



DEPARTMENT OF
HEALTH



S4/1/1
ENQ: SEBAKE RL
TEL: 015 293 6426

TO: ALL QUALIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO. 61 OF 2025

ADVERTISEMENT OF EXPANDED PUBLIC WORKS PROGRAMME [EPWP] POSITIONS IN THE DEPARTMENT OF HEALTH FOR A PERIOD UP TO 31 MARCH 2026

1. Applicants are hereby invited from suitable qualified candidates for EPWP work opportunities up to 31 March 2026.
2. Applications should be submitted on Z83 obtainable from any government institution and must be accompanied by copies of required qualifications, Identity document and comprehensive CV.
3. Shortlisted candidates will be required to come for interview, at which time, certified copies of all relevant qualifications and a copy of ID must be submitted.
4. Applicants should complete separate applications where more than one centre is applied for.
5. **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 details of Part A, Part C and Part D must 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 details 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
6. Successful candidates will be expected to work eight [8] hours per day.
7. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only.

8. **NB: Applicants responding to this circular should quote on the Z83 form, the CIRCULAR NUMBER [61] or post number as the reference number.**
9. The Department reserves the right not to fill any advertised posts.
10. **To apply, click the link next to the post you are applying for and follow the instructions.**
11. **The closing date for the advert is 28 NOVEMBER 2025**

General enquires about advertised posts should be directed to Ms Sebake RL /Ms Mompei MM at 015 293 6126/6426 and Ms Sebola MF/Mr Mashao A at 015 293 6002/6074 during office hours.



HEAD OF DEPARTMENT: DR NDWAMATO NN

14/11/2025
DATE

POSITION NO. 1: EPWP U-FILLING ASSISTANT = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRE: Head Office [01]

REQUIREMENTS: (A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- An undergraduate qualification at NQF Level 6 will be an added advantage.
- Computer literacy.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Patient Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases of HAST cadres, various records, reports and documents.

INSTITUTION [NO. OF POSTS]	APPLICATION LINK
Head Office [1]	Click Here

POSITION NO. 2: ADMIN ASSISTANT: EXPANDED PUBLIC WORKS PROGRAMME REPORTING SYSTEM [EPWP-RS] = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRE: Head Office [Chief Directorate: Infrastructure Management]

REQUIREMENTS: (A) Qualifications and Competencies

- Minimum requirements:
 - Grade 12/ Senior Certificate or equivalent qualification at NQF Level 4.

- Certificate/ Diploma or Degree in Administration/ or Statistical Information Science.
- Experience in Data Mining, Capturing & Analysis.
- Minimum of one [1] year experience in usage of Data Management packages/ Microsoft packages [especially Excel].

(B) Knowledge and Skills:

- Develop and maintain EPWP reports.
 - Ability to work at a fast pace, under pressure and with attention to detail and accuracy.
 - Capture monthly progress reports on the EPWPRS.
 - Provide exceptional reports on data received and captured.
 - Reconcile reports received/ expected and advice supervisor on outstanding reports.
 - Ensure confidentiality on all collected and stored data.
 - Problem solving, Planning, organising and decision-making skills.
 - Conflict resolution and good interpersonal skills.
 - Ability to speak, read and write English. and any other local language.
- ❖ **Shortlisted candidates will be expected to undergo a practical test in computer skills as part of the selection process.**

KEY PERFORMANCE AREAS:

- On time Data capturing verification and sending reports timeously to the relevant level.
- Organize and manage all records and documents in prescribed formats i.e soft copies and files.
- Maintain databases appropriate to the various records, reports and documents.
- Data capturing and preparation of all databases and monthly reporting.
- Prepare submissions to various offices/ project managers and follow up.

INSTITUTION [NO. OF POSTS]	APPLICATION LINK
Head Office [1]	Click Here

N.D.

POSITION NO. 3: EPWP DATA CAPTURER [WEB BASED REPORTING] = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRE: Head Office [01]

REQUIREMENTS:

A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- An undergraduate qualification at NQF Level 6 will be an added advantage.
- Computer literacy.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieving necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.

DISTRICT /INSTITUTION [NO. OF POSTS]	APPLICATION LINK
Head Office [01]	Click Here

POSITION NO. 4: COMMUNITY HEALTH WORK ASSISTANT = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRE: Head Office [01]

REQUIREMENTS:

(A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- An undergraduate qualification at NQF Level 6 will be an added advantage.
- Computer literacy.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Ability to work at a fast pace but, with attention to detail and accuracy.
- Excellent administrative and organizational skills.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organize and managing all records and documents in prescribed formats i.e. soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases appropriate to the various records, reports and documents.
- Perform general Office Assistant work such as:
 - Appointments scheduling and preparations for meetings.
 - Taking minutes during meetings.
 - Data capturing and preparation of all databases and monthly reporting.
 - Preparation of schedules for applicants.
 - Prepare submissions for various offices to follow up.

