



# dpwrt

Department:  
**Public Works, Roads and Transport**  
North West Provincial Government  
Republic of South Africa

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## NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

*This Department Is an Equal Opportunity Affirmative Action Employer.*

*It is our intention to promote representativity (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representativity will receive preference.*

*An indication in this regard will facilitate the processing of applications*

**APPLICATIONS** : **PRIVATE BAG X 928  
POTCHEFSTROOM  
2520**

**FOR ATTENTION** : **MS S K MAIPHETLHO  
DEPUTY DIRECTOR: ADMINISTRATION & PLANNING**

**NOTES** :

- (a) Applications must be accompanied by signed Z83 form and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered.
- (b) 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).
- (c) Candidates must indicate the number of the post/reference number in their applications.
- (d) 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.
- (e) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department
- (f) **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.**

- CLOSING DATE** : **16 SEPTEMBER 2011**
- POST** : **SENIOR ADMINISTRATION CLERK GR III**
- REF NO** : **DPWRT 1/2011KK**
- SALARY** : **R113 568-00 (SALARY LEVEL 6)**
- CENTRE** : **DR KENNETH KAUNDA DISTRICT: VENTERSDORP STATION ROADS**
- REQUIREMENTS** : Grade 12 certificate plus 5 years administrative or procurement experience will be an added advantage. **Knowledge:** Public Finance Management Act. Treasury Regulations. Public Service Act. Public Service Regulations. Public Service Delivery documents. Supply Chain Management Prescripts and Regulations. Computer literacy. **Skills:** Good communication skills, both verbal and written. Good interpersonal relations and creative. Ability to work under pressure and with a team.
- DUTIES** : Capturing of data on the RNMS (Road Network Management System). Compile and submit month end report on RNMS to District Office. Procurement of stock and goods within the station in accordance with the Public Finance Management Act. Record keeping of stock records for audit purpose. Perform other administration functions to support line function.
- ENQUIRIES** : **MR D MERE**                    **TELEPHONE NR: 018 – 293 9000**
- POST** : **ARTISAN GRADE "A" – "B"**
- REF NO** : **DPWRT 2/2011KK**
- SALARY** : **R103 806,00 p.a - R122 227,00 pa**
- CENTRE** : **DR KENNETH KAUNDA DISTRICT: POTCHEFSTROOM**
- REQUIREMENTS** : Appropriate Trade Test Certificate\* Valid driver's license. **Experience:** At least two (2) year's appropriate experience in the filed. **Knowledge:** Technical analysis knowledge\* Computer – aided technical application \* Knowledge of legal compliance \* Technical

report writing\* production process knowledge and skills. **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** : Supervision of staff in the sub-division. Repairs and service of vehicles. Monitor artisan tools. Ensure sufficient plant availability. Ensure compliance with Occupational Health and Safety at the workshop. Perform general administration related functions.

**ENQUIRIES** : MR J CHABAESELE **TELEPHONE NR:** 018 – 293 7660

**POST** : **BOILER OPERATOR (AUXILIARY SERVICE OFFICER)**

**REF NO** : **DPWRT 3/2011KK**

**SALARY** : **R66 750-00 (SALARY LEVEL 3)**

**CENTRE** : **DR KENNETH KAUNDA DISTRICT: WITRAND HOSPITAL  
POTCHEFSTROOM**

**REQUIREMENTS** : Grade 10 plus certificate in steam boiler operation, or in-house training. Applicants must be physically fit, and have sober habits. Willing to work shifts on weekends and public holidays. Applicants must have the ability to work hard in warm conditions. Should be self disciplined and responsible. **Knowledge:** Basic knowledge of Health and Safety Act. Knowledge of a range of work procedures such as Tools, Machinery and Chemical Treatment to Water. **Skills:** Writing, reading and supervisory skills. Communication skills. Mathematical skills. Observation and planning skills. Basic mechanical skills. Ability to perform routine tasks.

**DUTIES** : Operate the boiler. Log all tests and readings. Supervise assistants. Keep boiler house and boiler clean. Mix chemicals, trim coal from bunker and add salt to softener. Remove ash and root from boiler. Report to Hospital Foreman.

**ENQUIRIES** : **MR O D MORE TELEPHONE NR : 018 – 293 9000**

**POST** : **ROADWORKER AID**

**REF NO** : **DPWRT 4/2011KK**

**SALARY** : **R66 750-00 (SALARY LEVEL 3)**

**CENTRE** : **DR KENNETH KAUNDA DISTRICT: KLERKSDORP STATION ROADS (1 POST); VENTERSDORP STATION ROADS (2 POSTS)**

**REQUIREMENTS** : Basic literacy and numeracy. **Skills:** 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 D MERE**            **TELEPHONE NR: 018 – 293 9000**

**POST** : **TRADESMAN AID**

**REF NO** : **DPWRT 5/2011KK**

**SALARY** : **R66 750-00 (SALARY LEVEL 3)**

**CENTRE** : **DR KENNETH KAUNDA DISTRICT: CONSTRUCTION UNIT POTCHEFSTROOM**

**REQUIREMENTS** : ABET or relevant working experience. **Knowledge:** Basic Knowledge of simple and routine tasks on fitting, plumbing, electrical, building and mechanical. **Skills:** Interpersonal skills.

**DUTIES** : Assist team during execution of their daily duties. Cleaning and maintaining of tools and workshop. Carry tools, equipment, spares and material which are required to perform duties. Performing simplified and routine artisan technician and handyman tasks. Daily report to supervisor on all defects and abnormal activities.

**ENQUIRIES** : **MR O D MORE**            **TELEPHONE NR: 018 – 293 9000**