



## DEPARTMENT OF SPORT, ARTS & CULTURE HEAD OFFICE

Ref: S4/1/1  
Enq: Ledwaba M.S  
Date: 13 March 2015  
TO: ALL HEADS OF DEPARTMENTS AND STAFF  
LIMPOPO PROVINCIAL ADMINISTRATION

CIRCULAR NO. 10 OF 2015 (HRM)

### ADVERTISEMENT OF VACANT POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

1. Applications are hereby invited for the filling of vacant posts, which exist in the Department as outlined on the attached document, **Annexure "A"**.
2. Applications must be submitted on Z83 form obtainable from any Public Service Department / Institution or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za).
3. Applications must be completed in full and be signed, and accompanied by certified copies of an identity document; educational qualifications and a comprehensive CV. Applications without the signed attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided in the form.
4. All applications should be submitted to The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549, POLOKWANE, 0700 or submitted by hand at 21 Rabe Street, POLOKWANE. Enquiries: Mr. Musia N at 015 284 4143 and Ms Ledwaba M.S at 015 284 4138. Faxed or emailed will not be considered.
5. The contents of this circular must be brought to the attention of all employees.
6. All short-listed applicants will be subjected to security clearance, verification of qualifications and must provide their original certificates of the qualification and identity Document on the day of the interviews for verification purposes.
7. Applicant (s) recommended for appointment will be subjected to all vetting procedures
8. The closing date is 10 April 2015 at 16h30. Applications received after closing date will not be accepted.
9. If you do not receive any response from us within three (3) months after the closing date, regard your application as unsuccessful.
10. DSAC is an equal opportunity and affirmative action employer. Women and people with disabilities are encouraged to apply.

  
ACTING HEAD OF DEPARTMENT

16.03.2015  
DATE

## ANNEXURE A

### **REF NO. SAC 2015/01: SENIOR MANAGER: MEC SUPPORT OFFICE.**

**SALARY** : R819 126.00 per annum (all-inclusive remuneration package)  
**LEVEL** : 13  
**CENTRE** : Head Office (Polokwane)

#### **REQUIREMENTS**

Bachelor's degree/National Diploma or equivalent qualification. Proven managerial record or experience. At least 5 years' experience at managerial level. Preparedness to work under pressure, travel extensively and work beyond normal working hours. Political relations skills. Policy analysis and development skills. Research skills. Report writing skills. Interpersonal relations skills. Strategic Capability and leadership skills. Communication skills. Problem solving and analysis. Good verbal and written communication. Facilitation and presentation skills.

#### **DUTIES**

Provide strategic management to the staff in the office of the Executing Authority. Serve as the first point of contact between the Executing Authority (EA) and the Head of Department and all other officials in the Department. Manage strategic stakeholder relations and do regular environmental scan and advise the Executing Authority accordingly. Attend high level meetings involving the Political Office bearer and take record of such proceedings. Advise on policy issues/and or ensure that appropriate advice is acquired whenever needed. Ensure proper filing and safekeeping of documents in line with MISS. Accompany the Political Office Bearer on major official functions to provide necessary support and record all commitment made by the EA for follow up. Ensure proper coordination of the Political Office Bearer's programmes. Provide strategic management of public relations, administration of office and general policy management. Manage the budget of the office.

**NOTE:** The short listed candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign a performance agreement within three months after assumption of duty and disclose financial interests within 30 days after assumption of duty.

### **REF NO. SAC 2015/02 : SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (Re-Advertised)**

**SALARY** : R819 126.00 per annum (all-inclusive remuneration package)  
**LEVEL** : 13  
**CENTRE** : Head Office (Polokwane)

#### **REQUIREMENTS**

Bachelor degree/National Diploma or equivalent qualification. At least 5 years' experience in the management environment. Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM principles and other relevant legislative frameworks. Strategic capability and leadership.



Financial management. People management and empowerment. Communication. Honesty and integrity. Planning and organising skills. Analytical thinking.

#### **DUTIES**

Oversee the Supply Chain Management (SCM) function that comprises, viz; Demand Management, Acquisition Management, Contracts Management, Asset Management, Logistics Management as well as transport and office services. Provide leadership and manage the human and financial capital within the sub-branch. A valid driver's licence.

**NOTE:** The short listed candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign performance agreement within three months after assumption of duty and disclose financial interests within 30 days after assumption of duty.

