



dcstm

Department:  
Community Safety and Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



## HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building  
Albert Luthuli Road  
Mafikeng, 2745  
P/Bag X 19 Mmabatho 2735  
Tel:

### VACANCY CIRCULAR NO. 04 OF 2020/2021 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

**APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Maitseo Sebigi.**

**Note Well: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified).** The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za).

**The copies of all qualification(s)/required documents must be originally certified which include certified copy of RSA ID document/National Identity card. A recent updated Comprehensive CV with at least names of three (3) referees with current contact details is required. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered.**

All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his/her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. **Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.**

**CLOSING DATE: 23/04/2021 AT 15H30**



"Together we move North West Province Forward"

**DIRECTORATE : FINANCIAL MANAGEMENT**  
**POST : ASSISTANT DIRECTOR- SALARIES**

**This is a re-advertisement; candidates who previously applied are encouraged to re-apply.**

**REF : 37/2020/21**  
**SALARY : R376 596 pa (SL 09)**  
**CENTRE : HEAD OFFICE (MMABATHO)**

**REQUIREMENTS:** Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Financial Management/Accounting/Internal Audit/Cost and Management Accounting/Business Management/Public Administration. Three (3) to Five (5) years experience in Salaries Unit, of which Two (2) years must be at supervisory level. Proof of training on Persal Certificate (**Introduction and Salary Administration**). **Persal Controllers Certificate will be an added advantage.** Valid Driver's Licence. **KNOWLEDGE:** Profound knowledge in Accounts Reconciliation. Knowledge of Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). Knowledge of government transversal systems (**PERSAL & BAS**). **SKILLS:** Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure.

**DUTIES:** Processing of allowances on Persal. Approval and authorization of suspense file transactions and verification with source documents. Ensure recovery of overpayment. Handling all salary related enquiries. Conduct payment reconciliation. Serve as Persal Salary Controller. Manage review of activities of Persal users as dictated by National Treasury, Provincial Treasury and departmental management. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.

**Enq: Ms Galefele Mooketsi, Tel Nr. (018) 200 8098**

**DIRECTORATE : STRATEGIC PLANNING MONITORING AND EVALUATION**  
**POST : ASSISTANT DIRECTOR- EVALUATION (ONE YEAR EMPLOYMENT CONTRACT)**  
**REF. NO : 38/2020/21**  
**SALARY : R376 596 pa (SL 09)**  
**CENTRE : HEAD OFFICE – MMABATHO**

**REQUIREMENTS:** Grade 12 or equivalent plus, Three (3) years Degree in Social Sciences/Economics/Public Administration/ Statistics coupled with minimum experience of one (1) to two (2) years in Research or Honours Degree in Statistics. Valid driving license. **KNOWLEDGE:** Understand government systems in relation to the evaluation. Knowledge of Public Finance Management Act (PMFA). Understand ethical issues relating to evaluation, including potential or actual conflict of interest. **SKILLS:** Computer Literacy. Strong Project Management skills. Research Skills. Interpersonal Skills and presentation skills. Report Writing Skills. Communications skills. Conflict Management Skills. Policy Analysis and Evaluation. Ability to manage different stakeholders.



**DUTIES:** Conduct research/collect evidence and analysis of evidence. Manage evaluation resources to deliver high quality evaluation and related objectives on time and to appropriate standards. Compile reports.

**Enq: Mr M. Moiloa, Tel Nr: 018 200 8376**

**DIRECTORATE : LAW ENFORCEMENT**  
**POST : CALL CENTRE AGENT**  
**REF. NO : 39/2020/21**  
**SALARY : R 208,584 pa (SL 06)**  
**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent. Call Centre Certificate or equivalent plus one (1) to two (2) years experience in a customer care environment/field. **Must be willing to work shifts.**

**KNOWLEDGE:** Sound knowledge of mandate of the Department. Knowledge of principles and processes for providing customer and personal services. Knowledge of how and from whom to obtain additional information. Knowledge of administrative and clerical procedures and systems. Knowledge of procedures for receiving, responding to and managing request/enquiries. Knowledge in contact centre operations.

**SKILLS:** Computer literacy (intermediate/advanced) in the following applications MS-word, Excel, PowerPoint, MS-outdoor and internet and typing skills. Telephone etiquette skills. Good communications (verbal & written) and listening skills, good interpersonal Relationship, ability to work under pressure and to be prepared to work shifts. Must be fluent in Setswana and English. Problem solving, analytical thinking.

**DUTIES:** Answer all incoming calls. Handle all telephone enquiries. Attend general office administration. Attend to service delivery complaints against the South African Police Service (SAPS). Verify eNaTIS information. Provide coordination of first respondents to incidents and accidents. Provide coordination of accident and incidents statistics. Assist during the situation analysis.

