

PDMS and Job description Terminology for SACR

2015

Term	Definition	Sesotho equivalent
Accordion	A portable wind instrument having a large bellows for forcing air through small metal reeds, a keyboard for the right hand, and buttons for sounding single bass notes or chords for the left hand.	Koriana
Accountability	The state of being accountable , liable, or answerable.	Boikarabelo
Acknowledgement	Recognition of the existence or truth of something	Kananelo
Acquisition and demand	The act of acquiring or gaining possession and demanding	Phumano le patlo
Adjustment	The act of adjusting ; adaptation to a particular condition, position, or purpose	Tokiso
Admin clerk	A person employed, as in an office, to keep records, file, type, or perform other general office tasks.	Tlelereke ya tsamaiso
Administration	The management of any office, business, or organization; direction	Tsamaiso
Administrative task	A management task or office task	Mosebetsi wa Tsamaiso
Administrator	A person who manages or has a talent for managing	Motsamaisi
Admission fee	A fee paid for admission	Makeno

Advertisement	A paid announcement, as of goods for sale, in newspapers or magazines, on radio or television, etc.	Papatso
Advocacy	The act of pleading for, supporting, or recommending; active espousal	Bobuelli/Botshehetsi
Agility	The power of moving quickly and easily; nimbleness	Matjato
Agreement	The consent of two or more persons concurring, respecting the transmission of some property, right or benefit, with a view of contracting an obligation.	Tumellano
Agreement to biannual review	Agree to a review done twice a year	Tumellano ya bohlahlobi habedi selemong
Annual Performance Plans	A performance plan at a unit in a workplace	Meralo wa Tshebetso wa Selemo
Appeal	An earnest request for aid, support, sympathy, mercy, etc.; entreaty; petition; plea	Boipiletso
Application form	A form used to apply for admission	Foromo ya kopo
Appraisal	The act of estimating or judging the nature or value of something or someone	Phahamiso
Archive	Documents or records relating to the activities,	Akhaeve
Archivist	A person responsible for preserving, organizing, or servicing archival material	Moakhaeve
Area of responsibility	The main task	Boikarabelo

Art	A field, genre, or category of art	Bonono/Bokgabo
Artefacts	A handmade object, as a tool, or the remains of one, as a shard of pottery, characteristic of an earlier time or cultural stage, especially such an object found at an archaeological excavation	Dikgabisa
Artistic ability	Conforming to the standards of art ; satisfying aesthetic requirements	Boqapi
Arts festival	A festival of arts	Mokete wa bonono/bokgabo
Assembler	A person or thing that assembles	Sebopi
Assessment	The process by which the financial worth of property is determined.	Tlhahlobo
Asset management	Management of assets	Taolo ya thepa
Assets	Items of ownership convertible into cash; total resources of a person or business, as cash, notes and accounts receivable, securities, inventories, goodwill, fixtures, machinery, or real estate	Thepa
Association	An organization of people with a common purpose and having a formal structure	Mokgatlo
Audio book	A book in a form of audio	Buka e mamelwang
Audit	An official examination and verification of accounts and records, especially of financial accounts	Tlhakiso

Auditorium	The space set apart for the audience in a theatre, school, or other public building	Odithoriamo
Author	A writer of a book	Mongodi/Sengodi
Bank reconciliation	The process of making consistent or compatible in a bank A bank reconciliation is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a bank statement	Dipapiso tsa banka
Banking	The business carried on by a bank or a banker .	Ho banka
Bar	A barroom or tavern	Bara
Bar code	A series of lines of varying width, printed, as on a container or product, that can be read by an optical scanner to determine charges for purchases, destinations for letters,	Bakhoutu
Barriers	Impediment of something	Ditshitiso
BAS System Controller	The controller of a BAS system	Molaodi wa BAS
Basic salary	Base pay	Moputso
Basket	A container made of twigs, rushes, thin strips of wood, or other flexible material woven together	Seroto
Beaded cutlery	Beaded utensils, as knives, forks, and spoons,	Disebediswa tsa ho ja tsa difaha
Beadwork	Beading	Difaha
Bi annual	Occurring twice a year;	Habedi selemong