**REF NO. SAC 2015/03: SENIOR MANAGER: COMMUNICATIONS**  
**SALARY : R819 126.00 per annum (all-inclusive remuneration package)**  
**LEVEL : 13**  
**CENTRE : Head Office (Polokwane)**

#### **REQUIREMENTS**

Bachelor / Degree or relevant equivalent qualification. At least five (5) years' experience at Management level. NQF 7 and experience in Communication will be an added advantage. Excellent Communication with knowledge of Communication disciplines. Computer Literacy. Strong Interpersonal Relations. Understanding and knowledge of development communication. Knowledge of Financial Management. Project management skills. Knowledge of relevant legislations. Strategy and Policy formulation skills. Valid driver's licence

#### **DUTIES**

Provide leadership and strategic direction in the sub-branch. Develop partnership with governmental and non-governmental stakeholders towards the development of communication programmes. Promote effective management of information and information technology as a strategic resource. Oversee Research and Publications services. Oversee Events management services. Provide information campaigns at local level. Co-ordinate media liaison activities. Establish community media agencies through various communication methods. Provide information in the Department, which enhances development experiences. Manage the information Centre. Manage and control the budget of the branch. Manage the development of policies and strategies, regulations, norms and standards for the department. Align the departments information management with an information technology strategic direction. A valid driver's licence

**NOTE:** The short listed candidates will be subjected to competency assessment, security clearance and the appointed candidate will be expected to sign performance agreement and financial disclosure form within three months after assumption of duty.

**REF NO. SAC 2015/04: MEDIA LIAISON OFFICER**  
**SALARY : R532 278.00 per annum (all-inclusive remuneration package)**

**LEVEL** : 11  
**CENTRE** : Head Office (Polokwane)

### **REQUIREMENTS**

Bachelor degree/National Diploma or equivalent qualification. At least 3-5 years' experience. Prepared to travel and work under pressure. Formulation and writing of complex reports, speeches, cabinet memoranda, press releases, research and analysis, conflict resolution. Knowledge and skills in media relations and marketing communications. Good interpersonal relations. Good communication skill (both written and verbal). Customer service. Networking and building bods. Problem solving and decision making. Project Management. Team leadership. Citizen focus and responsiveness. Applied strategic thinking. Strategic capability and leadership. Honesty and integrity. Planning and organising skills. Analytical thinking.

### **DUTIES**

Support the Executive Authority in all media related activities and functions. Communicate departmental information to the media and the general public on behalf of the Executing Authority Positive projection of the Executing Authority's image and that of the Department as a whole through liaison with the media. Issue media statements and press releases to the media. Participate in determining the Executing Authority's calendar to maximise media opportunities. Participate in the development of responses to parliamentary questions, written/verbal. Interact with and assist with briefing the media based on issues raised by the Executing Authority during parliamentary sessions. Develop, implement and monitor media and publicity plans, including media briefings for the department. Provide administrative support regarding media liaison and strengthening of the Department programmes communication system. Develop proactive strategic media plans in line with corporate communication strategy. Organise, manage and facilitate media conferences in line with the media strategy. Organise media outreach activities for the Executing Authority. Monitor the implementation of media strategy, policies, guidelines and procedures. Advice management and the department on communication practices, procedures, guidelines and policies. Provide advice/recommendations for the service delivery improvements. Organise press conferences. Liaise with media officials. Compile and update guest list. Identify and source a suitable venue. Determine the dress code as per function. Draft programmes for the event.

**REF NO. SAC 2015/05** : **MANAGER: COMPETITIVE SPORT (Re-advertised)**  
**SALARY** : **R630.822.00 per annum (An all-inclusive package)**  
**LEVEL** : 12  
**CENTRE** : **Head Office (Polokwane)**

### **REQUIREMENTS**

Bachelor's degree in Sport Management, Sport Science and Recreation or any other relevant field in the area of Sport and Recreation and at least 3-5 years' experience at management level. Knowledge and understanding of the National Sport and Recreation Plan, Division of Revenue Act, and other relevant legislation. Sport event management experience Excellent Communication skills (verbal and written). Presentations skills .People management skills. Computer skills and proficiency in Microsoft office products. Excellent organisational skills. Interpersonal and customer service skills. A valid Driver's license.