**Enq: M. Madiehe, Tel Nr 018 381 9185**

**DIRECTORATE : GOVERNMENT MOTOR FLEET**  
**POST : ADMINISTRATION CLERK (LOGSHEET ADMINISTRATION DIVISION)**  
**REF. NO : 40/2020/21**  
**SALARY : R173 703 pa (SL 05)**  
**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent. One (1) to two (2) years working experience in Fleet environment. **KNOWLEDGE:** Knowledge of Public Service Policies and legislation. Transport Circular No. 4 of 2000. Public Finance Management Act (PFMA). Performance Management Development System (PMDS). **SKILLS:** Computer literacy in (Ms Word and Excel). Good interpersonal relationship skills and Team work. Good communication skills (verbal & written communication). Ability to work independently and under pressure.

**DUTIES:** Attend and record all submitted log-sheets from various user Departments. Capture submitted log-sheets. Check Vehicle Management System (VMS) reports such as Transaction, Trial and Final report. Attend to queries arising from kilometres. Perform administration duties and filing of captured log-sheets for each vehicle per its file.

**Enq: Ms. M.E Mogogane, Tel No. (018) 200 8230**



**DIRECTORATE** : **GOVERNMENT MOTOR FLEET**  
**POST** : **ADMINISTRATION CLERK-LOGSHEET DIVISION**  
**REF NO** : **41/2020/21**  
**SALARY** : **R173 703 pa (SL 05)**  
**CENTRE** : **NGAKA MODIRI MOLEMA DISTRICT – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent. One (1) to two (2) years working experience in log-sheet administration. **KNOWLEDGE:** Knowledge of Public Service Policies and legislation. Transport Circular No. 4 of 2000. Public Finance Management Act (PFMA). **SKILLS:** Computer literacy in (Ms Word and Excel). Good interpersonal relationship and Team work. Good communication skills (verbal & written communication). Ability to work independently and under pressure.

**DUTIES:** Attend completed log-sheet by drivers to ensure that kilometers travelled versus trips tally with fuel used on vehicles. Submit vehicle log-sheets to Head Office on monthly basis. Administer district pool and carry out transport administrative duties within the District. Update and manage the District Vehicle Asset Register. Perform all administrative duties and filing of captured log-sheets for each vehicle per its file.

**Enq: Mr K.G. Seagiso: Tel No: (018) 388 9200**

**DIRECTORATE** : **SUPPLY CHAIN MANAGEMENT**  
**POST** : **SUPPLY CHAIN MANAGEMENT CLERK (ASSET MANAGEMENT)**  
**REF** : **42/2020/21**  
**SALARY** : **R 173 703p.a (SL 05)**  
**CENTRE** : **HEAD OFFICE- MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent, and at least 1-2 years working experience in Asset management. A valid driver's license will be an added advantage. **COMPETENCIES:** Computer literacy, Knowledge of Walker financial system, Understanding the application of Treasury regulations, Supply Chain Management Prescripts, Public Financial Management Act (PFMA).

**DUTIES:** Render asset management clerical support. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components, individuals and paste inventory lists in all offices. Perform asset verification; identify redundant, non-serviceable and obsolete equipment for disposal. Bar-coding of newly acquired assets. Updating asset register locations.

**Enq: Ms. B Modise Tel: 018 200 8146**



**DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

**POST : SUPPLY CHAIN MANAGEMENT CLERK: INVENTORY MANAGEMENT**

**REF : 43/2020/21**

**SALARY : R173 703 pa (SL 05)**

**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate or equivalent. One (1) to two (2) years relevant experience in Supply Chain Management, preferably in Logistics Unit. Knowledge of Legislations/Acts governing SCM. Knowledge of Batho Pele Principles. Maintain good working relationships and communication with Colleagues and other stakeholders. Knowledge of Public Service Regulations. **SKILLS:** Computer literacy (Ms Word and Excel). Good interpersonal relationship skills and Team work.

**DUTIES:** Receive LD13/Requisition forms for stationery from end users and record them. Updating of bin cards and stock cards. Issuing of stock and Compile monthly issued statics report. Filling of SCM records. Prepare requisition form for replenishing stock items. Assist during stocktaking. Receiving and issuing of stock.

Enq: Ms. A. Makhunga, Tel Nr. (018) 200 8087

**DIRECTORATE: STRATEGIC SUPPORT SERVICES**

**POST : REGISTRY CLERK (EMPLOYEE RECORDS)**

**REF. NO : 44/2020/21**

**SALARY : R 173 703 pa (SL 05)**

**CENTRE : HEAD OFFICE – MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate or equivalent coupled with one (1) to two (2) years experience in Employee Records Management. **KNOWLEDGE:** Knowledge of Registry duties. Practices as well as the ability to capture data and operate computer. Knowledge and understanding of the Legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Registry. Public Service Prescripts, **SKILLS:** Computer literacy, Good interpersonal relationship skills, Planning and organizing skills. Report writing skills. Able to work independently and as part of the team.

**DUTIES:** Provide Registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and Record management service. Process document for archiving and disposal.

**Enq: Ms M Malatji, Tel Nr (018) 388 3493**



**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **ADMINISTRATION CLERK**  
**REF NO** : **45/2020/21**  
**SALARY** : **R173 703 pa (SL5)**  
**CENTRE** : **MADIKWE, KOSTER TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

**DUTIES:** Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

**Enq: Ms. E Mamogale Tel. Nr. (014) 594 0763/5**

**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **ADMINISTRATION CLERK**  
**REF NO** : **46/2020/21**  
**SALARY** : **R173 703 pa (SL5)**  
**CENTRE** : **WOLMARANSSTAD TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

**DUTIES:** Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

**Enq: Mr PS Coodi, Tel, 018 293 6546**



**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **ADMINISTRATION CLERK**  
**REF NO** : **47/2020/21**  
**SALARY** : **R173 703 pa (SL5)**  
**CENTRE** : **CHRISTIANA TRAFFIC STATION**

**REQUIREMENTS:** Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

**DUTIES:** Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

**Enq: Ms F Julius, Tel no.053 927 4005**

**DIRECTORATE** : **LAW ENFORCEMENT**  
**POST** : **ADMINISTRATION CLERK**  
**REF NO** : **48/2020/21**  
**SALARY** : **R173 703 pa (SL5)**  
**CENTRE** : **DITSOBOTLA TRAFFIC STATION X 2**

**REQUIREMENTS:** Grade 12 certificate or equivalent. One (1) to two (2) years experience in Road Traffic Administration field. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

**DUTIES:** Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

**Enq: Mr JM Ntamu, Tel No.018 381 9184**



**DIRECTORATE** : **TRANSPORT ADMINISTRATION AND LICENSING**  
**POST** : **ACCOUNTING CLERK**  
**REF NO** : **49/2020/21**  
**SALARY** : **R173 703 pa (SL5)**  
**CENTRE** : **ITSOSENG, GANYESA(X 2) REGISTERING AUTHORITY**

**REQUIREMENTS:** Grade 12 certificate or equivalent coupled with one (01) to two (2) years experience in Revenue Environment. **KNOWLEDGE:** Public service Prescripts, National Road Traffic Act 93 of 1996, Public Financial Management Act, Treasury Regulations, and other Service related Legislation. **SKILLS:** Computer literacy, Good verbal and written communication skills, planning and organizing skills, Ability to work under pressure, Problem solving skills and decision making, Customer/Client orientated.

**DUTIES:** Registration and licensing of motor vehicles. Receive cash from the customers. Perform daily reconciliation balancing and submit to the Supervisor. Account for allocated face value documents on a daily basis. Perform routine duties as directed by the supervisor. Filing of receiving application document. Prepare application documents of sensitive transactions from clients to Help Desk approval. Account for the cash float received. Ensure compliance of NRTA 93 of 1996.

**Enq: Ms. I. Senokwane, Tel. Nr. (018) 388 1231**

**DIRECTORATE** : **GOVERNMENT MOTOR FLEET**  
**POST** : **ADMINISTRATION CLERK-VEHICLE ACCIDENT MANAGEMENT**  
**REF. NO** : **50/2020/21**  
**SALARY** : **R173 703 pa (SL5)**  
**CENTRE** : **BOJANALA GOVERNMENT GARAGE**

**REQUIREMENTS:** Grade 12 Certificate or equivalent. One (1 to two (2) years experience in Fleet Management. **KNOWLEDGE:** Knowledge of Public Service Prescripts. Employment Equity Act. Labour Relation Act. Performance Management Development System. **SKILLS:** Planning, facilitation and coordination skills. Report writing skills. Computer literacy. Verbal and written Communication Skill. High Level of Confidentiality.

**DUTIES:** Administration of vehicles involved in accident, compile monthly accident reports, loading of pre authorisation, updating of accident register, Keep and maintain the filing system for the component. Liaise with the merchants and the bank, administrative duties that would assist in improving service delivery

**Enq: Ms Nonyana R.M 087 086 6015**





**DIRECTORATE : LAW ENFORCEMENT**  
**POST : GARDENER/GROUNDSMAN/GROUNDSWOMAN**  
**REF. NO : 51/2020/21**  
**SALARY : R102 534 pa (SL 02)**  
**CENTRE : DR RUTH SEGOMOTSI MOMPATI- TAUNG STATION**

**REQUIREMENTS:** Abet Education with one (1) to two (2) years working experience in the gardening environment. **KNOWLEDGE:** Ability to operate cleaning equipments as well as cleaning the yard. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and, basic numeracy (ability to count). Reliable, hard working and trustworthy. Ability to function in a team work.

