

Deputy Director: Legal Support Services

Salary: R339 825 per annum (Level 12)

Centre: Head Office, Mmabatho

Requirements: • An appropriate RVQ 13 or equivalent qualification coupled with relevant experience • A postgraduate legal qualification will be an added advantage.

Recommendations: • Experience in legal advice • Litigation support and legislative drafting • Knowledge of Labour Relations practices in the Public Service • Good verbal and written communication skills and Project Management skills • Knowledge of the PFMA • Good conflict resolution and mediation skills • Computer literacy in Microsoft packages • A valid driver's licence.

Duties: • Develop, review and edit policies and procedure manuals • Draft, edit and review legislation and subordinate legislation • Provide oral and written legal opinion on variety of issues • Draft and review various legal instruments • Attend to litigation involving the Department • Ensure that both disciplinary and grievance procedures are maintained in the Department • Represent the Department in the provincial bargaining structures • Implement collective agreements and provide advocacy in collective agreements and other relevant prescripts in the Department • Ensure prudent financial management and proper utilisation of resources in the Directorate • Manage unit staff.

Enquiries: Adv OK Chwara, tel: (018) 387-2457/8.

Ref: NWDOPW/2101/01

Deputy Director: Human Resource Planning and Personnel Management

Salary: R286 203 per annum (Level 11)

Centre: Head Office, Mmabatho

Requirements: • An appropriate Bachelor's degree or equivalent qualification in Human Resource Management • In-depth understanding of Government legislation (e.g. Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act, Public Service Act etc) • Knowledge of the PFMA • Ability to manage Human Resource issues in a changing/transforming environment • Knowledge of strategic planning and budgeting processes • Knowledge of Project Management • Report writing skills • Presentation and facilitation skills • Knowledge of PERSAL system is essential • Knowledge of the Department's organisational structure.

Recommendations: • Excellent communication and interpersonal skills, motivational skills, good conflict resolution and mediation skills • Computer literacy.

Duties: • Manage Human Resource tasks • Render support role in terms of forecasting HR needs and drawing of the HR Plan • Implement scarce skills retention programme • Facilitate the development of the EE Plan • Implement the Employment Equity targets as per EE Plan • Ensure compliance and reporting • Manage the processes of verification qualifications • Policy formulation, implementation and review • Manage the recruitment, selection and appointment processes • Manage condition of service • Organisational development • Job evaluation • Manage and control the Sub-Directorate's budget • Provide monthly reports • Manage unit staff.

Enquiries: Mr PJ Moremedi, tel: (018) 387-2460.

Ref: NWDOPW/2101/02

State Accountant: Internal Control

Salary: R98 916 per annum (Level 7)

Centre: Head Office, Mmabatho

Requirements: • An appropriate Bachelor's degree or equivalent qualification or Grade 12 certificate with extensive relevant experience • Extensive experience in Internal Auditing • Computer literacy • Training in Risk Management/Control will be an added advantage • A valid driver's licence.

Duties: • Conduct regulatory audits • Assist in planning audit assignments • Assist in the preparation of report for review by management • Conduct investigations and write reports • Assist in the overall administration of Internal Audit activities • Conduct ad hoc and special investigations in suspected cases of fraud and any other irregularities • Verify payments, salaries, suspense accounts and petty cash.

Enquiries: Mr E Magole, tel: (018) 387-2039.

Ref: NWDOPW/2101/03

Accounting Clerk: Budget, Revenue and Suspense Accounts

Salary: R54 222 per annum (Level 4)

Centre: Head Office, Mmabatho

Requirements: • Grade 10 certificate or equivalent qualification with 2 years' relevant experience • Computer literacy • Knowledge of the Public Finance Management Act will be an added advantage.

Duties: • Reconcile and clear suspense accounts • Record, organise, store and retrieve information related to the work in the finance environment and/or deal directly with clients by requesting and providing information • Assist with cash flows • Plan own work • Receive instruction or guidance on closely related subjects • Solve problems by applying standing instructions or procedures • Make decisions in respect of own work.

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

Ref: NWDOPW/2101/04

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.

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. Shortlisted applicants must avail themselves on the date, time and venue as shall be determined by the Department.



Closing date: 9 February 2007.