



dc&tm

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



HUMAN RESOURCE MANAGEMENT

First Floor, Tirelo Building
Albert Luthuli Drive
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8079

VACANCY CIRCULAR NO. 4 OF 2017/2018 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. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Gadifele Noge.

Note: **Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the 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 Qualification 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. Previous employment records will be verified. 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 will be subjected to a technical exercise that intends to test relevant technical elements of the job.

CLOSING DATE: 20/10/2017 AT 15H30

“Together We Move Bokone Bophirima Province Forward”



DIRECTORATE : **LAW ENFORCEMENT**
POST : **DIRECTOR –LAW ENFORCEMENT**
REF.NO : **54/2017/18**
SALARY : **R948 174.00pa (all – inclusive package which include basic salary of 70% of the Package) and a flexible portion that may be structured in terms of the applicable SMS guidelines).**

CENTRE : **HEAD OFFICE – MAHIKENG**

Requirements: Grade 12 plus NQF Level 7 qualification in any road safety discipline, Law, Policing, Transport and road traffic management coupled with 10 years working experience in the field of traffic Law enforcement of which 5 years must be at Middle/ Senior Management level .Driving Licence. Proof of no Criminal record to be attached. Computer Literacy. **Knowledge:** Proper implementation of Public Transport and Traffic Law Enforcement policies and regulations, Driver fitness inspections, Vehicle fitness inspections, Completion of Law Enforcement documents, operator fitness inspection, investigations, working knowledge of applicable legislations- Public transport and traffic environment.

Duties: Determine & Evaluate proper implementation of Road Traffic Management Strategies & policies to meet the Departmental Mandate. Oversee the proper Management of Road Traffic Management Information for the prevention, detection and policing of Road Traffic Incidents and offences. Manage District Traffic, Overloading Control and Road Transportation Matters. Oversee the Proper administration on Licensing and Administration. Oversee the monitoring of Compliance by all Vehicle Testing and Driver License Testing Centres. Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Identify and manage risk factors and indicators pertaining to the achievement of the Directorate’s strategic goals. Provide strategic guidance and leadership to law enforcement officials

Enq: Mr Molefi Morule, Tel : 018 381 9100

NB: This is a re-advertisement, candidates who previously applied are encouraged to reapply

DIRECTORATE : **LAW ENFORCEMENT**
POST : **CONTROL PROVINCIAL INSPECTOR- HEAD OFFICE**
REF. NO. : **55/2017/18**
SALARY : **Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government**

Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 plus 3 year Diploma/Degree qualification in any road safety discipline, Policing, Transport and road traffic management. 7 - 10 Years experience working in the field of Traffic Law enforcement of which at least 3 - 5 Years experience must be at Junior Management. Valid Driving License .No Criminal record. **KNOWLEDGE:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of Law Enforcement documents. Operator fitness inspections. Investigations, Performance management, Finance management, Records management, Public Information Management, Risk management, Change management, Project management. **SKILLS:** Customer management, Results/quality management, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Conflict management, Self-management, Time management,

Duties: Monitor the budget of the Directorate to prevent over/under spending on a monthly basis. Monitor the procurement and utilization of equipment/ assets and or services provided to the Directorate. Ensure appropriate use of all allocated resources. Coordination of Reports. Coordinate the Audit Process.

Enq: Mr Molefi Morule, Tel : 018 381 9100

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

POST : DEPUTY DIRECTOR (ACQUISITION MANAGEMENT)

REF.NO : 56/2017/18

SALARY : Remuneration package of R657 558 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 plus three year National Diploma or Degree in Supply Chain Management/Logistics/Purchasing/Financial management. Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level. Valid driving license. **KNOWLEDGE:** Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of

Walker/BAS. **SKILLS:** Excellent verbal and written communication skills, Computer Literacy. Strong planning and coordination abilities. Sound analytical/ innovative thinking and problem-solving skills. Ability to work under pressure and extended hours so as to meet the deadline dates.

DUTIES: Monitor the rendering of price quotations and bid administrations. Monitor the rendering of contract management services. Monitor the administration of acquisition management plans in line with HRM practices, eg PMDS, training and on the job coaching. Render Secretariat services to the Departmental Bid Committees. Coordinate budget projection for the unit.