INSTITUTION [NO. OF POSTS]	APPLICATION LINK
Head Office [01]	Click Here

POSITION NO. 5: ADMIN ASSISTANT: PROJECT MANAGEMENT INFORMATION SYSTEM [PMIS] DATA MINING AND ANALYSIS = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRE: Head Office [Chief Directorate: Infrastructure Management] [1]

REQUIREMENTS: (A) Qualifications and Competencies

- Minimum requirements:
 - Grade 12/ Senior Certificate or equivalent qualification at NQF Level 4.

N.N.

- Certificate/ Diploma or Degree in Administration/ or Statistical Information Science.
- Experience in Data Mining, Capturing & Analysis.
- Minimum of one [1] year experience in usage of Data Management packages/ Microsoft packages (especially Excel).

(B) Knowledge and Skills:

- Ability to work at a fast pace, under pressure, and with attention to detail and accuracy.
- Maintain confidentiality on all collected and stored data.
- Problem solving, Planning, organising and decision-making skills.
- Conflict resolution skills and Good Interpersonal Skills.
- Ability to speak, read and write English. Any other local language.
- The candidate will be expected to undergo a practical test in computer skills as part of the selection process.

KEY PERFORMANCE AREAS:

- On time data mining and capturing on PMIS.
- Data verification and sending reports timeously to the relevant level.
- Reconcile reports received/ expected and advice supervisor on outstanding reports.
- Organize and manage all records and documents in prescribed formats soft copies and files.
- Maintain databases appropriate to the various records, reports and documents.
- Data capturing and preparation of all databases and monthly reporting.
- Prepare submissions to various offices/ project managers and follow up.

INSTITUTION [NO. OF POSTS]	APPLICATION LINK
Head Office [01]	Click Here

N.D.

POSITION NO. 6: INFRASTRUCTURE GENERAL WORKER: HORTICULTURE/ LANDSCAPING/ GARDENING = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRES: Provincial Office – [Chief Directorate: Infrastructure Management].

REQUIREMENTS: (A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year experience in general garden maintenance. [**Attach reference letter**].
- A minimum of an appropriate recognizable qualification in Horticulture or Landscaping will be an added advantage.
- Basic experience in chain saw work and or working with mowers.

(B) Knowledge and Skills

- Ability to perform chainsaw or mowing duties when required.
 - Problem solving, planning, organizing and decision making, conflict resolution, good interpersonal skills.
 - Ability to speak, read and write English.
 - Ability to work in a team setting.
- ❖ **Shortlisted candidates may be expected to undergo a practical test in horticulture, landscaping & gardening as part of the selection process.**

KEY PERFORMANCE AREAS:

- Perform general garden maintenance tasks as given by the supervisor.
- Planting, pruning, paving, watering, mowing, and tree felling work.
- Remove garden refuse and load onto truck to be transported to dumping site.
- Maintenance of flower beds and weeding etc.
- Maintain and repair technical faults related to horticulture/ landscaping/ gardening, according to standards.
- Test and repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

INSTITUTION [NO. OF POSTS]	APPLICATION LINK
Head Office [01]	Click Here

**POSITION NO. 7: INFRASTRUCTURE GENERAL WORKER: HANDYMAN/ TRADESMAN AID
= 01 POSITION**

MONTHLY STIPEND: R 4 235.00

CENTRE: Provincial Office - Infrastructure Management Chief Directorate.

REQUIREMENTS: A) Qualifications and Competencies

- A Grade 12 Certificate or appropriate recognizable qualification at NQF Level 4 with one [1] year' experience in handyman work. **[Attach reference letter]**.
- A minimum of an appropriate recognizable qualification in handyman work.
- Basic experience in handling power tools and technical equipment.