## DUTIES

The successful job incumbent should provide leadership in planning, management and coordination of sport activities and club development events. Assist in the management of competitive sport camps. Assess and evaluate the operational and programme needs of all clubs. Provide support in marketing and promotion of all leagues, tournaments and events staged by the Department. Conduct training needs and facilitate all relevant training programmes. Assess community needs in the establishment and development of new sport clubs. Develop new opportunities in activities which are targeted at young people. Liaise with the Municipalities, Sport Confederations, Sport Academies and Sport Federations to ensure that there is a strategic approach in managing competitive sport which meets the requirements of the National Sport and Recreation Plan. Manage and support professional development associated with the delivery high quality competitions. Manage and coordinate the monitoring and evaluation of projects associated with the competitive sport programmes. Ensure compliance with relevant legislation, policies and procedures by all stakeholders and role-players.

## REF NO. SAC 2015/06 : MANAGER: HR RECORDS

**SALARY** : R630 822.00 per annum (all-inclusive remuneration package)

**LEVEL** : 12

**CENTRE** : Head Office (Polokwane)

## REQUIREMENTS

Bachelor degree/National Diploma or equivalent qualification. At least 3-5 years' experience and exposure in the management of the HRM environment. Strategic capability and leadership. People management and empowerment. Good communication skills (both verbal and written). Honesty and integrity. Planning and organising skills. Analytical thinking. Ability to interpret and apply policies. Good interpersonal relations. Computer literacy. Problem solving and conflict management. Ability to work independently and under pressure. Good interpersonal relations.

## DUTIES

Perform management functions in relation to the objectives of the department in line with the Advice the Senior Manager Human Resource with regard to policy and strategic human resource programmes and management. Execute duties and responsibilities delegated by the Senior Manager Human Resource. Manage and control access to all holdings in the records management unit. Manage the provision of reference serves, i.e lending of archival materials to personnel for use. Manage and monitor the appraisal and disposal of records, i.e the destruction of ephemeral records. Ensure the arrangements of transfers and retrievals to and from offsite storage spaces. Ensure efficient records management and practices by developing and implementing records management system and procedures. Manage filing system.

**REF NO. SAC 2015/07 : MANAGER: BUDGET PLANNING AND CONTROL  
(Re-advertised)**

**SALARY** : **R532 278 per (An all-inclusive remuneration package)**  
**LEVEL** : **11**  
**CENTRE** : **Head Office (Polokwane)**

#### **REQUIREMENTS**

A Bachelor's degree or a National Diploma in Financial Management / Management Accounting or any other relevant qualification. 3-5 years' experience at management level. Knowledge of budget and financial management, Computer Literacy in MS word, MS Excel, BAS and PERSAL. An understanding of the Public Finance Management Act, the Division of Revenue Act and Treasury Regulations. Ability to work well under pressure and with a spectrum of stakeholders is essential. Conceptual, analytical, presentation, report writing, coordination, problem solving and negotiation skills are essential. A valid driver's licence.

#### **DUTIES**

Develop, maintain and implement appropriate budgeting systems to ensure effective, efficient and economical management of financial resources. Monitor expenditure against budget. Prepare monthly reports on performance and variance analysis for all programmes and submit to the Chief Financial Officer. Assist with the strategic and operational matters in the budget section. Monitor and report on Conditional Grant expenditure and performance in accordance with the PFMA and Treasury Regulations. Strengthen internal controls related to budgeting and financial reporting. Coordinate and submit Medium Term Expenditure Framework (MTEF), rollovers, adjustment estimates. Advise on possible over/underspending on a monthly basis. Ensure compliance with the provisions of the Public Finance Management Act. Review and analyse financial statements and business plans.

**REF NO. SAC 2015/08 : MANAGER: HUMAN RESOURCE MANAGEMENT**  
**SALARY** : **R532 278.00 per annum (all-inclusive remuneration package)**  
**LEVEL** : **11**  
**CENTRE** : **Head Office (Polokwane)**

#### **REQUIREMENTS**

Bachelor degree/National Diploma or equivalent qualification. At least 3-5 years' experience at management level and exposure in the management of the HRM environment. Knowledge of the BCEA, OHSA, PFMA, Public Service Act, Public Service Regulations, LRA, SDA, HR Strategies and trends and Batho Pele Principles and other relevant legislative frameworks. Strategic capability and leadership. People management and empowerment. Good communication skills (both verbal and written). Honesty and integrity. Planning and organising skills. Analytical thinking. Ability to interpret and apply policies. Good interpersonal relations. Computer literacy. Problem solving and conflict management. Ability to work independently and under pressure. Project management skills. Knowledge of HR matters. Planning and organising. Policy formulation

#### **DUTIES**

Manage, monitor and control the implementation of the Departmental establishment / organisational structure. Manage the provisioning of personnel / staff of the Department (recruitment, selection, placements and transfers). Manage and ensure the effective



implementation the conditions of serve and benefits. (Performance management system and promotions, leave management, state guarantees and housing subsidy for Home owners, medical allowances, service terminations (e.g retirement, resignations ill health and death), resettlement and relocations, recognition of long service , recognition of higher qualification. Ensure proper utilisation of the Personnel Budget. Manage the development and implementation of Human Resource Policies and procedures for the department. Plan and coordinate Human Resource matter. Ensure provision of staff to other directorate. Ensure that enquiries to request from members of staff are addressed timeously and politely. Serve as support staff to other directorate.

