

Department of Public Works and Roads

Admin Clerk: SCM Support (Bid Administration)

(Re-advertisement)

Salary: R152 862 per annum (SL-05) (Ref. H/O 20/2017)

Head Office, Mahikeng

Requirements: • A Grade 12 certificate or NCV Level 4, with administration experience (NB: applicants that have previously been and are currently involved in internship programme, trained by the Department of Public Works and Roads at its Mahikeng Head Office will be considered) • Knowledge of secretariat functions in official meetings, recording minutes of meetings and records management (filing) • The ability to keep a record of flow documents • The ability to work independently at production and execution levels • The ability to capture information on electronic system. Skills: • Computer literacy (Microsoft Word, Excel, PowerPoint, e-mail and Internet) • Good communication (written and verbal) skills • Good listening skills • The ability to work under pressure.

Duties: • Render an effective and efficient secretariat function to the Departmental Adjudication Committee • Record and take minutes during meetings • Prepare appointment letters to Programme Managers and Service Providers • Capture infrastructure awards on the departmental website, provincial Tender Bulletin and CIDB website with regards to infrastructure awards • Prepare the agenda, action list and submissions for bid meetings • Distribute bid packages to Bid Committee Members • Follow up on and update the action list on a weekly basis • Handle the shredding of confidential documents on a weekly basis • File documents on a weekly basis • Prepare refreshments for committee sittings.

Enquiries: Mrs JC Hart, tel. (018) 388-4476

Switchboard Operator: Corporate Services

(12-month contract Receptionist)

Salary: R127 851 per annum (SL-04) (Ref. H/O 21/2017)

Head Office, Mahikeng

Requirements: • A Grade 12 certificate or NCV Level 4 • At least 1-3 years' relevant experience • Knowledge of government matters • The ability to work under pressure • Computer literacy (Microsoft PowerPoint, Excel, Intranet) • Typing skills.

Duties: • Operate a switchboard • Serve as a customer service • Attend to incoming and outgoing telephone calls • Transfer calls to relevant staff • Provide clients with relevant information • Take messages and convey to relevant staff • Keep record of all outgoing calls • Liaise with internal and external stakeholders • Arrange conference calls • Keep records • Print and issue telephone accounts • Maintain telephone accounts • Allocate pin codes when authorised. Preference will be given to persons with disability.

Enquiries: Ms I Phetlhu, tel. (018) 388-1470

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. People with disability are encouraged to apply. An indication in this regard will facilitate the processing of applications.

Note: • 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 3 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 post title and reference number in their applications • 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 • It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department • The Department reserves the right not to make an appointment • Candidates requiring additional information regarding an advertised post must direct their enquiries to the enquiries person mentioned at each post.

All applications must be forwarded to the Head of the Department, Department of Public Works and Roads, Private Bag X2080, Mmabatho 2735 OR hand-delivered in Office No 160, 1st Floor, New Building, Head Office Complex, Old Parliament, Modiri Molema Road, Mmabatho 2735, for attention: Mr ME Khauoe.

Closing date: 4 August 2017

NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.



dpwr

Department: Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA