

Candidate Engineer: Civil Works Services (3 Posts)

(5-year contract appointment)

Salary: R414 264 per annum (Ref. 75/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Civil Engineering qualification (BEng/BSc (Eng)) • Compulsory registration with ECSA as a Candidate Civil Engineer • Valid driver's licence will be an added advantage. **Knowledge:** • Computer-aided engineering software • Project management principles and methodologies • Basic knowledge of standard contracts such as the JBCC and the General Conditions of Contract (GCC) • Knowledge of and experience in the Public Finance Management Act (PFMA) • Procurement procedures. **Skills:** • Technical report-writing and presentation • Problem-solving ability • Basic financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, including Excel, PowerPoint and Project) • Ability to implement professional judgement • Ability to work independently at strategic, production and execution levels.

Duties: • Compile monthly and annual reports • Regularly update standardised Civil Engineering reference manuals for consultants of the Department • Assist as when required by the Senior Manager to review, evaluate and analyse Civil Engineering consultants' designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Coordinate the reporting on planned and implemented projects • Assist the Senior Manager during ad hoc inspections and/or evaluations of Civil Engineering construction work.

Enquiries: Mr EM Sediti, tel. (018) 388-4454

Candidate Engineer: Structural Works Services (3 Posts)

(5-year contract appointment)

Salary: R414 264 per annum (Ref. 76/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Structural Engineering qualification (BEng/BSc (Eng)) • Compulsory registration with ECSA as a Candidate Structural Engineer • Valid driver's licence will be an added advantage. **Knowledge:** • Computer-aided engineering software • Project management principles and methodologies • Basic knowledge of standard contracts such as the JBCC and the General Conditions of Contract (GCC) • Knowledge of and experience in the Public Finance Management Act (PFMA) • Procurement procedures. **Skills:** • Technical report-writing and presentation skills • Problem-solving ability • Basic financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, including Excel, PowerPoint and Project) • Ability to implement professional judgement • Ability to work independently at strategic, production and execution levels.

Duties: • Compile monthly and annual reports • Regularly update standardised Structural Engineering reference manuals for consultants of the Department • Assist as when required by the Senior Manager to review, evaluate and analyse Structural Engineering consultants' designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Coordinate the reporting on planned and implemented projects • Assist the Senior Manager during ad hoc inspections and/or evaluations of Structural Engineering construction work.

Enquiries: Mr EM Sediti, tel. (018) 388-4454

Candidate Engineer: Electrical Services (3 Posts)

(5-year contract appointment)

Salary: R414 264 per annum (Ref. 77/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate BEng/BSc (Eng) • Compulsory registration with ECSA as a Candidate Electrical Engineer • Valid driver's licence will be an added advantage. **Knowledge:** • Computer-aided engineering software • Project management principles and methodologies • Standard contracts such as the JBCC and the General Conditions of Contract (GCC) • Knowledge of and experience in the Public Finance Management Act (PFMA) • Good basic knowledge of Government procurement procedures • Relevant electrical works/Built Environment legislative/regulatory requirements. **Skills:** • Technical report-writing and presentation skills • Problem-solving ability • Basic financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, including Excel, PowerPoint and Project) • Self-management and motivation • Ability to work independently at strategic, production and execution levels.

Duties: • Compile monthly and annual reports • Regularly update standardised Electrical Engineering reference manuals for consultants of the Department • Assist as when required by the Senior Manager, to review, evaluate and analyse Electrical Engineering consultants' designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Coordinate the reporting on planned and implemented projects • Assist the Senior Manager during ad hoc inspections and/or evaluations of Structural Engineering construction work.

Enquiries: Mr M Sediti, tel. (018) 388-4454

Candidate Engineer: Mechanical Services (3 Posts)

(5-year contract appointment)

Salary: R414 264 per annum (Ref. 78/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate BEng/BSc (Eng) • Compulsory registration with ECSA as a Candidate Mechanical Engineer • Valid driver's licence will be an added advantage. **Knowledge:** • Computer-aided engineering software • Project management principles and methodologies • Standard contracts such as the JBCC and the General Conditions of Contract (GCC) • Knowledge of and experience in the Public Finance Management Act (PFMA) • Basic knowledge of procurement procedures • Knowledge of all relevant mechanical works/Built Environment legislative/regulatory requirements. **Skills:** • Technical report-writing and presentation skills • Problem-solving ability • Basic financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, including Excel, PowerPoint and Project) • Self-management and motivation • Ability to work independently at strategic, production and execution levels.