REF NO.	SAC 2015/09	DEPUTY MANAGER : SALARIES AND ACCOUNTS
SALARY	:	R270 804 per annum
LEVEL	:	09
CENTRE	:	Head Office (Polokwane)

## REQUIREMENTS

Bachelor Degree or National Diploma in Commerce/Financial Management. A minimum of 3-5 years practical experience in Financial Management working with Salary administration. A valid driver's licence. Knowledge and understanding of the Persal system (Certificate or results for Persal Training should be attached). Good Communication skills (both verbal and written) and group dynamics. Knowledge of PFMA, Treasury regulations and BAS. Computer literacy in MS Word, MS Excel, MS Power Point

## DUTIES

Control Persal salary administration, register Persal users and allocate functions. Management of Payroll of the Department. Process payroll transactions. Develop salary payment processes and procedures. Handle salaries suspense accounts. Clear Persal exceptions before month-end closure of books. Management of payment for salaries and supplementary allowance. Management of distribution and return of payroll as prescribed in the Treasury Regulations. Reconcile monthly payment made to SARS and departmental accounts. Clear Persal exceptions. Administer deductions and prepare manual s of the IRP5 reports. Clear EBT rejection of payroll . Maintain salaries ABC limits. Process Accounts transactions. Management of human and financial capital in the division.

Ensure closure of books on a monthly basis. Clear suspense accounts and prepare monthly Suspense reports. Clear Pay Master General Accounts (PMG) exceptions. Ensure that Departmental Cash Flow is managed properly. Prepare monthly, quarterly and annual financial statements. Prepare Bank Reconciliation Statements. Prepare and capture journal entries. Prepare and capture journal entries. Prepare monthly Fund Requisition for submission to Provincial Treasury. Consolidate annual Cash Flow Projections

REF NO. SAC 2015/10	:	DEPUTY MANAGER: MONITORING AND EVALUATIONS
SALARY	:	R270 804 per annum
LEVEL	:	09

## REQUIREMENTS

Bachelor Degree or National Diploma or equivalent qualifications. A minimum of 3-5 years at the supervisory level. Computer literacy in MS Word, MS Excel, MS Power Point. Good communication skills written and verbal. Knowledge of procedures for auditing and evaluating development programmes/projects and impact analysis. Sound knowledge of various aspects of government policies. Customer sharing and negotiations of service Level Agreements.

## DUTIES

Monitoring and evaluation of eh implementation of Strategic departmental programmes. Ensure implementation of M&E system. Coordinate meetings pertaining to monitoring and evaluation. Report on the functioning of M&E system. Coordination of impact analysis for the strategic departmental programmes towards informing departmental planning process. Ensure that relevant measures are taken to endure progress. Monitor and evaluate the progress in relation to the PGDS and IDP's to inform the Planning process. Monitor budget in relation to progress made with departmental projects. General advice and support and info sharing.

**REF NO. SAC 2015/11 : DEPUTY MANAGER : RESEARCH AND PUBLICATIONS**  
**SALARY : R270 804 per annum**  
**LEVEL : 09**  
**CENTRE : Head Office (Polokwane)**

## REQUIREMENTS

Appropriate Bachelor Degree or National Diploma or equivalent qualification. A minimum of 3-5 years' experience at supervisory level. A valid driver's licence. Good Communication skills (both verbal and written) and group dynamics. Computer literacy in MS Word, MS Excel, MS Power Point. Knowledge of relevant legislative framework. Good interpersonal relations.

## DUTIES

Managing the corporate image and indent of the department. Branding departmental events, ensure that the corporative identity is used in all communication tools. Branding the department at national events as well as provincial events. Development of corporate communication material. Conduct on a regular basis research (Qualitative and Quantitative). Writing articles for departmental publications. Information dissemination.