**DUTIES:** Maintain a clean, healthy and safety environment, and cutting of garden grass, removal of weeds from lawn, cleaning of the yard and surroundings, pruning and watering of trees and flowers. Perform any other additional duties as delegated by the supervisor from time to time.

**Enq: Ms. F Julius, Tel no.053 927 4005**

**DIRECTORATE : HUMAN RESOURCE MANAGEMENT**  
**POST : COMMERCIAL CLEANER**  
**REF NO : 52/2020/21**  
**SALARY : R102 534 pa (SL 2)**  
**CENTRE : OCCUPATIONAL HEALTH & SAFETY DIVISON X 2**

**REQUIREMENTS:** Abet Education, with one (01) to two (2) years cleaning experience. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.

**Enq: Ms J Mpunzi, Tel No. 018 200 8309**



**DIRECTORATE : LAW ENFORCEMENT**  
**POST : COMMERCIAL CLEANER**  
**REF NO : 53/2020/21**  
**SALARY : R102 534 pa (SL 2)**  
**CENTRE : DR KENNETH KAUNDA- POTCHEFSTROOM STATION**

**REQUIREMENTS:** Abet Education, with one (01) to two (2) years cleaning experience.  
**KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.  
**Enq: Mr PS Coodi, Tel, 018 293 6546**

**DIRECTORATE : LAW ENFORCEMENT**  
**POST : COMMERCIAL CLEANER**  
**REF NO : 54/2020/21**  
**SALARY : R102 534 pa (SL 2)**  
**CENTRE : BOJANALA DISTRICT - MORETELE STATION**

**REQUIREMENTS:** Abet Education, with one (01) to two (2) years cleaning experience.  
**KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.  
**Enq: Ms E Mamogale, Tel, 014 594 0763/5**



**DIRECTORATE : LAW ENFORCEMENT**  
**POST : COMMERCIAL CLEANER**  
**REF NO : 55/2020/21**  
**SALARY : R102 534 pa (SL 2)**  
**CENTRE : NGAKA MODIRI MOLEMA - MONTSHIOA STATION**

**REQUIREMENTS:** Abet Education, with one (01) to two (2) years cleaning experience. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.

**Enq:Mr FTM Letanke, Tel No.018 384 0926**

**DIRECTORATE: OPERATOR LICENSE & PERMITS**  
**POST : COMMERCIAL CLEANER**  
**REF NO : 56/2020/21**  
**SALARY : R102 534 pa (SL 2)**  
**CENTRE : OPERATOR LICENSE & PERMITS (NMM)**

**Requirements:** Abet Education, with one (01) to two (2) years cleaning experience. **Knowledge:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.

**Enq: Ms B Bopalamo Tel, 018 388 5314/16**



**DIRECTORATE:** GOVERNMENT MOTOR FLEET  
**POST :** COMMERCIAL CLEANER  
**REF NO :** 57/2020/21  
**SALARY :** R102 534 pa (SL 2)  
**CENTRE :** GOVERNMENT MOTOR FLEET ADMINISTRATION (NMM) X2,

**Requirements:** Abet Education, with one (01) to two (2) years cleaning experience. **Knowledge:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.  
**Enq: Mr K.G. Seagiso: Tel No: (018) 388 9200**

**CHIEF DIRECTORATE:** TRANSPORT OPERATIONS  
**POST :** COMMERCIAL CLEANER  
**REF NO :** 58/2020/21  
**SALARY :** R102 534 pa (SL 2)  
**CENTRE :** PILANESBURG AIRPORT

**Requirements:** Abet Education, with one (01) to two (2) years cleaning experience. **Knowledge:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.  
**Enq: Mr Padi M Tel (014) 552 1261**



**DIRECTORATE** : **LEGAL SERVICES**  
**POST** : **COMMERCIAL CLEANER**  
**REF NO** : **59/2020/21**  
**SALARY** : **R102 534 pa (SL 2)**  
**CENTRE** : **HEAD OFFICE**

**Requirements:** Abet Education, with one (01) to two (2) years cleaning experience. **Knowledge:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **Skills:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

**Duties:** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilets paper is in place, Preparing tea for the Manager's guests.

**Enq: Ms J Mpunzi, Tel No. 018 200 8309**