Duties: • Compile monthly and annual reports • Regularly update standardised Mechanical Engineering reference manuals for consultants of the Department • Assist as when required by the Senior Manager, to review, evaluate and analyse Mechanical Engineering consultants' designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Coordinate the reporting on planned and implemented projects • Assist the Senior Manager during ad hoc inspections and/or evaluations of Mechanical Engineering construction work.

Enquiries: Mr M Sediti, tel. (018) 388-4454

Candidate Quantity Surveyor (6 Posts)

(5-year contract appointment)

Salary: R358 581 per annum (Ref.79/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate degree in Quantity Surveying • Compulsory registration with SACQSP as a Candidate Quantity Surveyor • Valid driver's licence will be an added advantage • Willingness to travel. **Knowledge:** • Contract and building law • Construction methods, techniques and systems of the Quantity Surveying field and construction environment • Project management principles and methodologies • Standard contracts such as the JBCC and the General Conditions of Contract (GCC) • Public Finance Management Act (PFMA) • Procurement procedures • Knowledge of relevant Built Environment legislative/regulatory requirements and the OHS Act would be advantageous. **Skills:** • Quantity surveying • Planning • Technical report-writing and presentation • Innovative problem-solving ability • Basic financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, including Excel, PowerPoint and QS software applications) • Self-management and motivation • Ability to work independently at strategic, production and execution levels.

Duties: • Assist to provide a quality, cost control and value management service on all building-related matters in the Department • Assist to review, evaluate and analyse Bills of Quantities and tender documentation details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Provide estimates on building projects or design changes • Assist in auditing of Consultants' fee accounts • Assist in auditing of progress payment certificates and final accounts of building projects • Prepare reports on building costs for clients • Visit building sites to monitor progress and perform financial control • Compile monthly and annual reports • Coordinate the reporting on planned and implemented projects • Assist in ad hoc inspections and/or evaluations of construction work.

Enquiries: Mr E Mati, tel. (018) 388-4496

Candidate Architect (6 Posts)

(5-year contract appointment)

Salary: R 358 581 per annum (Ref. 80/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate B degree in Architecture • Compulsory registration with SACAP as a Candidate Architect • Valid driver's licence will be an added advantage • Willingness to travel. **Knowledge:** • Computer-aided architectural software • Project management principles and methodologies • Standard contracts such as the JBCC • Public Finance Management Act (PFMA) • Procurement policies and procedures • Monitoring

and evaluation of projects • Relevant Built Environment legislative/regulatory requirements • Knowledge of the Environmental Conservation Act, the National Environmental Management Act and the OHS Act will be an advantage. **Skills:** • Technical report-writing and presentation • Good innovative problem-solving ability • Financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, Excel, PowerPoint and Project) • Self-management and motivation • Ability to implement professional judgement • Ability to work independently at strategic, production and execution levels.

Duties: • Assist in drawing standard plans and details of buildings which are repeated in various situations • Visit construction sites • Measure existing buildings • Supervise building construction sites and report progress to Architects • Conduct feasibility studies and compile a priority list on urgent and funded projects • Compile monthly and annual reports • Assist to review, evaluate and analyse Architectural consultant's designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Provide technical hands-on specialised support and technical advice to project managers in evaluating effectiveness and/or efficiency of proposed designs • Coordinate the reporting on planned and implemented projects • Assist in ad hoc inspections and/or evaluations of construction work • Assist in auditing of professional accounts.

Enquiries: Mr A Kamunyu, tel. (018) 388-4497

Candidate Technologist: Architectural Services

(5-year contract appointment)

Salary: R209 943 per annum (Ref. 81/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate Architectural BTech degree • Compulsory registration with SACAP as a Candidate Technologist • Valid driver's licence will be an advantage • Willingness to travel. **Knowledge:** • Computer-aided architectural software • Project management principles and methodologies • Standard contracts such as the JBCC • Public Finance Management Act (PFMA) • Procurement policies and procedures • Monitoring and evaluation of projects • Knowledge of all relevant Built Environment legislative/regulatory requirements, SANS and the OHS Act would be advantageous. **Skills:** • Technical report-writing and presentation skills • Innovative problem-solving ability • Financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, including Excel, PowerPoint and Architectural designs software) • Reliability, self-management and motivation • Ability to work independently at strategic, production and execution levels.

Duties: • Assist in the preparation of tender and working drawings • Visit construction sites • Measure and reproduce drawings for existing buildings when needed • Supervise building construction sites and report on progress to Architects • Assist in the evaluation and analysis of designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Assist in the ad hoc inspection and/or evaluation of construction work • Assist in auditing of professional accounts.

Enquiries: Mr A Kamunyu, tel. (018) 388-4497

Candidate Technician: Architectural Services

(5-year contract appointment)

Salary: R178 230 per annum (Ref. 82/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate Architectural National Diploma • Compulsory registration with SACAP as a Candidate Technician • Valid driver's licence will be an added advantage • Willingness to travel. **Knowledge:** • Computer-aided architectural software • Project management principles and methodologies • Standard contracts such as the JBCC • Public Finance Management Act (PFMA) • Procurement policies and procedures • Monitoring and evaluation of projects • Knowledge of all relevant Built Environment legislative/regulatory requirements, SANS and the OHS Act would be an added advantage. **Skills:** • Technical report-writing and presentation • Innovative problem-solving ability • Financial management • Records management (filing) and ability to keep a record of flow of documents • Computer literacy (MS Office package, including Excel and PowerPoint) • Reliability, self-management and motivation • Ability to work independently at strategic, production and execution levels.

Duties: • Assist in preparation of tender and working drawings • Visit construction sites • Measure and reproduce drawings for existing buildings when needed • Supervise building construction sites and report on progress to Architects • Assist to evaluate and analyse designs, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Assist in ad hoc inspections and/or evaluations of construction work.

Enquiries: Mr A Kamunyu, tel. (018) 388-4497

Deputy Director: HoD Support

Salary: R495 603 per annum (SL 11) (Ref. 83/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Bachelor's degree or National Diploma in Public Administration/Management/Social Sciences • Minimum of 3 years' management experience, coupled with relevant experience in the office of the Senior Manager • Valid driver's licence • Willingness to work beyond the normal working hours. **Knowledge/skills:** • Understanding of the mandate of the Department and functioning of Government and Governance structures • Good knowledge of the Public Service Legislative Framework • Knowledge of the Department's Public Entities • Good stakeholder liaison skills • Good interpersonal, communication and negotiation skills • Planning and organising skills • Management skills • Leadership skills • Ability to work under pressure • Computer literacy, preferably in packages such as MS Excel, PowerPoint, Word, the Internet, etc.

Duties: • Manage staff attached to the Office of the HoD • Prepare and manage correspondence, executive reports and documents in the Office • Analyse and advise on submissions received from internal and external clients in terms of policy frameworks and imperatives • Ensure document safety in the office • Coordinate interactions over a range of activities with the office of the MEC and Chief Directorates • Manage different stakeholder communications and meetings • Liaise with MEC Support services • Train and supervise subordinates.

Enquiries: Ms V Matlapeng, tel. (018) 388-1229

Deputy Director: Labour Relations

Salary: R495 603 per annum (SL 11) (Ref. 84/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Relevant Bachelor's degree or National Diploma • At least 3 years' actual experience as Assistant Director: Labour Relations • Valid driver's licence. **Knowledge/skills:** • Understanding of the mandate of the Department and functioning of Government • Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions, PSCBC Resolutions and HRM policies • Good interpersonal, communication and negotiation skills • Planning and organising skills • Experience in addressing misconduct and grievances • Management skills • Leadership skills • Ability to work under pressure • Computer literacy, ie MS Word, the Internet, etc.

Duties: • Advise Management on Labour Relations matters • Handle Conciliations and Arbitrations • Handle grievances and misconduct cases • Develop and monitor Labour Relations policies • Manage performance of subordinates • Represent the Department in relevant bargaining structures • Sensitise employees on collective agreements and relevant legislation • Manage strikes/protest action • Train and supervise subordinates.

Enquiries: Mr PJ Moremed, tel. (018) 388-4236/7

Assistant Director: Corporate Communications

Salary: R252 144 per annum (SL 9) (Ref. 85/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate 3-year Bachelor's degree or National Diploma in either Communications, Marketing, Public Relations or a related field • Minimum of 2 years in the communications field • Valid driver's licence. **Knowledge:** • In-depth knowledge of the Government communications environment and approach • Public Finance Management Act and Supply Chain Procedures. **Skills:** • Computer literacy • Good verbal and written communication skills • Ability to work under pressure and meet deadlines • Problem solver with a strong sense of responsibility • Excellent organisational skills.

Duties: • Implement and coordinate the departmental corporate communications strategies • Manage departmental corporate branding • Promote the corporate image of the Department • Be responsible for departmental publication • Create good relationships between the Department and its employees • Assist with photography for publications • Provide support at departmental events • Train and supervise subordinates.

Enquiries: Mr A Motsurupe, tel. (018) 388-1431

Assistant Director: Public Liaison

Salary: R252 144 per annum (SL 9) (Ref. 86/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate 3-year Bachelor's degree or National Diploma in either Communications, Marketing, Public Relations or a related field • Minimum of 2 years in the communications field • Valid driver's licence. **Knowledge:** • In-depth knowledge of the Government communications environment and approach • Public Finance Management Act and Supply Chain Procedures. **Skills:** • Computer literacy • Good verbal and written communication skills • Ability to work under pressure and meet deadlines • Problem solver with a strong sense of responsibility • Excellent organisational skills.

Duties: • Implement and coordinate departmental public liaison strategies • Draft communication strategies and media plans • Manage the media monitoring process and coordination • Coordinate press conferences and other media events • Compile media statements and contribute to speech writing • Provide support at departmental events • Train and supervise subordinates.

Enquiries: Ms M Tong, tel. (018) 388-1412

Senior Personnel Practitioner

Salary: R212 106 per annum (SL 8) (Ref. 87/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate degree/3-year diploma • Job Evaluation Certificate • At least 2 years' Job Evaluation and/or organisation structuring experience. **Knowledge:** • Job Evaluation processes • The Public Service Act and Public Service Regulations • PSCBC Resolutions. **Skills:** • Good communication and presentation skills • Report-writing • Ability to interpret and apply policies • Ability to work under pressure and meet tight deadlines • Computer literacy.

Duties: • Conduct Job Description and Job Evaluation Workshops • Facilitate the development and redesign of Job Descriptions • Conduct Job Evaluation processes • Participate in provincial Job Evaluation forum meetings • Implement the prescribed directives and resolutions in Job Descriptions and Job Evaluations • Supervise staff.

Enquiries: Ms V Matlapeng, tel. (018) 388-1229

Communications Officer: Corporate Communications

Salary: R138 345 per annum (SL 6) (Ref. 88/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate 3-year Bachelor's degree or National Diploma in Communications, Marketing, Public Relations or related field • At least 1 year's experience in the communications field • A valid driver's licence. **Knowledge:** Government communications environment and approach. **Skills:** • Computer literacy • Good verbal and written communication • The ability to work under pressure and meet deadlines.

Duties: • Promote the corporate image of the Department • Implement departmental corporate branding • Represent the Communications Unit in relevant structures • Render corporate communications by distributing information to internal and external stakeholders through memoranda, newsletters, e-mails, faxes, meetings and workshops • Compile articles for the internal departmental newsletter • Assist with photography for publications • Render general communication support.

Enquiries: A Motsurupe, tel. (018) 388-1431

Communications Officer: Public Liaison

Salary: R138 345 per annum (SL 6) (Ref. 89/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Appropriate 3-year Bachelor's degree or National Diploma in Communications, Marketing, Public Relations or a related field • At least 1 year's experience in the communications field • A valid driver's licence. **Knowledge:** Government communications environment and approach. **Skills:** • Computer literacy • Good verbal and written communication • The ability to work under pressure and meet deadlines.

Duties: • Assist in media monitoring and coordination • Assist with the planning and management of external communications projects and events • Provide support and branding for departmental events • Distribute departmental information/material to external stakeholders • Compile and write articles for the departmental newsletter • Assist with photography for publications • Represent the Communications Unit in relevant structures • Render general communication support.