	semi-annual	
Bonus	Something given or paid over and above what is due	Bonase
Braille literacy	The quality or state of being literate , especially the ability to read and write braille	Tsebo ya Breile
Branding	To label or mark with or as if with a brand	-tshwaya
Candidate	A person who is selected by others as a contestant for an office.	Nkgetheng
Capacity	The maximum amount or number that can be received or contained; cubic contents; volume:	Mothamo
Capacity building unit	Empowerment unit	Yuniti ya thuto
Cash - up	To add up the money taken	Ho kopanya
Cash receipt verification	Mechanism that helps you to protect your revenue and enforce your business model directly in your application	Setlankana sa netefatso ya tefelo
Cataloguing	A list of the contents of a library or a group of libraries, arranged according to any of various systems	Tlhopiso
Ceremony	The formal activities conducted on some solemn or important public or state occasion	Mokete
Challenge	A call or summons to engage in any contest, as of skill, strength	Phephetso
Chef	A chef is a person who is a	Sephehi

	highly trained, skilled professional cook who is proficient in all aspects of food preparation of a particular cuisine.	
Cheque account	An account at a bank or a building society upon which cheques can be drawn	Akhaonte ya tjheke
Cheque book	A book of cheques	Buka ya ditjheke
Chief's advisor	A person responsible for advising the chief	Moeletsi wa morena
Clay	Earthy mud	Letsopa
Cleaner	A person who cleans , especially one whose regular occupation is cleaning offices, buildings, equipment	Mohlwekisi
Client	A customer.	Moreki
Comments	Interpretation, often by implication or suggestion:	Ditlhahiso
Communication	The imparting or interchange of thoughts, opinions, or information by speech, writing, or signs	Puisano
Community	A social group of any size whose members reside in a specific locality, share government, and often have a common cultural and historical heritage	Baahi
Community sport officer	An official who works with community sport	Mohlanka wa dipapadi wa baahi
Complaint	An expression of discontent, regret, pain, censure, resentment, or grief; lament; fault-finding	Tletlebo
Compliance	To act or be in accordance	Ho ikamahanya

	with wishes, requests, demands, requirements, conditions,	
Comply	To act or be in accordance with wishes, requests, demands, requirements, conditions,	-ikamahanya
Component	Constituent part,	Karolo
Computer Literacy	Ability of operate a computer	Tsebo ya khomphuyutha
Conditional grant	A type of Grant which Applicants need to meet a particular set of criteria to be eligible.	Ditsiane/dinyehelo tsa dipehelo
Conduct criteria	The manner in which an organization or activity is managed or directed	Boitshwaro
Conference hall	A hall for conferences	Holo ya diboka
Consignment stock	Commerce. property sent to an agent for sale, storage, or shipment	Thapa/ Phahlo e tsamaiswang
Consultative workshop	An advisory workshop	Wekshopo ya boelets
Contract worker	A person employed on contract	Mosebetsi wa nakwana
Conversion	The act or process of converting; state of being converted	Phetoho
Co-ordination skills	Ability to co-ordinate	Tsebo ya bohokahanyi
Corporate identity	The identity of a business, e.g a logo of a company	Letshwao la kgwebo/setheo
Corporate services	Services rendered by a company or institution	Ditshebeletso tsa kgwebo/Ditshebeletso tsa setheo
Counselling skill	The ability to give professional guidance in resolving personal conflicts and emotional	Bokgoni/tsebo ba ho thoba maikutlo

	problems	
Cow dung	Excrement, especially of animals; manure	Boloko/Bolokwe
Crafter	An art, trade, or occupation requiring special skill, especially manual skill	Sebetli
Criteria	A standard of judgment or criticism; a rule or principle for evaluating or testing something.	Metjha/Dipehelo
Cultivate	To prepare and work on (land) in order to raise crops; till	Ho peta
Cultural affairs	A unit in the department of that deals with cultural affairs	Tsa Botjhaba/Setso
Cultural role player	Changing of one's behaviour to assume a role, either unconsciously to fill a social role, or consciously to act out an adopted role	Sebapadi sa tsa botjhaba/setso
Cultural village.	A culture destined village	Motse
Culture	The behaviours and beliefs characteristic of a particular social, ethnic, or age group	Botjhaba/Setso
Curio shop	An art shop	Lebenkele la bonono/bokgabo
Curio shop organiser	An art shop organiser	Mohlophisi wa lebenkele la bonono/bokgabo
Current status	The position of an individual in relation to another or others, especially in regard to social or professional standing.	Maemo/Boemo ba jwale

