

Assistant Director: Debtors

Salary: R146 685 per annum (Level 9)

Centre: Mmabatho (Head Office)

Requirements: • An appropriate Bachelor's degree/equivalent qualification or Grade 12 certificate with extensive relevant experience • Understanding of Government debtors processes and procedures • Knowledge of the Public Finance Management Act (PFMA) • Knowledge of PERSAL and WALKER Financial Systems as well as the PERSAL/WALKER interface • Knowledge of the Public Service Regulations Acts and policies • Computer literacy.

Duties: • Production, reconciliation and consolidation of the monthly Provincial debtors report for Government houses for both official and private tenants • Responsible for the production, reconciliation and consolidation of other miscellaneous debtors • The Core function will be the overall management and control of the debtors division under the guidance of the Deputy Director: Revenue, debtors and cash flow, suspense and control accounts.

Enquiries: Ms P Motsaathebe, tel: (018) 387-2252.

Ref: DOPW/1012/01

State Accountant: Debtors

Salary: R98 916 per annum (Level 7)

Centre: Mmabatho (Head Office)

Requirements: • An appropriate Bachelor's degree/equivalent qualification or Grade 12 certificate with extensive relevant experience • Understanding of Government debtors processes and procedures • Knowledge of the PFMA • Knowledge of PERSAL and WALKER Financial Systems as well as the PERSAL/WALKER interface • Knowledge of the Public Service Regulations Acts and policies • Computer literacy.

Duties: • Check and certify information captured on the Rental Administration Solution • Identification of rental defaulters and submission of list to housing section (property management) • Collection of monthly returns from the regions • Collection of monthly PERSAL rental payment report per department in the province • Verification of PERSAL rental payments per Department in the Province • Verification of cash rental payments for private tenants • Respond to debtors' queries • Reconciliation of rental payments for the Department per tenant on a monthly basis • Compilation of a detailed monthly summary on age analysis report per Department per region, district and house, vacant land etc.

Enquiries: Ms P Motsaathebe, tel: (018) 387-2252.

Ref: DOPW/1012/02

Artisan A: Carpentry

Salary: R79 407 per annum (Level 6)

Centre: Mmabatho (Head Office)

Requirements: • Std 8 or Matric certificate or NTC II and a Trade certificate • Relevant experience • Valid code 08 driver's licence.

Duties: • Maintain, construct, manufacture and repair structures consisting of wood • Fit and repair all types of ceilings and construct all types of cabinets • Request and quantify all material • Report writing and General Administration functions • Personnel management.

Enquiries: Mr PN Mogorosi, tel: (018) 387-2027.

Ref: DOPW/1012/03

Artisan A: Plumbing (x2)

Salary: R79 407 per annum (Level 6)

Centre: Mmabatho (Head Office)

Requirements: • Trade Test certificate • Grade 10 certificate or relevant experience in the plumbing trade • Proof of a trade test and appropriate experience in the plumbing trade.

Duties: • Maintenance work on houses and buildings • Installation of plumbing equipment • Repair or replacement of kitchen and laundry equipment • Request and quantify material as well as General Administration functions.

Enquiries: Mr PN Mogorosi, tel: (018) 387-2027.

Ref: DOPW/1012/04

Artisan A: Electrician (x4)

Salary: R79 407 per annum (Level 6)

Centre: Mmabatho (Head Office)

Requirements: • Electro Technical Wireman's licence • Trade Test certificate/equivalent N/T stream qualification coupled with relevant experience • Grade 10/12 certificate or equivalent qualification • Valid driver's licence will be a recommendation.

Duties: • Assembly, installation and maintenance of electrical equipment • Replacement, repairs and installation of lights, stoves, heaters, motors etc • Assist with installation, repair or replacement of kitchen and laundry equipment • Tracing and repair or replacement of faulty cables, distribution board wiring • Assist with wiring and rewiring • Maintenance of standby by power plants and control panels • Assist in all types of work relate to ward lighting for consumer departments • Replacement of terrain lights and switch gear • Request and quantify material by completion of VA2 • Train Tradesman Aids as and when need arises • Manage unit staff.

Enquiries: Mr PN Mogorosi, tel: (018) 387-2027.

Ref: DOPW/1012/05

Artisan A: Electro-Mechanical (x2)

Salary: R79 407 per annum (Level 6)

Centre: Mmabatho (Head Office)

Requirements: • Electro Technical Wireman's licence • Trade Test certificate/equivalent N/T stream qualification coupled with experience • Grade 10/12 certificate or equivalent qualification • Valid driver's licence will be a recommendation.

Duties: • Electrical maintenance and construction on Government houses and buildings • Install electrical equipment • Trace electrical faults i.e. cabling • Request and quantify material • Report writing and General Administration.

Enquiries: Mr PN Mogorosi, tel: (018) 387-2027.

Ref: DOPW/1012/06

ERRATUM

Please note that the salary notches and post levels as advertised for the following 3 positions in the City Press on Sunday, 03 December 2006 were advertised incorrectly. The correct salary notches and post levels for the positions are as follows:

Senior Personnel Officer

Salary: R79 407 per annum (Level 6)

Centre: Bophirima Regional Office

Ref: NWDOPW/1312/01

Artisan Plumbing

Salary: R64 143 per annum (Level 5)

Centre: Ganyesa District

Ref: NWDOPW/1312/07

Artisan A: Bricklaying

Salary: R64 143 per annum (Level 5)

Centre: Bophirima Regional Office

Ref: NWDOPW/1312/08

The Provincial Department of Public Works is an equal opportunity, affirmative action employer. As such it is our intention to promote and uphold representativity in the Department in terms of race, gender and disability. People with disabilities are encouraged to apply.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

NB: UNEMPLOYED PEOPLE WITH DISABILITIES ARE KINDLY URGED TO REFLECT THEIR STATUS CLEARLY ON THE APPLICATION FORM.

Interested persons may submit their applications on Form Z83, obtainable from any Public Service Department, together with certified copies of qualifications (copies, as it will not be returned), a comprehensive CV and a copy of ID to: The Head of Department, Department of Public Works, Private Bag X2037, Mmabatho 2735, for the attention of Mr DL Smith, c/o Main Registry.

All applications under Erratum should be forwarded to: The Regional Director, Department of Public Works, Private Bag X3 Vryburg 8600 or 20 Malt Street Industrial Site Vryburg 8600, for the attention of Mr T Appolus, tel: (053) 928-7200.

Please note: Late applications and faxed or e-mailed applications will not be accepted. If you have not heard from the Department within three months of the closing date, please regard your application as unsuccessful.

Please note that the Department reserves the right not to make an appointment.

Closing date: 12 January 2007.