Enq: Mr. S. Maduma, Tel Nr (018) 200 8057

DIRECTORATE : MEDIA AND COMMUNICATIONS

POST : PRINCIPAL COMMUNICATIONS OFFICER: EXTERNAL

REF.NO : 57/2017/18

SALARY : R281 418 p.a(SL 08)

CENTRE : MAHIKENG (HEAD OFFICE)

REQUIREMENTS: Grade 12 or equivalent plus three (3) year National Diploma /Degree in Communications/Public Relations/Journalism or Equivalent. Two to three (2 - 3) years experience in the communication environment. A valid driver's license. **SKILLS:** Ability to communicate well with people at different levels and from different backgrounds, Graphic designing, writing skills, negotiation skills, communication skills, analytical skills, skills in writing for different media environments. Computer literacy. **Knowledge:** Knowledge of communication and media, knowledge on media environment within the province and national, knowledge on writing for the media, knowledge on government communication and knowledge on communication protocols.

DUTIES: Make graphic designs. Conduct media monitoring. Develop and update media data- base. Offer photography services, audio-visual production and manage media material archives. Distribute media correspondence and confirm media attendance during Departmental events. Provide administrative support for the media relations sub- unit. Compile and produce media statements and articles.

Enq: Mr. T Sematle, Tel. 018 200 8010

DIRECTORATE : HUMAN RESOURCE MANAGEMENT

POST : SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE

REF. NO : 58/2017/18

SALARY : R281 418 pa (SL 08)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade 12 Certificate plus three (3) years National Diploma/Degree in Human Resource Management/Public Management/Public Administration. Three (3) to five (5) years experience in Human Resource Administration Matters. Persal Certificate in leave administration .**KNOWLEDGE:** Knowledge of Human Resource Management Policies, PSCBC Resolution 3 of 1999, Determination of leave of absence in the Public Service, Government Employee Housing Scheme, Government Employee Medical Aid Scheme, and application of relevant Legislative Frame work such as Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service. Labour Relations Act, Knowledge of Government Employee Pension Fund. On-line submission of Pension applications. Ability to interpret Policies. **SKILLS:** Practical experience in Persal System and Pension Case Management, Computer Literacy. Good Planning and Organising skills. Conflict resolution and negotiation skills. Good interpersonal relations. Communication skills. Good interpersonal relationships.

DUTIES: General administration of Pension matters. Process admission to Government Employee Pension Fund. Regular updating of Personal particulars of member's. Processing withdrawals from the Pension fund. Processing service terminations on Persal. Administer processing of nomination of beneficiaries. Administer Government Employees Housing scheme in terms of applicable PSCBC Resolutions. Management of leave in the Department. Administer state subsidized medical contributions. Manage performance and development of supervisees. Manage discipline and grievances of supervisees. Effective and timeous approval of Persal transactions. On-line approval of Pension Case Management transactions. Attend to pension queries. Compiling monthly, quarterly and annual reports. Conducting information sharing sessions on Pensions, Leave and other Service benefits. Handling of audit exceptions/findings. Participating in compiling of operational plans, Risk management registers and Audit Action plans.

Enq:Ms BE Foke,Tel Nr (018) 200 8241

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **SENIOR ADMINISTRATION OFFICER
(MOTOR VEHICLE ACCIDENT MANAGEMENT)**

REF. NO : **59/2017/18**

SALARY : **R 281 418 pa (SL 08)**

CENTRE : **HEAD OFFICE- MAHIKENG**

REQUIREMENTS: Grade 12 Certificate plus National Diploma/Bachelor Degree in Public Administration/Transport Management. Two (2) to five (5) years relevant working experience in accidents and records management.**KNOWLEDGE:** Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of Transport Circular No. 4 of 2000. **SKILLS:** Computer literacy. Good interpersonal relations. Filing system skills.

DUTIES: Management of Accidents registry with regard to pool vehicles within the Province. Ensure proper reporting of accidents by district offices (Government Garages) and compliance in terms of Transport Circular No. 4 of 2000. Liaise with internal and external stakeholders with regard to accident queries. Opening and dispatching of accidents files to relevant officials in terms of Treasury Regulation, PFMA and Transport Circulars. Provide any

other administration duties that would assist in improving service delivery. Ensure that all accident matters are referred to Legal Services for legal opinion. Compile monthly and quarterly reports with regard to accidents. Provide Supervisory duties.

Enq: Ms M Phakedi, Tel Nr (018 200 8217)

DIRECTORATE : GOVERNMENT MOTOR FLEET

**POST : SENIOR ADMINISTRATION OFFICER
(WHITE FLEET MAINTENANCE)**

REF. NO : 60/2017/18

SALARY : R281 418 pa (SL 08)

CENTRE : NGAKA MODIRI MOLEMA DISTRICT- MMABATHO

REQUIREMENTS: Grade 12 Certificate plus three years tertiary qualification in Transport Management. Fleet Management course. Three (3) to Five (5) years relevant working experience in Fleet/Transport Management. **KNOWLEDGE:** Public passenger transport legislation. Public service policies rules and regulations. Knowledge of Fleet Management. Basic Mechanical Knowledge. **SKILLS:** Computer literacy. Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach. An independent work ethic. Self-motivated and reliable. Integrity and honesty. A valid driver's license.

DUTIES: Issue pre authorization number to the service providers. Load turn-downs to Standard Bank for the Vehicles repairs. Register/File records for vehicles documents such as TSD 139, Quotations and addendum A&B. Facilitate the collection of invoices from various merchants. Ensure the compilation of monthly expenditure reports and their submission. Execute the supervisory role on the supervisees.

Enq:Mr. KG Seagiso, Tel Nr (018 38 9200)

DIRECTORATE : LAW ENFORCEMENT

POST : PRINCIPAL PROVINCIAL INSPECTOR

REF.NO : 61/2017/18

SALARY : R281 418 pa (SL 8)

CENTRE : POTCHEFSTROOM STATION

REQUIREMENTS: Grade 12 plus basic Traffic Diploma from registered traffic college. Six (6) to Ten (10) years working experience in the road traffic management field. A valid driving license and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, law enforcement knowledge with regard to National Road Traffic Act and other relevant Road Traffic related legislation. Vehicle inspections/impoundment. Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling and people management. Verbal and written communication skills. Decision making;

problem solving; report writing and labour relations. Driving skills; investigation skills and motivational skills. Innovation/creativity skills. Operational / project management.

DUTIES: Enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Promote Road Safety through effective and efficient law enforcement. Provide visible traffic control. Manage joint law enforcement activities and projects (co-operative governance). Identify and manage risk in Traffic management environment. Manage the performance of all administrative activities and related duties. Train and develop traffic law enforcement officials.

Enq: Mr. L Garesape, Tel. No (018) 293 7696/7660

DIRECTORATE : TRANSPORT OPERATOR LICENCE AND PERMITS

**POST : ADMINISTRATION CLERK SUPERVISOR
(OPERATING LICENSE ADMINISTRATION)**

REF.NO : 62/2017/18

SALARY : R226 611pa (SL 07)

CENTRE : DR RUTH SEGOMOTSI MOMAPTI

REQUIREMENTS: Grade 12 Certificate or equivalent. Two (2) to three (3) years relevant working experience in operating license. **KNOWLEDGE:** Public passenger transport legislation. Public service policies rules and regulations. **SKILLS:** Computer literacy. Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach. An independent work ethic. Self-motivated and reliable. Integrity and honesty. Sound judgement. A collaborate approach to challenges.

DUTIES: Receive applications for Operating License. Capture and register applications onto the system. Advertise applications for Operating License for Public opinion. Coordinate Transport operator licence and permits meetings/sittings. Capture transport operator licence and permits decisions and issue decision letters to respective applicants. Print and issue Operating License applicants. Develop a database for the public transport sector. Interact with eNaTIS. Write reports.