Customary	According to or depending on custom ; usual; habitual.	-setso
Customs	A group pattern of habitual activity usually transmitted from one generation to another.	Ditso
Database	A comprehensive collection of related data organized for convenient access, generally in a computer	Dathabeise
Date	The day of the month:	Letsatsi/Mohla
Daughter in law	The wife of one's son	Ngwetsi
Debt collection	Collection of monies owed to a business.	Ho phutha dikoloto/ mekitlane
Delivery	The action of delivering letters, parcels, or goods.	Ho tsamaisa
Demotion	To reduce to a lower grade, rank, class, or position (opposed to promote):	Ho theola
Deputy Director	A person appointed or elected as assistant to a director	Motlatsamolaodi
Design concept	An idea of a design	Moralo
Desired standard of service	Targeted standard	Boemo bo amohelehang ba tshebetso
Development	The process of developing	Ntshetsopele
Dietician	An expert in nutrition or dietetics	Daethishiene
Dignity	Nobility or elevation of character; worthiness	Seriti
Director	The manager or chief executive of certain schools, institutes,	Molaodi

	government bureaus, etc.	
Disability dance	Dance by disabled people	Motjeko wa diqhwalwa
Disability forum	Forum for disability people	Foramo ya diqhwalwa
Dismissal	A spoken or written order of discharge from employment, service, enrolment, etc.	Ho lelekwa/nyaolwa
District office	A region or locality office	Ofisi ya setereke
Do not agree with biannual review	Not in agreement with the review	Ho hanana le tlhahlobo ya habedi selemong
Donor	A person who gives or donates	Mofani
Dried fruits	Fruit from which the majority of the original water content has been removed either naturally, or by other methods	Mangangajane
Dried vegetables	vegetable from which the majority of the original water content has been removed either naturally or by other methods	Meroho ya mangangajane
Eligible	fit or proper to be chosen; worthy of choice; desirable	-loketseng
Employee wellness programme	A program specifically for the wellness of staff	Lenaneo la bophelo bo botle ba basebetsi
Employment terminated	To bring employment to end	Ho nyaolwa/Ho fellwa ke mosebetsi
Equipment manager	A person managing machinery	Molaodi wa disebediswa
Events coordinator	An organiser of an event	Mohokahanyi wa mekete
Exceed the standard	To do more than required	Ho feta dipehelo
Execution	The act or process of executing .	Ho sebetsa/phetahatsa
Exhibition	A public display, as of the work of artists or artisans,	Ho pepesa

	the products of farms or factories, the skills of performers, or objects of general interest	
Exit strategy	A way or passage out	Lewa la ho tswa
Expectation	The act or the state of expecting:	Tebello
Expenditure	The act of expending something, especially funds; disbursement; consumption	Ditjeho
External communication	Communication external societies	Puisano ya kantle
Fabrics	A cloth made by weaving, knitting, or felting fibres	Masela
Factor	One of the elements contributing to a particular result or situation	Ntlha
Father in law	A father-in-law is the father of a person's spouse	Mohwe/Ratsale
Federation	A league or confederacy.	Mahatammoho
Feedback	Reaction or response to a particular process or activity:	Karabo/Karabelo
Field worker	A person employed to work on the field	Mosebetsi wa ka ntle
File	A folder, cabinet, or other container in which papers, letters, etc., are arranged in convenient order for storage or reference	Faele
Filing system	A collection of papers, records, etc., arranged in convenient order	Tlhohlomiso ya difaele/ Mokgwa wa ho faela
Financial analysis	Analysis of finances of an institution	Tlhopollo ya ditjhelete