(B) Knowledge and Skills

- Perform general handyman/ tradesman aid tasks as given by the supervisor and The Occupational Health & Safety ACT [OHS]
 - Perform any other work as instructed by the supervisor.
 - Make all tools & materials available before commencing work and clean areas on completion of work.
 - Clean areas where equipment is kept.
 - Clean areas around systems.
 - Assist Artisans with the determination of material requirements.
 - Make inputs to the updating of job cards and following up on outstanding work.
 - Make inputs to reporting on schedules.
 - Inspect buildings, equipment and services (water, sanitation and electrical) on a daily basis.
 - Record faults and together with the supervisor, come up with an intervention plan to resolve such problems.
 - Problem solving, Planning, organising and decision making, Conflict resolution, Good Interpersonal Skills.
 - Ability to speak, read and write English.
 - Ability to work in a team setting.
- ❖ **Shortlisted candidates may be expected to undergo a practical test as part of the selection process.**

KEY PERFORMANCE AREAS:

- Maintain and repair technical faults according to standards.
- Test and repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.

- Keep and maintain job record/register of maintained and repaired faults.

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of ABET.
- Exposure in hospital environment and patient care will be an added advantage.
- **Inherent requirements of job:** Ability to lift persons of varying weights; Ability to lift and move heavy equipment and supplies. Ability to work with heavy duty Laundry/cleaning equipment. Willing to work with human excreta, fluids including blood. Willingness to work with and ability to lift corpses of varying weights. Ability to operate machinery (lawnmowers and weed-eaters). Ability to be on your feet for a period of up to 12 hours per day. Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice

B) Knowledge and skills

- Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993.
- Good Communication and customer care skills.
- Waste Management.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	Click Here

POSITION 8: EPWP: ACCOUNTING CLERK: ACCOUNTS PAYABLE = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRES: Head Office [01]

REQUIREMENTS: A) Qualifications and Competencies

- Senior Certificate [Grade 12] at NQF level 4 plus an undergraduate qualification in Financial Management/Accounting/Economics at NQF level 6 as recognized by SAQA.
- Valid driver license **[Attach copy]**

N.D.

B) Knowledge and skills

- Basic understanding of Public Sector Financial Administration and financial prescripts.
- Ability to accept responsibility and to work independently.
- Computer literacy (MS: Word and Excel).

KEY PERFORMANCE AREAS:

- Capturing of payments
- Reconciliation of key accounts
- Maintain payables and accruals register
- Filling of payments vouchers

INSTITUTION NO. OF POSITIONS	APPLICATION LINK
Head Office [01]	Click here

POSITION NO 9: EPWP: REGISTRY CLERK = 01 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRE: Head Office [01]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4.

B) Knowledge and Skills

- Computer literacy in MS word, MS Excel, MS PowerPoint
- Good communication and Interpersonal Skills
- Good report writing
- Be able to work independently under extreme pressure and meet deadlines
- Knowledge of Promotion of Access to Information Act, 2 of 2000 (PAIA) will be an added advantage

KEY PERFORMANCE AREAS:

- Receive PAIA requests
- Checking for compliance and preparing letters
- Register PAIA requests
- Liaise with all institutions with regard to PAIA requests
- Ensure that all requests are finalized as required by PAIA Act
- Coordinating proper implementation of PAIA manual
- Coordinate the collection of approved case files
- Filing of all case files already collected
- Preparing old records to be collected by service provider

N.W.

INSTITUTION NO. OF POSITIONS	APPLICATION LINK
Head Office [01]	Click here

POSITION NO 10: EPWP: ADMIN CLERK [LEGAL SERVICES] = 03 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRES: Head Office [01]

REQUIREMENTS: A) Qualifications and Competencies

- Senior certificate/ Grade 12 or National Diploma/ Degree in Public Management, Management Assistant or related qualification.
- Proven relevant experience in administration clerk will be added advantage.
- A valid driving license **[Attach copy]**

B) Knowledge and Skills

- Must be Computer literate (MS Office) proof required.
- Be knowledgeable of general office support systems and arrangements.
- Communication skills (writing and verbal) fluent in English.
- Knowledge and understanding legislative frameworks governing the public services.
- Have the ability to capture in writing the essence of discussions and key decisions in concise clear language - paying close attention to detail in work/report preparation.
- Basic office planning, organizational and archiving skills.
- Possess excellent inter-personal skills to effectively deal with stakeholders in a highly professional manner
- The successful candidate will be required to assist with other sections from time to time.
- Time management

KEY PERFORMANCE AREAS:

- Assist in the management and organization of the Legal Services Directorate.
- Provide efficient and effective administration service to all related stakeholders.
- Systematic organization and monitoring of cases received
- Conduct effective and efficient information flow and document tracking for the Directorate in the processing of cases in Legal Services.
- Daily updating of relevant registers through MS (Excel) Spreadsheets to ensure that statistics are available on a daily / weekly/ monthly basis as requested.

N.D.

