



DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Enquiry: Mr M.E Khauee

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This Department is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post's, white, Indian and coloured males and females, also People **with disability are encouraged to apply**. Candidates whose Transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

ALL APPLICATIONS MUST BE FOWARDED TO THE FOLLOWING ADDRESS:

The District Manager
Department of Public Works and Roads
Dr Kenneth Kaunda District
Private Bag X918, Potchefstroom, 2520

OR

Hand delivery to registry office no: 35, 131 Kruis Street,
Potchefstroom, 2520

**FOR ATTENTION:
NOTES :**

Deputy Director- HR Administration: Ms Keneilwe S. Maiphethlo

- (a) Applications must be accompanied by signed Z83 form; recent updated comprehensive CV; as well as originally certified copies of all qualification's **including Grade 12 (Senior Certificate)**; certified ID-document and the names of three contactable referees.
- (b) Failure to submit the requested documents will result in the application not being considered.
- (c) 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).
- (d) Candidates will be subjected to security screening process.
- (e) Applicants must indicate the post and reference number in their applications.
- (f) Applications should be forwarded on time to the department since applications received after the closing date indicated below will as a rule not be accepted.
- (g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (h) The Department reserves the right not to make an appointment.
- (i) Candidates requiring additional information regarding an advertised post, must direct their **enquiries to the different Enquiries of the posts**

- **ADVERTISED DATE: 01 / September / 2019 and CLOSING DATE: 27 / September / 2019**
- **CLOSING TIME: 14H00, o'clock**

NB: Correspondence will be limited to short-listed candidates only. If you have not heard From us within Three Months after the closing date, please accept that your application has been unsuccessful.

{IT IS OUR INTENTION TO PROMOTE REPRESENTATIVELY (RACE, GENDER AND DISABILITY) IN THE DEPARTMENT THROUGH THE FILLING OF THESE POST'S, E.G. WHITE, INDIAN, COLOURED MALES AND FEMALES, ALSO PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY}

POST : ROAD WORKER AID (3 POSTS)
REF NO : KK01/2019
SALARY : R102 534 p.a. (SL 2)

**CENTRE : Potchefstroom Roads Sub-District (1),
Klerksdorp Roads Sub-District (1),
Ventersdorp Roads Sub-District (1)**

REQUIREMENTS : **Qualifications and experience:** Grade 5-10 (std 1-8) school report or equivalent Abet Level 1-3 school report. No experience required. Applicants must be physically fit, and have sober habits. **Skills:** Basic literacy and numeracy, Verbal communication skills. Ability to operate elementary machines and equipment. Responsible, hardworking and punctual.

DUTIES : Assist with routine maintenance, pothole repairs, edge repairs, crack sealing repairs, road marking and road signs, drainage gravel roads after grading and road reserve. Daily and monthly reporting to supervisor.

ENQUIRIES : Mr MT Mokgola : 018 293 9000

POST : SENIOR DRIVER OPERATOR (2 POSTS)
REF NO : KK02/2019
SALARY : R145281 p.a. (SL 4)

**CENTRE : Potchefstroom Roads Sub-District (1),
Wolmaransstad Roads Sub-District (1)**

REQUIREMENTS : **Qualifications and experience:** Grade 5-11 (std 1-9) school report or equivalent Abet Level 1-3 school report. A valid driver's license (Code C, EC, EC1) as well as a valid PDP (professional driver's permit). A two (2) years experience in handling the relevant machines/equipment. Applicants must be physically fit, and have sober habits. **Knowledge:** Basic knowledge of earthmoving equipment, Road construction and maintenance techniques and Occupational Health and Safety (OHS) standards. **Skills:** Verbal communication skills. Ability to operate machines and equipment. Responsible, hardworking and punctual. Practical evaluation after interviews.

DUTIES: Operate various construction vehicle. Regularly service plant. Do routine maintenance on allocated vehicle and report defects timely. Check roadworthiness of plant and vehicles. Complete all the required and prescribed records and logs books with regard to vehicle and the goods handled. Render clerical support /messenger services in the relevant office. Practical evaluation after interviews. Daily and monthly reporting to supervisor.

ENQUIRIES : Mr MT Mokgola : 018 2939000

POST : **Human Resource Clerk - Production (1 POST)**
REF NO : **KK03/2019**
SALARY : **R173 703 p.a. (SL 5)**

CENTRE : **Dr KK District, Potchefstroom**

REQUIREMENTS : **Qualifications and experience:** Grade 12 certificate or equivalent qualification. No experience required. **Knowledge:** Registry duties, practices as well as the ability to capture data and operate computer. Knowledge of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Basic accounting knowledge. Public Finance Management Act (PFMA) and Treasury Regulations. **Skills:** Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.

DUTIES : Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualification, secretariat functions at interviews, absorptions, probation periods). Implement conditions of services (Leave, Housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowance, PILIR. Address human resource administration enquiries. Ensure Occupational Health and Safety compliance. Report daily to supervisor.

ENQUIRIES : **Ms SK Maiphetlho : 018 2937660**

POST : **Administrative Clerk - Production (1 POST)**
REF NO : **KK04/2019**
SALARY : **R173 703 p.a. (SL 5)**

CENTRE : **Wolmaransstad Roads Sub-District**

REQUIREMENTS : **Qualifications and experience:** Grade 12 certificate or equivalent qualification. No experience required. **Knowledge:** Clerical duties, data capturing, operating computer and collecting statistics. Knowledge of legislative framework governing the Public Service. Basic accounting knowledge. Public Finance Management Act (PFMA) and Treasury Regulations. **Skills:** Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Flexibility. Interpersonal relations. Computer skills. Planning and organizing.

DUTIES : Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Assist with ensuring Occupational Health and Safety compliance. Report daily to supervisor.

ENQUIRIES : **Mr MT Mokgola : 018 2939000**

POST : **Finance Accounting Clerk - Production (1 POST) Re-Advert**
REF NO : **KK05/2019**
SALARY : **R173 703 p.a. (SL 5)**

CENTRE : **Dr KK District Potchefstroom, Finance Unit**

REQUIREMENTS : **Qualifications and experience:** Grade 12 certificate or equivalent qualification. No experience required. **Knowledge:** Basic accounting knowledge. Public Finance Management Act (PFMA) and Treasury Regulations. **Skills:** Decision making. Team work. Creativity. Flexibility. Interpersonal relations. Customer focus and responsiveness. Communication. Planning and organizing. Computer skills.

DUTIES : Render financial accounting transactions. Perform Salary administration support services. Perform Bookkeeping support services. Render a budget support service. Assist with ensuring Occupational Health and Safety compliance. Daily and monthly reporting to supervisor.

ENQUIRIES : **MS B WISSING : 018 2939000**

POST : **ARTISAN GRADE A: CARPENTER (1 POST)**
REF NO : **KK06/2019**
SALARY : **R 190 653 p.a. (OSD)**

CENTRE : **Dr KK District Potchefstroom, Construction Unit**

REQUIREMENTS : **Qualifications and experience:** Appropriate Trade Test Certificate in Carpentry. Valid driver's license. **Knowledge:** Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act **Skills:** Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.

DUTIES : Interpret technical/building drawings. Quantify material. Repair and replace finishing structures e.g. (old ceilings, damaged doors and roofing). Construct rood and other woodwork design, e.g. partitioning, shelves, etc. Keep tools safe. Control materials from the store and on site. Perform general administrative functions. Ensure OHS compliance.