Financial management	Management of funds	Tsamaiso ya ditjhelete
Financial statement	An abstract of an account, as one rendered to show the balance due.	Pehelo ya ditjhelete
Findings	Something that is found or ascertained	Diphumano/Ditshibollo
Floor mats	A piece of fabric made of plaited or woven rushes, straw, hemp, or similar fiber, or of some other pliant material, as rubber, used as a protective covering on a floor or other surface, to wipe the shoes on	Dimmate/Diphate
Folk song	Song of a specific class of people	Pina ya botjhaba/setso
Framework	A frame or structure composed of parts fitted and joined together	Freime
Fully effective	Adequate to accomplish a purpose; producing the intended or expected result	-sebetsang ka ho phethahala
Gender officer	An officer working with either the male or female issues	Mohlanka wa bong
General worker	An all-round worker	Mosebetsikakaretso
Golf course	The ground or course over which golf is played	Lebala la kolofo
Golf course receptionist	Receptionist responsible for golf issues	Moamohedi wa lebala la kolofo
Grass bags	Bags made from grass	Mekotla ya jwang
Grass collector	A person responsible to collect dead grass	Mophutha jwang
Grass cutter	Machine used to cut grass	Motjhini wa jwang
Grounds man	A person employed to	Mosebetsi wa mabaleng

	work on the field	
Gym wear	Clothes worn for gym	Diaparo tsa boikwetliso
Headman	A chief or leader	Morena
Herb	Such a plant when valued for its medicinal properties, flavour, scent, or the like.	Setlama /Mothokgo
Herbal route	Herbal customary or regular line of passage	-ka ditlama/methokgo
Herbalist	A person who collects or deals in herbs, especially medicinal herbs	Raditlama/Ramethokgo
Herdsmen	A herder; the keeper of a herd, especially of cattle or sheep.	Modisa
Heritage	Something that comes or belongs to one by reason of birth; an inherited lot or portion	Mafa
Heritage resource authority	An authority of heritage resource	Bolaodi ba disebediswa tsa mafa
Higher post	A post higher than the current one held by the jobholder	Boemo bo hodimo
Hospitality	The friendly reception and treatment of guests or strangers.	Kamohelo
Host	Person who receives or entertains guests at home or elsewhere:	Moamohedi wa baeti
Hostess	A female person who receives or entertains guests	Moamohedi wa baeti
Human resource	Any person and their particular abilities and skills; the concept of people and their potential	Basebetsi

	as a resource	
Illustrations	Something that illustrates , as a picture in a book or magazine	Ditshwantsho
Illustrator	An artist who makes illustrations :	Motshwantshi
Implementation	The act of implementing , or putting into effect; fulfilment:	Ho sebedisa
Improvement	An act of improving or the state of being improved.	Ntlafatso/Matlafatso
Incentive	Something that incites or tends to incite to action or greater effort, as a reward offered for increased productivity.	Moropotso
Indexing	A sequential arrangement of material, especially in alphabetical or numerical order	Ho lotomanya
Indicator	A person or thing that indicates.	Tshupiso
Indigenous knowledge	Indigenous knowledge (IK) is the local knowledge – knowledge that is unique to a given culture or society. IK contrasts with the international knowledge system generated by universities, research institutions and private firms.	Tsebo ya maswetso/bohlohoholo
Information security	A system that protects information	Tshireletso ya lesedi
Information services	A service that manages information	Ditshethebetso tsa lesedi
Initiation	Formal admission or acceptance into an	Ho bolotsa

	organization or club, adult status in one's community or society, etc.	
Injunction	A command; order; admonition	Taelo
Insubordination	The quality or condition of being insubordinate , or of being disobedient to authority; defiance:	Ho tella
Integrated library system	Process of bringing together the component subsystems into one system and ensuring that the subsystems function together as a system.	Metjha e kopaneng ya dilaebrari
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty	Botshepehi
Internal communication	An internal communication system	Puisano ya kahare
Internship	A formal training in an institution	Thupelo
Interpersonal skills	Of or pertaining to the relations between persons:	Ditsebo ya dikamano
Interview	A formal meeting in which one or more persons question, consult, or evaluate another person	Inthaviyo
Interviewee	A person who is interviewed .	Mmotsuwa
Irregular	Not conforming to established rules, customs, etiquette, morality, etc.:	-sa tlwaelehang
Irregular expenditure	An expenditure that does not conforming to	Ditjeho tse sa tlwaelehang