- Attend telephone enquiries and interaction with stakeholders such as doctors, nurses, lawyers and other employees as may be required.
- Procure goods and services for the Directorate according to Departmental and public service policies and delegations.
- Provide logistical support to the Directorate to enable the attainment of predetermined goals and objectives.
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit.

INSTITUTION NO. OF POSITIONS	APPLICATION LINK
Head Office [01]	Click here

POSITION NO 11: EPWP: ADMIN CLERK [COMMUNICATIONS] = 1 POSITION

MONTHLY STIPEND: R 4 235.00

CENTRES: Head Office [01]

REQUIREMENTS: A) Qualifications and Competencies

- Senior certificate/ Grade 12 plus National Diploma/ Degree in Public Management, Management Assistant or related qualification.
- Proven relevant experience in administration clerk will be added advantage.
- A valid driving license **[Attach copy]**

B) Knowledge and Skills

- Computer literacy: MS Office [attach proof].
- Be knowledgeable of general office support systems and arrangements.
- Communication skills (writing and verbal) fluent in English.
- Knowledge and understanding legislative frameworks governing the public services.
- Have the ability to capture in writing the essence of discussions and key decisions in concise clear language - paying close attention to detail in work/report preparation.
- Basic office planning, organizational and archiving skills.
- Possess excellent inter-personal skills to effectively deal with stakeholders in a highly professional manner
- Time management

KEY PERFORMANCE AREAS:

- Assist in the management and organization of the Communications Directorate.
- Provide efficient and effective administration service to all related stakeholders.

N.N.

- Conduct effective and efficient information flow and document tracking for the Directorate.
- Attend telephone enquiries and interaction with stakeholders such as doctors, nurses, lawyers and other employees as may be required.
- The successful candidate will be requested to assist with other sections from time to time.
- Procure goods and services for the Directorate according to Departmental and public service policies and delegations.
- Provide logistical support to the Directorate to enable the attainment of predetermined goals and objectives.
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit.

INSTITUTION NO. OF POSITIONS	Application link
Head Office [01]	Click here

POST 12: EPWP: EMS CALL-TAKERS AND DISPATCHERS = 40 POSITIONS

MONTHLY STIPEND: R 4 235.00

CENTRE: EMERGENCY COMMUNICATION CENTRE – POLOKWANE

REQUIREMENTS:

A) Qualifications and Competencies

- A minimum of Grade 12 certificate or equivalent qualification at NQF level 4.
- Basic Ambulance Assistant (BAA) certificate.
- Current registration with HPCSA as BAA.
- Computer literacy.

B) Knowledge and Skills

- Knowledge of Basic Life Support (BLS) and Intermediate Life Support (ILS) protocols.
- Understanding of Emergency Medical Services (EMS) operations and its line of business.
- Good verbal and written communication skills.
- Understanding of customer care principles and professional telephone etiquette.
- Computer, multitasking, and time management skills.
- Coordination and teamwork.
- Language and communication proficiency in English and at least other local languages.

N.N.

KEY PERFORMANCE AREAS:

- Ensure compliance with all policies, standard operating procedures, and communication protocols of the Department of Health and Limpopo EMS. Answer all incoming emergency and non-emergency calls promptly, politely, and professionally.
- Ensure accurate gathering of caller and patient information, including location, nature of emergency, and contact details, in line with EMS and HPCSA procedures.
- Dispatch calls timeously to the relevant EMS resources and ensure appropriate prioritisation of cases in accordance with established response guidelines.
- Maintain a high standard of communication etiquette with callers, patients, colleagues, and other emergency service stakeholders.
- Provide pre-arrival instructions and reassurance to callers where necessary, ensuring calm and effective communication during emergencies.
- Accurately log, document, and update call details into the Computer-Aided Dispatch (CAD) system.
- Undertake any other duties allocated by management to support efficient operations of the EMS Communication Centre.
- Ensure the Communication Centre environment is compliant with EMS regulations, including confidentiality, data protection, and professional conduct standards.

INSTITUTION NO. OF POSITIONS	Application link
Polokwane [40]	Click here

POST 13: EPWP REGISTERED COUNSELLOR = 05 POSTS

MONTHLY STIPEND: R 4 235.00

CENTRE: EMERGENCY COMMUNICATION CENTRE – POLOKWANE

REQUIREMENTS:

A) QUALIFICATION AND COMPETENCIES

- Appropriate qualifications and registration with Health Professions Council of South Africa (HPCSA) as a Registered Trauma Counsellor.
- Current registration with the Health Professions Council of South Africa (HPCSA) as a Registered Trauma Counsellor.
- Ability to work with integrated multi-disciplinary teams across platforms, leadership, administrative, communication and mentoring skills.
- Good problem-solving skills, computer literacy and report writing skills.