Enq: Ms B. Bopalamo, Tel Nr (018 388 5316)

DIRECTORATE : GOVERNMENT MOTOR FLEET

POST : DRIVER INSTRUCTOR (DRIVER TRAINING)

REF.NO : 63/2017/18

SALARY : R226 611pa (SL 07)

CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 Certificate plus Advanced driving Certificate or Defensive Driving Certificate(Instructors/Examiners).A valid driver's license (EC 1 or EC).Three (3) to Five (5) years relevant working experience in Driver Instructor field. **KNOWLEDGE:** Defensive driving. Knowledge of Driving. Knowledge of Transport Act. Public Service Policies

rules and regulations. **SKILLS:** Defensive Driving Skills, Computer literacy. Good interpersonal relations. Decision making. The ability to work under pressure. Ability to recognize safety hazards. Ability to interact with different employees of different Departments. A creative assertive and confident approach. An independent work ethic. Self-motivated and reliable. Integrity and honesty. A collaborate approach to challenges.

DUTIES: Conduct driving course pre-test i.e theory manoeuvring and driving. Lecture or make presentation for trainees. Train and evaluate defensive driving of trainees. Monitoring their Pre-Trip Inspection (External and Internal) driving as we suppose to do system control of the vehicle. Compile individual trainee course reports and final tests (Manoeuvring, driving, eye test and theory) to various Departments in the Province. Supervision of staff members.

Enq:Ms R. Whati Tel Nr (018 200 8149)

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

POST : SCM PRACTITIONER: (LOGISTIC MANAGEMENT PROCUREMENT UNIT)

REF. NO : 64/2017/18

SALARY : R226 611 pa (SL 07)

CENTRE : HEAD OFFICE – MAHIKENG

REQUIREMENTS: Grade12/ Matric with at least 5 years experience in Supply Chain Management of which at least 3 years should be within the Procurement Unit where orders are generated (Logistics Management) **OR** Appropriate three (3) years National Diploma/Degree in Public Administration/Management/Financial Management coupled with 3-5 years work experience within the SCM - Logistics Management. Certificate in Supply Chain Management Course and Walker/BAS Certificate. **KNOWLEDGE:** Knowledge of Supply Chain Management prescripts. Broad based black economic empowerment Act 53 of 2003. Preferential procurement policy framework Act 5 of 2000, (BBBEE, PPPFA). Public Financial Management Act (PFMA), Public Service Act, Performance Management Development System (PMDS). **SKILLS:** Good communication skills (verbal and writing). Good interpersonal relationship. Computer literacy. Ability to work independently and under pressure.

DUTIES: Authorise orders on the walker Financial System. Ensure compliance of VA2's before orders generation. Manage the invoice tracking system. Render the supervision service to the level 5 within the Procurement unit. Maintaining of 0-9 file (Pink copies). Reporting of irregular expenditure on monthly basis. Verify the relevancy of signatures in line with the specimen forms. Management of open orders and the performance and development of levels reporting to the post within the unit. Ensure compliance with PFMA, PPPFA, and Supply Chain Management Prescripts within the government sector.

Enq: Masego Mokgosi, Tel No: (018) 200 8088

NB: This is a re-advertisement and candidates who previously applied, are encouraged to reapply. Preference will be given to people with disabilities.

DIRECTORATE : **LAW ENFORCEMENT**

POST : **SENIOR PROVINCIAL INSPECTOR**

REF.NO : **65/2017/18**

SALARY : **R226 611 pa (SL 7)**

CENTRE : **POTCHEFSTROOM STATION X 1, BAPONG
TRAFFIC CONTROL CENTRE X 1, DITSOBOTLA
STATION**

REQUIREMENTS: Grade 12 plus basic Traffic Diploma from registered Traffic College. Three (3) to Five (5) years working experience in the road traffic management field. A valid driving licence and no criminal record. **KNOWLEDGE:** Extensive knowledge of road traffic and public transport policies and regulations, Law enforcement knowledge with regard to National Road Traffic Act and other relevant road traffic related legislation, vehicle inspections/impoundment; Completion of law enforcement documents. **SKILLS:** Records management. Customer relationship management. Planning; organising; leading; controlling; people management. Verbal and written communication; decision making; problem solving; report writing; labour relations; driving skills; investigation skills; motivational skills; innovation/creativity skills; operational.