	established rules, customs, etiquette, morality, etc.:	
Job evaluation	An act or instance of evaluating or appraising in a job	Tekolo ya mosebetsi
Jobholder	A Person who has a regular or steady job.	Mosebetsi
Key result area	One of a set of marked parts, designated areas	Ntlha ya bohlokwa ya sephetho
Kingdom	A state or government having a king or queen as its head.	Borena
Kingship	Rule by a king; monarchy	Borena
Knowledge	The fact or state of knowing; the perception of fact or truth; clear and certain mental apprehension	Tsebo
Kraal	An enclosure for cattle and other domestic animals in southern Africa	Lesaka
Landscape	A panoramic view of scenery; vista	Lesabasaba
Layouts	A plan or sketch, as of an advertisement or a page of a newspaper or magazine, indicating the arrangement and relationship of the parts, as of type and artwork	Meralo
League	A group of athletic teams organized to promote mutual interests and to compete chiefly among themselves:	Liki

Level	A position one has in an organisation	Boemo
Librarian	A person trained in library science and engaged in library service	Molaebrari
Librarianship	A profession concerned with acquiring and organizing collections of books and related materials in libraries and servicing readers and others with these resources.	Mosebetsi wa bolaebrari
Library material processing	A process of arranging library material	Tlhophiso ya thepa ya laebrari
Library science	The science of library system	Saense ya bolaebrari
Logbook	A book used to register kilometres	Buka ya maeto
Logistics support	Equipment, facilities, spares, technical information, and trained personnel procurement and distribution for a campaign, plan	Tshehetso ya tlhophiso
Loss control	A system to control loss	Taolo ya tahlehelo
Machine operator	A person who operate machines	Ramotjhini
Make shift village	A temporary expedient village	Motse wa nakwana
Makeshift hut	A temporary expedient or substitute	Mokgoro wa nakwana
Management	The person or persons controlling and directing the affairs of a business, institution, etc	Botsamaisi
Management support	Support by management	Tshehetso ya botsamaisi

Manager	a person who has control or direction of an institution, business, etc., or of a part, division, or phase of it	Motsamaisi
Manure	Excrement, especially of animals, or other refuse used as fertilizer	Moitedi/Manyolo
Manure mix	A mix of excrement, especially of animals, or other refuse used as fertilizer	Motswako wa moitedi/manyolo
Marathon	Any long-distance race	Marathone
Marketing	The act of buying or selling in a market .	Ho bapatsa
Measurement	Extent, size, etc., ascertained by measuring	Boholo
Messenger	A person who carries a message or goes on an errand for another, especially as a matter of duty or business	Morumuwa
Mission	An important goal or purpose that is accompanied by strong conviction; a calling or vocation:	Morero
Monarchy	A state or nation in which the supreme power is actually or nominally lodged in a monarch.	Puso ya borena
Monitoring and evaluation	A system of monitoring and evaluation	Bodisa le bohlahlobi/bolekodi
Moral regeneration	A regeneration founded on the fundamental principles of right conduct rather than on legalities, enactment, or custom:	Tsoseletso ya boitshwaro

