registering outgoing courier, preparing requisition form for payment, communicate with courier company.