Enquiries: Ms M Tong, tel. (018) 388-1412

Secretary: Chief Director (Corporate Services)

Salary: R115 212 per annum (SL 05) (Ref. 90/2013)

Head Office (Mmabatho)

Requirements: Qualification and experience: • Grade 12 certificate or equivalent. Secretarial Certificate will be an added advantage • Secretarial or general administration experience in an office environment. **Knowledge:** • Public Service legislation • Batho Pele principles. **Skills:** • Language proficiency, with the ability to communicate well with people at different levels • Good telephone etiquette • Computer literacy • Sound organisational • A high level of reliability and the ability to act with discretion • Minute writing.

Duties: • Provide a secretarial/receptionist support service to the Senior Manager • Arrange meetings and events • Provide general office support, including creating and managing a register of incoming and outgoing documents for an effective filing and tracking system • Make travel arrangements and process invoices, and handle travel and subsistence claims • Prepare documentation for meetings and record minutes of meetings where required • Type correspondence and memos, and consolidate reports • Handle the procurement of standard items, such as ordering of equipment and stationery as required • Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to Senior Manager.

Enquiries: Ms IK Nyoka, tel. (018) 388-2426

Ngaka Modiri Molema District Secretary: Office of the District Manager

Salary: R115 212 per annum (SL 5) (Ref. NMMD 32/2013)

District Office (Mmabatho)

Requirements: Qualification and experience: • Grade 12 certificate or equivalent • A Secretarial certificate will be an added advantage • At least 1-2 years' secretarial or general administration experience in an office environment. **Knowledge:** • Public Service legislation • Batho Pele principles • Language proficiency, with the ability to communicate well with the people at different levels • Good telephone etiquette • Computer literacy • Sound organisation • A high level of reliability and the ability to act with tact • Minute taking.

Duties: • Provide a secretarial/receptionist support to the District Manager. This will, inter alia, entail the following: • Managing correspondence, telephone calls, appointments and events through to registers and diary • Typing correspondence and memos and consolidating reports • Operating the fax and photocopier and any other office equipment • Providing a clerical support service, which will entail (inter alia): • Liaising with travel agencies to make travel arrangements • Setting up schedules of and arranging meetings • Preparing documentation for meetings and recording minutes • Process travel and subsistence claims and invoices that emanate from the activities of the work of the Director • File documents for the office • Administer leave and the telephone register • Handle procurement of standard items such as ordering of equipment and stationery, as required • Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the District Manager • Remain abreast with the procedures and processes that apply in the Office of the District Manager.

Enquiries: Mrs T Mathibe, tel. (018) 388-4412

Labour Relations Officer

Salary: R170 799 per annum (SL 7) (Ref. NMMD 32/2013)

District Office (Mmabatho)

Requirements: Qualification and experience: • 3-year diploma/degree in Labour Relations or equivalent qualifications • 1-2 years' practical experience in the field of labour relations • A valid driver's licence. **Knowledge:** Relevant labour legislation and Public Service policies. **Skills:** • Good verbal and written communication • Computer literacy in the Microsoft package.

Duties: • Represent the Department at relevant bargaining structures • Investigate grievances lodged in the Department and initiate disciplinary hearings on misconduct cases • Represent the Department during the conciliation process • Compile a labour relations database • Train employees and Management on relevant labour legislation • Manage strike action.

Enquiries: Mr C Sekopane, tel. (018) 388-4340

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. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Note: Applications must be accompanied by a signed Z83 form and a recently updated comprehensive CV, as well as originally certified copies of all qualification(s) and ID-document and the names of three contactable referees. 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 Qualifications Authority (SAQA). Candidates will be subjected to a security screening process. Applicants must indicate the number of the post and reference number in their applications. 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. The Department reserves the right to make an appointment. It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department.

Applications must be forwarded as follows:

- Head Office Posts (Refs: 75/2013-90/2013): The Head of Department, Public Works, Roads and Transport, Private Bag X2080, Mmabatho 2735, for attention: Mr E Khauo; or hand deliver in Office No 160, 1st Floor, Transport Building, Old Parliament Complex, Modiri Molema Road
- Ngaka Modiri Molema Posts (Refs. NMMD 32 & 33/2013): The District Manager: Ngaka Modiri Molema, Department of Public Works, Roads and Transport, Private Bag X80, Mmabatho 2735, for attention: Mrs TJ Mathibe; or hand deliver in Registry Office No 168, Old Parliament Building, Modiri Molema Road, Mmabatho 2735.

Closing date: 7 October 2013

It is the responsibility of the applicant to ensure that the application is forwarded to the relevant address.

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.