Moratorium	A legally authorized period to delay payment of money due or the performance of some other legal obligation, as in an emergency	Morathoriamo
Mosaic	A picture or decoration made of small, usually colour pieces of inlaid stone, glass, etc.	Moseike/Ditema
Movement forms	Forms used for movement of assets in an institution	Diforomo tsa tsamaiso ya thepa
Mud	Wet, soft earth or earthy matter, as on the ground after rain, at the bottom of a pond, or along the banks of a river; mire	Seretse
Mural art	A large picture painted or affixed directly on a wall or ceiling.	Mokgabo/Setshwantsho sa leboteng
Museum	a building or place where works of art, scientific specimens, or other objects of permanent value are kept and displayed	Museamo
Museum maintenance	Care or upkeep of a museum	Tlhokomelo ya Museamo
Museum tour	A tour in a museum	Leeto la Museamong
National colours	State of representing the nation	Mebala ya naha
Not effective	Not adequate to accomplish a purpose; producing the intended or expected result	-sa sebetse
Notch	A step, degree, or grade	Notjhe
Objective	Something that one's efforts or actions are	Sepheo

	intended to attain or accomplish; purpose; goal; target	
Occupant	A tenant of a house, estate, office, etc.; resident	Modudi
Operational staff	Staff that works on the field	Basebetsi
Oral history	Narrated history	Neanotaba/Nalane e phetwang
Order number	A package reference number	Nomoro ya tshebetso
Organiser	A person who organizes , especially one who forms and organizes a group	Mohlophisi
Orientation	The act or process of orienting	Ho tlwaetsa/Tlwaetso
Orphan	A child who has lost both parents through death, or, less commonly, one parent	Kgutsana
Outcome	A final product or end result; consequence; issue.	Sephetho
Outreach programme	A program aimed at reaching out	Lenaneo la phihlello
Outstanding	Performance far exceeds the standard expected of a jobholder at this level	-babatsehang
Overtime	Working time before or after one's regularly scheduled working hours; extra working time	Ho feta dihora tsa tshebetso/Ouvathaeme
Overtime claim	Claim of working time before or after one's regularly scheduled working hours; extra working time	Tefo ya ho feta dihora tsa tshebetso
Panel	A group of persons	Moifo

	gathered to conduct a public discussion, judge a contest, serve as advisers, be players on a radio or television game, or the like:	
Patron	A person who is a customer, client, or paying guest, especially a regular one, of a store, hotel, or the like.	Mothahaselli
Pay progression	The act of progressing ; forward or onward movement in salaries	Nyollo ya moputso
Paymaster	A person authorized by a company, government, etc., to pay out wages or salaries,	Molefi wa meputso
Payroll	A list of employees to be paid , with the amount due to each.	Lenane la basebetsi
PDMS Policy	A guideline of PDMS	Leano la PDMS
Percentage	A rate or proportion per hundred.	Presente/Phesente
Performance	The execution or accomplishment of work	Tshebetso
Performance	The act of performing a ceremony, play, piece of music,	Ho bapala
Performance agreement	An agreement on one's work	Tumellano ya tshebetso
Performance development plan	The execution or accomplishment of work	Moralo wa ntlafatso ya tshebetso
Period	The time during which something runs its course.	Nako
Period	A round of time marked by the recurrence of some phenomenon or occupied	Nako

	by some recurring process or action.	
Permanent	Intended to exist or function for a long, indefinite period without regard to unforeseeable conditions	Moshwelella
Permanent personnel	Full time worker	Mosebetsi wa moshwelella
PERSAL	PERSAL	PERSAL
Personnel on probation	The testing period or trial of a worker	Mosebetsi ya tekolong
Petty Cash	A cash fund for paying small charges, as for minor office supplies or deliveries	Tjhelete e nnyane/Letlolwana
Plan	A scheme or method of acting, doing, proceeding, making, etc., developed in advance:	Moralo
Policy	A course of action adopted and pursued by a government, ruler, political party,	Leano
Polygamy	The practice or condition of having more than one wife at one time	Sethepu
Post number	The reference number of a post	Nomoro ya sekgeo
Pottery	Art or business of a potter; ceramics.	Bonono/Mokgabo wa letsopa
Praise poet	The act of expressing approval or admiration; commendation; laudation	Seroki
Prescribed legislation	The act of making or enacting laws	Molao o behilweng
Probation	The testing or trial of a person's conduct,	Tekolo