B) KNOWLEDGE AND SKILLS

- Strong understanding of mental health conditions, trauma responses, psychosocial stressors, and crisis intervention principles.
- Ability to conduct rapid mental health screening and risk assessment telephonically.
- Excellent telephone communication skills—active listening, empathy, de-escalation, and clear guidance.
- Ability to apply a biopsychosocial approach through remote/telecommunication methods.
- Knowledge of mental health referral pathways, emergency escalation protocols, and community-based support systems.
- Ability to stay calm, objective and supportive during high-intensity crisis calls.
- Proficient in call-centre technologies, case management systems and electronic record-keeping.
- Strong analytical, problem-solving and decision-making skills for managing callers in acute distress.
- Understanding of ethical standards, confidentiality requirements and HPCSA scope of practice in tele-mental-health delivery.

C) KEY PERFORMANCE AREAS

- **Telephonic Mental Health Support & Crisis Intervention:**
- Provide immediate telephonic trauma counselling, psychosocial support and crisis intervention to callers experiencing distress or mental health challenges.
- Conduct telephonic screening for mental health symptoms, trauma exposure, emotional instability, and high-risk behaviours (e.g. suicide risk, self-harm).
- Perform basic mental status observations telephonically and determine the urgency of intervention.
- Use de-escalation techniques to stabilise callers in acute distress.
- Provide psychoeducation on coping skills, stress management, trauma responses and available mental health services.
- **Referral, Escalation & Care Coordination:**
- Refer callers to Mental Health Practitioners, Clinical Psychologists, Social Workers, Emergency Teams or Psychometrists for specialised intervention.
- Escalate all high-risk cases following EMS and mental health emergency protocols.
- Coordinate telephonic follow-up where necessary to ensure continuity of mental health support.
- Liaise with multidisciplinary mental health teams regarding caller needs and ongoing care.
- **Call Centre Clinical Administration:**
- Document all calls accurately on electronic call-logging systems, ensuring complete clinical notes, screening outcomes and referral actions.
- Adhere to quality assurance standards, response times and call-handling guidelines.
- Participate in rotational shifts within a 24/7 EMS telephonic mental health support environment.
- Maintain confidentiality and uphold ethical, professional practice at all times.

- **Programme Support & Mental Health Promotion:**
- Identify recurring psychosocial trends and mental health needs from call data.
- Contribute to the development of mental health scripts, telephonic counselling guidelines and educational materials.
- Support virtual/telephonic community engagement activities focusing on mental health awareness and early intervention.

INSTITUTION NO. OF POSITIONS	Application link
Polokwane [5]	Click here

POST 14: EPWP: GENERAL WORKER = 15 POSTS

MONTHLY STIPEND: R 4 235.00

CENTRE: PROVINCIAL OFFICE – POLOKWANE

REQUIREMENTS:

A) QUALIFICATION AND COMPETENCIES

- A minimum of ABET.
- Inherent requirements of job: Ability to lift persons of varying weights; Ability to lift and move heavy equipment and supplies. Ability to work with heavy duty Laundry/cleaning equipment. Willing to work with human excreta, fluids including blood. Willingness to work with and ability to lift corpses of varying weights. Ability to operate machinery (lawnmowers and weed eaters). Ability to be on your feet for a period of up to 12 hours per day. Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice.

B) KNOWLEDGE AND SKILLS

- Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993.
- Good Communication and customer care skills.
- Waste Management.

C) KEY PERFORMANCE AREAS

- Perform any of the following duties and/or **any other general duties as allocated and directed** from time to time per operational needs of the facility:
 - Perform cleaning services in offices, passages, ablution facilities etc
 - Emptying dustbins & picking up waste.
 - Perform any other cleaning duties.
 - Perform general garden maintenance tasks as given by the supervisor.
 - Planting, pruning, paving, watering, mowing, and tree felling work

- Remove garden refuse and load onto truck to be transported to dumping site .
- Maintenance of flower beds and weeding etc.
- Maintain and repair technical faults related to horticulture/ landscaping/ gardening according to standards.
- Test and repair equipment and/ or facilities against specifications.
- Service equipment and/ or facilities to schedule.
- Quality assure serviced and maintained equipment and/ or facilities.
- Keep and maintain job record/ register of maintained repaired faults.
- Report writing.

INSTITUTION NO. OF POSITIONS	Application link
Polokwane [15]	Click here

THE END

N.N.