



**the dpw**

**Department of Public Works**  
North West Provincial Government  
Republic of South Africa

Modiri Molema Road  
DPW Provincial Head Office  
Mmabatho, 2735  
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Tel.: +27 (18) 387 2002  
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## DIRECTORATE: HRM

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Ref : 3/3/3  
Enq : Mr. D.L. Smith  
Tel : 018-387 2043  
Email : [DLSmith@nwpq.gov.za](mailto:DLSmith@nwpq.gov.za)

### CIRCULAR NO. 01/2008

#### 1. INTRODUCTION AND GENERAL MEASURES

- 1.1 The contents of this circular must be brought to the attention of all employees on the payroll of Departments in the Public Service.

#### 2. DIRECTIONS TO APPLICANTS

- 2.1 Interested persons must submit applications on Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and certified copy of ID.
- 2.2 It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicant's educational qualifications will be verified, and references will be checked.
- 2.3 Enquiries regarding any advertised posts in this circular must be directed to the relevant person as indicated in the advertisement.
- 2.4 Faxed, e-mailed and late applications will not be accepted.
- 2.5 The Department reserves the right not to make an appointment. Short-listed applicants must be available on the date, time and venue as will be determined by the Department. If you have not heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to short-listed candidates only.

- 2.6**      **Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification.**
- 2.7**      The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity. People with Disabilities are encouraged to apply.
- 2.8**      Forward your applications to the Head of Department as follows:

**The Director: HRM  
Attention: Mr. D.L. Smith  
Department of Public Works  
Private Bag X2037  
MMABATHO  
2735**

**Closing Date: 23 May 2008**

**Head Office: Mmabatho**

**Post**                    : **Secretary (Office of the Director Legal Support Services)**  
**Salary**                : **R 68 955 p.a. (Level 5)**  
**Centre**                : **Head Office (Mmabatho)**  
**Post No**              : **1/23/05/2008**

**Requirements**      : Standard 10/Grade 12 with typing as a subject or any other equivalent training course/qualification that will enable the person to perform the work satisfactorily.

**Recommendations:** Language skills and the ability to communicate well with people at different levels and from different backgrounds \*Good telephone etiquette and interpersonal relations \*Computer literacy \*Sound organisational skills \*High level of reliability \*Basic writing skills \*Ability to act with tact and discretion \*Good grooming and presentation

**Duties**                : Manage the office by providing secretarial/receptionist support service to the Director \*This will, inter alia, entail the

following: Management of correspondence, telephone calls, appointments, and events through registers and diary \*Type documents for the director \*Operate fax and photocopier and any other office equipment \*Provide clerical support service to the director which will entail, inter alia, liaison with travel agencies to make travel arrangements \*Set up schedules of and arrange meetings for the director, record minutes organize refreshments \*Process travel and subsistence claims and all invoices that emanate from the activities of the work of the director \*Draft routine correspondence and reports \*File documents for the office \*Administer leave and telephone registers Handle procurement of standard items like stationery, refreshments etc Collect all relevant documents to enable the director to prepare for meetings \*Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the director \*Remain abreast with the procedures and processes that apply in the office of the director.

**Enquiries**

**: Mr. O.K. Chwaro Tel: (018) 387 2458**