	character, qualifications, or the like	
Problem solving skill	The skill of solving a problem	Bokgoni ba ho rarolla mathata
Progress	Growth or development; continuous improvement:	Kgolo/Tswelopele
Project manager	A person responsible for a project	Motsamaisi wa projeke
Projection	The act of visualizing and regarding an idea or the like as an objective reality	Tekanyetso
Provision	A clause in a legal instrument, a law, etc., providing for a particular matter; stipulation; proviso	Temana ya molao/Tokisetso
Public Finance Management Act	An act that regulates public funds	Molao wa Taolo ya Ditjhelete tsa Mmuso
Public Service	The business of supplying an essential commodity, as gas or electricity, or a service, as transportation, to the general public	Ditshebeletso tsa Mmuso
Public service regulation	The process of regulating public service	Taolo ya ditshebeletso tsa mmuso
Punctuality	Being on time	Ho ba nakong
Quarter	One of the four equal or equivalent parts into which anything is or may be divided	Kotara
Quarterly review	A review of three months	Tekolo ya kotara
Query	A question or an inquiry.	Boipelaetso
Rating	A rating is the evaluation or assessment of something, in terms of quality, quantity or some combination of both.	Ho kala
Receipt	A written acknowledgment	Setlankana

	of having received , or taken into one's possession, a specified amount of money, goods, etc.	
Receipt book	A book with a written acknowledgment of having received , or taken into one's possession, a specified amount of money, goods, etc.	Buka ya ditlankana
Reception	The act of receiving or the state of being received .	Kamohelo
Recommendation	An act of recommending.	Kgothaletso
Remarks	To note; perceive; observe:	Maikutlo
Remuneration	Something that remunerates; reward; pay:	Moputso
Report	An account or statement describing in detail an event	Tlaleho
Restaurant	A place where people order food and eat	Restjhurente
Revenue collection point	A point of collecting tax	Sebaka sa pokello ya lekgetho
Review	A general survey of something, especially in words; a report or account of something.	Tekolobotjha
Risk management	The act of managing a risk	Taolo ya tlokotsi
Rituals	Any practice or pattern of behaviour regularly performed in a set manner.	Meetlo
Score	The total points or strokes made by one side, individual,	Palo ya dintlha

Sculptor	A person who practices the art of sculpture.	Sebetli/Mmetli
Sculpture	The art of carving, modelling, welding, or otherwise producing figurative or abstract works of art in three dimensions, as in relief, intaglio, or in the round	Sebetlwa/Mmetlwa
Shelve	To furnish with shelves .	Shelfo
Shelving	Material for shelves .	Dikarolo tsa shelfo
Shift worker	An employee that works shifts	Mosebetsi wa dinako
Showcase	To demonstrate one's ability of talent	Ho pepesa
Signature	A person's name or a mark representing it, as signed personally or by deputy, as in subscribing a letter or other document.	Ho saena/Tshaeno
Sketching	A simply or hastily executed drawing or painting, especially a preliminary one, giving the essential features without the details	Ho taka
Skill	The ability, coming from one's knowledge, practice, aptitude, etc., to do something well:	Tsebo/Bokgoni
Skills audits	An official examination and verification of skills	Tlhakiso ya tsebo/bokgoni
SMS member	Senior management staff member	Setho sa bolaodi bo boholo
Social cohesion	The act or state of cohering , uniting, or sticking together	Phedisano/ Kahisano
Spade	A tool for digging, having	Kgarafu

	an iron blade adapted for pressing into the ground with the foot and a long handle commonly with a grip or crosspiece at the top, and with the blade usually narrower and flatter than that of a shovel.	
Special programs unit	A unit that works with special programs	Yuniti ya mananeo a ikgethang
Specify	To mention or name specifically or definitely; state in detail:	Qolla
Sport science specialist	A skilled person in sport science	Setsebi sa saense ya dipapadi
Sports council	A committee of sporting codes	Lekgotla la dipapadi
Stakeholder	A person or group that has an investment, share, or interest in something, as a business or industry	Moamehi
Standard	An average or normal requirement, quality, quantity, level, grade, etc.:	Boemo
Standard for the objective	Standard for something that one's efforts or actions are intended to attain or accomplish; purpose; goal; target:	Boemo ba sepheo
Statistics	A numerical fact or datum, especially one computed from a sample.	Dipalopalo
Steamed dumpling	A rounded mass of steamed and seasoned dough, often served in soup or with stewed meat.	Boqebekwane/Bohobe
Strategic objective	Pertaining to, characterized by, or of the	Lewa la phihello