**REF NO. SAC 2015/12 : STATE ACCOUNTANT FINANCIAL REPORTING**  
**SALARY : R183 438.00**  
**LEVEL : 07**  
**CENTRE : Head Office (Polokwane)**

## REQUIREMENTS

Matric or Bachelor Degree or National Diploma in Commerce/Financial Management/Accounting. A minimum of 3 or 5 year experience in preparation of financial statements, bank reconciliation statements and clearing of suspense accounts. Knowledge of PFMA, Treasury regulations and BAS. Computer literacy in MS Word, MS Excel, MS Power Point. A valid



driver's licence. Knowledge of BAS. Understanding of financial Accounts. Knowledge of sector budgeting and strategic planning. Supervisory skills. Good Communication skills (written and verbal).

#### **DUTIES**

Facilitate management of financial system. Clearing of suspense accounts. Administer bookkeeping and interim financial reports on accordance with PFMA. Compilation of financial reports for management committees. Analyze budget variances on expenditure. Maintain strategic financing plan. Facilitation in the allocation of departmental budget. Facilitate the planning and organizing of departmental budget. Reconcile budget with expenditure. Compiling of the MTEF budget in line with provincial priorities and the strategic direction of the department. Report expenditure and revenue exceptions. Maintain books of accounts and registers.

<b>REF NO. SAC2015/13</b>	<b>:</b>	<b>CULTURAL OFFICER</b>
<b>SALARY</b>	<b>:</b>	<b>R 183 438.00</b>
<b>Level</b>	<b>:</b>	<b>07</b>
<b>CENTRE</b>	<b>:</b>	<b>Vhembe District</b>

#### **REQUIREMENTS**

Matric or Bachelor's degree/National Diploma in Arts or equivalent qualification. 3 year experience. Knowledge of relevant Government prescripts. Good verbal and written communication skills Planning and organizing skills. Basic computer skills. Project planning and report writing skills. Problem solving skills. Good interpersonal relationship. Ability to work under pressure.

#### **DUTIES**

Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provides professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Compile budget inputs and reports.

<b>REF NO. SAC 2015/14</b>	<b>:</b>	<b>ADMIN OFFICER: TRANSPORT</b>
<b>SALARY</b>	<b>:</b>	<b>R 183 438.00</b>
<b>LEVEL</b>	<b>:</b>	<b>07</b>
<b>CENTRE</b>	<b>:</b>	<b>Head Office (Polokwane)</b>

#### **REQUIREMENTS**

Matric or Degree/Diploma or equivalent qualification. 3 year experience. Knowledge of transport and logistics management. Computer literacy (MS Word, MS Excel). Knowledge of Transport policy and PFMA. Valid driver's licence code 8 /EB driver's licence

#### **DUTIES**

Prepare log sheet for payment of Government Owned Vehicles. Inspection of government vehicles. Safe custodian of keys and petrol cards. Arrangement of services for state vehicles. Renewal of licences. Administer of fleet asset register

**POST SAC 2015/15 : ADMIN OFFICER: ARTS & CULTURE**  
**SALARY : R 183 438.00**  
**LEVEL : 07**  
**CENTRE : Head Office (Polokwane)**

#### **REQUIREMENTS**

Matric or Degree/Diploma or equivalent qualification. 3 year experience Knowledge of Public Service administration Procedures and Policies. Change Management/ Diversity Management. Knowledge of Batho Pele Principles. Good Communication skills (written or verbal). Client orientation skills. Liaison skills. Network, record management. Sound administrative skills. Sound interpersonal relations. Applied technology. Computer literacy in MS Word, MS Power point

#### **DUTIES**

Maintain and update visual arts database. Record new incoming matters on visual arts. Render secretarial function. Travel arrangements and payment for staff within visual arts. Organise meetings and workshops. Render administrative functions in the sub-branch. Type documents / correspondences. Record-keeping of visual arts correspondences. Update and maintain commitment register. Ensure the application of visual arts procedures. Provide logistical series during visual arts festivals, workshops and conferences. Facilitate visual arts exhibitions and marketing. Monitor and coordinate the implementation of crafts programmes. Engage in preparations for film and video programme.

**REF NO. SAC 2015/16: PERSONAL ASSISTANT TO HOD**  
**SALARY : R 183 438.00**  
**LEVEL : 07**  
**CENTRE : Head Office (Polokwane)**

#### **REQUIREMENTS:**

Matric or Bachelor' Degree will be an added advantage. Knowledge of Customer service. 1 year experience. Advanced computer literacy. Knowledge of office administration. Time management skills. Planning and organizing skills. Communication (verbal and written skills). Interpersonal management skills

#### **DUTIES**

Perform a variety of administrative tasks pertaining to giving support to the HOD, e.g. receiving and referral of correspondence to other programmes as requested by the HOD and maintain contacts database. Make follow-ups on outstanding reports from colleagues. Perform tasks of a personal and secretarial nature for the HOD such as screening correspondence, calls, bookings and appointments. Manage both electronic and paper diary. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general



professional atmosphere at all times. Develop and maintain a system for storage and prompt retrieval of information and track incoming and outgoing mail.