DUTIES: Perform duties of a traffic officer in terms of applicable legislation. Stop and check vehicles and drivers during law enforcement operations for possible contraventions of the Road traffic act and issue Sec 56 summonses where contraventions are detected. Attend road traffic accidents; Serve warrants of arrest. Coach and mentor the provincial inspector. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Manage and supervise subordinates.
Enq:Mr D Motlathledi Tel.Nr (018 632 0148)

DIRECTORATE : **GOVERNMENT MOTOR FLEET**

POST : **ADMINISTRATION CLERK
(NMM POOL VEHICLE ADMINISTRATION)**

REF.NO : **66/2017/18**

SALARY : **R152 862 pa (SL 05)**

CENTRE : **NGAKA MODIRI MOLEMA DISTRICT**

REQUIREMENTS: Grade 12 Certificate. One (1) to two (2) years relevant working experience in Transport Management environment. **KNOWLEDGE:** Knowledge of Transport

Policies. Public service policies rules and regulations. Knowledge of Fleet Management. Basic Mechanical Knowledge. **SKILLS:** Computer literacy. Good interpersonal relations. The ability to work under pressure. Self-motivated and reliable. Integrity and honesty. A valid driver's license.

DUTIES: Administer loaning of Pool vehicles and drivers to Provincial Departments. Maintain an up-to-date asset register/vehicle inventory. Maintain updated vehicle record/history e.g Vehicles maintenance, service schedules, license renewals and their repairs (vehicle roadworthiness). Administer pool vehicles log sheets. Adhere to basic health & safety standards in the workplace (vehicle cleanliness). Reconciliation of monthly returns vehicle returns such as VMS & first auto reports (dorman card list, overfill, top 20's reports). Provide transportation support services to all sections in the workshop. To provide secretariat services during monthly district transport officers meetings.

Enq:Mr.KG Seagiso Tel Nr (018 388 9200)

DIRECTORATE : GOVERNMENT MOTOR FLEET

POST : DRIVER/MESSENGER

REF.NO : 67/2017/18

SALARY : R127 851 pa (SL4)

CENTRE : DR KENNETH KAUNDA FLEET MAINTENANCE

REQUIREMENTS: Abet (Grade 10) Driving license, PDP plus 5- 10 years experience in driving. A valid driver's license. Ability to work under pressure and long hours.

KNOWLEDGE: knowledge of transport policies. Transport policy 4/2000 and working procedures in respect of working environment. **SKILLS:** Good organizing and time management skills and people orientated. Knowledge of customer care, good communications skills.

DUTIES: Transport state vehicles to and from various merchants. Ensure cleanliness of vehicles at all times. Perform pre and post inspection of vehicles. Report on vehicle defects and maintenance requirements to officers in charge. Complete log sheets for every trip undertaken. Ensure correct procedures are carried out in event of accident encounter. Adhere to customer care at all times. Assist with the preparations of redundant state vehicles. Perform any other driving services as delegated by supervisor.

Enq:Ms S Abdool Gany, Tel Nr (018) 293 7660

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

**POST : SUPPLY CHAIN MANAGEMENT CLERK
(ASSET MANAGEMENT)**

REF : 68/2017/18

SALARY : R 152 862p.a (SL 05)

CENTRE : HEAD OFFICE- MAHIKENG

REQUIREMENTS: Grade 12 certificate 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 Segoe Tel: 018 200 8146

DIRECTORATE : HUMAN RESOURCE MANAGEMENT

POST : COMMERCIAL CLEANER

REF NO : 69/2017/18

SALARY : R90 234p. a (SL 2)

CENTRE : ROAD SAFETY MANAGEMENT – HEAD OFFICE

REQUIREMENTS: Abet Education, with zero (0) - 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 team.

DUTIES: Render office cleaning services, clean surface and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing boardrooms for meetings. Ensure that toilets are always clean and toilets paper is in place. Preparing tea for the manager's guests.

Enq: Ms. J Mpunzi Tel: 018 200 8309