ENQUIRIES : **Mr OD More : 018 2939000**

POST : **ARTISAN FOREMAN GRADE A (1 POST)**
REF NO : **KK07/2019**
SALARY : **R304 263 p.a. (SL7 - OSD)**

CENTRE : **Klerksdorp Roads Sub-District**

REQUIREMENTS : **Qualifications and experience:** Appropriate Trade Test Certificate as a Mechanic. Valid driver's license. At least five (5) years post qualification experience as an Artisan. **Knowledge:** Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance and Boiler operations. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act **Skills:** Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.

DUTIES : Perform and / or supervise operation and maintain services. Produce design according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test/repair equipment according to specification. Update register of maintained and repaired faults. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Perform general administrative functions. Ensure OHS compliance.

ENQUIRIES : **Ms CS. Anthony-Choklingo : 018 2939000**

POST : **CONTROL ENGINEERING TECHNICIAN (1 POST) Re-Advert**
REF NO : **KK08/2019**
SALARY : **R446 202 p.a. (OSD)**

CENTRE : **DISTRICT OFFICE, POTCHEFSTROOM (CONTRACTS,
PAVEMENT MANAGEMENT AND MATERIAL SERVICES)**

REQUIREMENTS : **Qualifications and experience:** National Diploma in Civil Engineering. Six (6) years appropriate post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid Driver's license.
Knowledge: Knowledge of all road-related acts, ordinances, policies, standards and norms. Knowledge of project management, technical design and analysis, advertising on Roads and Ribbon Development Act, 1940, contract management. Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Finance Management Act. Construction Manual. Road Sign Manual. Roads Act. Road Traffic Act. Occupational Health and Safety Act. **Skills:** Numeric. Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills. Computer-aided engineering application.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in field. Ensure the promotion of safety. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications. Provide inputs into budgeting process. Compile and submit reports. Provide and consolidate inputs to technical/engineering operational plan. Ensure development, implementation and maintenance databases. Continuous professional development to keep up with new technologies. Research studies on technical engineering technology. Liaise with relevant bodies / councils on engineering related matters. Monitor projects executed by consultants and contractors. Monitor the implementation of the Capital Development and Expenditure Programme (CAPEX). Receive, evaluate and recommend payment certificates. Manage term contracts. Effectively manage variation orders and contract price adjustments. Ensure compliance to Public Finance Management Act (PFMA). Manage, supervise and control technical and related personnel and assets.

ENQUIRIES : **MS CS ANTHONY-CHOKLINGO : 018 293 9000**

POST : **DEPUTY DIRECTOR (1 POST) Re-Advert**
REF NO : **KK09/2019**
SALARY : **R733 257 p.a. (SL 11)**

CENTRE : **Potchefstroom District Office (Roads Management)**

REQUIREMENTS : **Qualifications and experience:** Matric plus Engineering Degree (B Tech/ B Eng/ BSC Eng). Five (5) years appropriate post qualification experience in Roads field. A valid Driver's license. **Knowledge:** Knowledge of project management principles and methodologies. Good understanding of financial management act (PFMA). Treasury Regulations. Division of Revenue Act. Departmental supply chain management policies and regulations. General conditions of Contract. Preferential Procurement Act of 2000. Public Service Act and Regulations. OHS Act. Construction Industry Development Board Act of 2000. Relevant norms and standards pertaining road construction and material. In-depth knowledge of computer aided engineering. **Skills:** Ability to analyze data and make recommendations. Computer-aided engineering application. Ability to implement professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Presentation and report writing.

DUTIES : Manage the Road Capital Development contracts. Manage the efficient functioning of the project management Unit. Manage the reporting on planned and implemented projects. Conduct feasibility study and compile a priority list on urgent funded projects. Manage the budget. To facilitate Road planning, protection and design. To maintain surfaced and gravel provincial roads. To manage technical administrative services. To manage District contracts and ensure quality control. To manage construction fleet managed maintenance services. Compile monthly, quarterly and annual reports. Manage sub-ordinates.

ENQUIRIES : **Ms CS Anthony-Choklingo : 018 293 9000**