**REF NO. SAC 2015/17 : RECORDS OFFICER**  
**SALARY : R 183 438.00**  
**LEVEL : 07**  
**CENTRE : Head Office (Polokwane)**

#### **REQUIREMENTS**

Matric or Bachelor's Degree/Diploma in Human Resource Management/ or any relevant qualification. Extensive experience in Human Resource Records. Excellent communication skills (both verbal and written), computer literacy in MS Word, MS Excel, MS PowerPoint and Internet. Ability to work under pressure.

#### **DUTIES**

Management of incoming and outgoing HR records, Management of folio numbering on MS Excel, maintenance of staff file plan, maintenance of filing system, Implementation of disposal programmes, Filing of documents in relevant personnel files, Transfer of HR records and / files.

**REF NO. SAC 2015/18 : LIBRARIAN**  
**SALARY : R183 438.00**  
**LEVEL : 07**  
**CENTRE : Sekhukhune District Library**

#### **REQUIREMENTS**

Bachelor's degree/National Diploma in library and Information studies/science. Two years' experience in a library environment. Computer skills and proficiency in Microsoft office products. Knowledge and understanding of relevant prescripts, legislation, procedure and processes of librarianship. Report writing. Written and verbal communication.

#### **DUTIES**

Coordination of library and information services in the district. Cataloguing, classification of library materials. Conduct stock taking of library materials, manage assets and collection development. Market and promote library services to the community. Implementation of library and information management system. Perform administrative and supervisory services. Provide in-house training to service point staff. Manage all library assets.

**REF NO. SAC 2015/19: LIBRARY ASSISTANT**  
**SALARY : R 87 330.00**  
**LEVEL : 03**  
**CENTRE : SEKHUKHUNE DISTRICT**

#### **REQUIREMENTS**

Matric or equivalent qualification at a recognised institution of basic education, Computer literate in MS Office suite and Internet, knowledge of library and information matters will be an

added advantage, organising skills. Analytical thinking. Customer care. Creative thinking. Problem solving skills. Communication skills (verbal and written). Ability to work under pressure and report writing skills.

#### **DUTIES**

Handle the Library materials exchange process. Handle administrative support services. Shelving and shelf reading of library materials. Assisting with stock taking of library materials. Assist in executing library programme. Handle processing of library materials to be shelved ready.

**REF NO. SAC 2015/20 : DRIVER / MESSENGER (HOD)**  
**SALARY NOTCH : R103 494**  
**LEVEL : 04**  
**CENTRE : Head Office (Polokwane)**

#### **REQUIREMENTS**

Matric / Senior Certificate or equivalent qualifications. Communication skills (written and verbal). Valid driver's licence. Knowledge of procedures to operate a motor vehicle e.g. procedures to obtain trip authority, complete the log books of motor vehicle, obtain consumables (petrol) and obtain basic services (fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. How and for what purposes can the motor vehicle be utilised and the requirements for the storage of the vehicle. Knowledge of procedures to ensure that the motor and retrieval procedures. Understanding the work in Registry.

#### **DUTIES**

Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do the routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and goods handled. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

**REF NO. SAC 2015/21 : GENERAL WORKER X 3**  
**SALARY NOTCH : R 73 044.00**  
**LEVEL : 02**  
**CENTRE : MUTI WA VA-TSONGA**

#### **REQUIREMENTS**

Basic literacy. ABET will be an added advantage. Experience in general work. Knowledge of Utilising cleaning equipment's or materials. Carry out other duties given by the supervisor

#### **DUTIES**

Load and off-load furniture and any other goods to the relevant destination. Carry out other duties given by the supervisor. Ensure that building is clean outside and inside, clean government vehicles.

**REF NO. SAC 2015/22 : CLEANER**



**SALARY NOTCH** : **R 73 044**  
**LEVEL** : **02**  
**CENTRE** : **Vhembe District**

**REQUIREMENTS:**

Basic literacy. ABET will be an added advantage.

**DUTIES**

Cleaning inside and outside the building. Knowledge of cleaning material / equipments.