



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

Ref: S4/1/1
Enq: Mr Musia N
Date: 18 January 2023

TO: ALL HEADS OF DEPARTMENTS AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)
CIRCULAR NO 15 OF 2023

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. 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 new 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 **10 February @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.

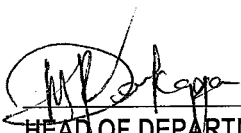
The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations.

The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

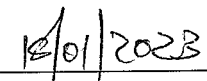
Applications should be submitted to:

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

Hand delivered at 21 Biccard Street, POLOKWANE. Enquiries: Mr Musia 015 284 4143 and Ms Ramavhanda ND 015 284 4038



HEAD OF DEPARTMENT
MRS RAMOKGOPA M.D



DATE

Ref No: 2023/01

Post: Driver (Office of the MEC)

Centre : Head Office

Salary (Level 03) : R128 166 per annum (excluding benefits)

Requirements : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and valid code 8 driver's license. Minimum of 5 years relevant experience.

Knowledge,Core and Process Competencies: Knowledge of the city (ies) in which the function will be performed. Organising skills. Well organised. Good communication and interpersonal skills. Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

Duties : Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e., log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / Branch or any other component within the Department related external parties. Ensure proper and secure control over movement of documents.

Ref No : 2023/02

Post : Food Aid

Centre: Head office

Salary (Level 02): R107196 per annum (excluding benefits)

Requirements : NQF level 1 or 2 (Abet level 2 certificate or equivalent). No working experience is required.

Knowledge, Core and Process Competencies: . Well organized. Good communication and interpersonal skills. Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

Duties: Clean kitchen utensils and equipment , Provide catering support services , Keep stock of kitchen utensils and equipment , Apply hygiene and safety measures , Maintain quality control measures of all food provided, Removal of garbage disposal , Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks) ,Setup and convey crockery, cutlery and equipment to dining areas , Serve food and beverages , Responsible for food supplies and report waste and losses.