	nature of strategy	
Strategic planning	Planning with strategy	Ho ralwa ha mawa
Sub total	The sum or total of a part of a group or column of figures, as in an accounting statement.	Kakaretso ya dintlha
Subordinates	Secondary something	Basebetsi
Supervisor	A person who supervises workers or the work done by others; superintendent	Mookamedi
Supervisory skills	The skill of supervising a group of people	Bokgoni/tsebo ya bookamedi
Supplier	Usually, supplies. a provision, stock, or store of food or other things necessary for maintenance	Mofani wa ditshebeletso
Supply chain	A channel of distribution beginning with the supplier of materials or components, extending through a manufacturing process to the distributor and retailer, and ultimately to the consumer	Phepelo
Surplus	Something that remains above what is used or needed	Masalla
Sweeping	Moving, driving, or passing steadily and forcibly on	Ho fiela
Switchboard operator	A telecommunication operator	Molaolamehala
Tuck shop	A shop where pastry, candy, or the like is sold.	Lebenkele
Target	An objective or result towards which efforts are directed.	Maikemisetso

Termination	The act of terminating .	Phediso
Thatched roof	A tightly bound layer of dead grass, including leaves, stems, and roots, that builds up on the soil surface at the base of the living grass of a lawn	Marulelo a jwang
Tick	A small dot or mark	Letshwao
Tip	A small piece or part, as of metal or leather, forming or covering the extremity of something	Qola
Title	A descriptive or distinctive appellation, especially one belonging to a person by right of rank, office, attainment, etc.:	Maemo
Total score	Complete score	Kakaretso ya dintlha
Tour guide	A person who shows points of interest and explains their meaning or significance	Motataisi
Trading Account	An active account of a business	Akhaonto ya kgwebo
Tradition	A continuing pattern of culture beliefs or practices	Setso
Traditional art	An art with a practice of handing down of statements, beliefs, legends, customs, information, etc., from generation to generation, especially by word of mouth or by practice:	Bonono/Mokgabo wa setso
Traditional beer	A beer prepared in a traditional way	Jwala ba setso
Traditional court	a session of traditional judicial assembly	Lekgotla/Kgotla

Traditional dancers	A dance pattern that has a traditional sway	Ditjeki tsa setso
Traditional doctor	A doctor who uses traditional healing methods	Ngaka ya setso
Traditional music	Music inspired by tradition	Mmino wa setso
Traditional techniques	Traditional methods	Mekgwa ya setso
Transformation	The act or process of transforming.	Phetoho
Transport officer	An official responsible for transport management	Mohlanka wa dipalangwang
Travel & Subsistence.	The act of traveling and support	Maeto le Tshehetso
Ululation	To utter howling sounds, as in shrill, wordless lamentation; wail	Modidietsane
Unacceptable	Not worthy of being accepted.	-sa amoheleheng
Unit	Any group of things or persons regarded as an entity:	Yuniti/Karolo
Units of measurement	One of a number of things, organizations,	Yuniti ya tekanyo
Vacancies	An unoccupied position or office:	Dikgeo tsa mosebetsi
Verbal warning	The steps in the disciplinary procedure generally follow graduated steps including a verbal warning, written warning, final written warning, and dismissal	Kgalemo/kgalemelo ya molomo
Vision	A vivid, imaginative conception or anticipation	Pono
Visual art	The arts created primarily for visual perception, as drawing, graphics,	Bonono/bokgabo ba ditshwantsho

	painting, sculpture, and the decorative arts.	
Vulnerable groups	Open to moral attack, criticism, temptation, etc.	Dihlopha tse fokolang
Waiter	A person, especially a man, who waits on tables, as in a restaurant	Mofepi
Weight	Importance, moment, consequence, or effective influence	Boima