

Secretary: To the Chief Financial Officer

Salary: R98 916 per annum (Level 7)

Centre: Head Office, Mmabatho

Requirements: • Grade 12 certificate or equivalent qualifications with Typing as a fully passed subject
• Extensive experience with good interpersonal relations • Communication skills • Telephone etiquette.

Duties: • Assist the PA in scheduling of the CFO's appointments • Receive visitors • Order stationery
• Typing • Send and receive e-mails and faxes • Receive and register all kinds of correspondence
• Filing • Answer telephone calls • Bind reports • Make copies of different correspondence • Arrange refreshments for meetings.

Enquiries: Ms Tshenolo Pule, tel: (018) 387-2051.

Ref: NWDOPW/1102/01

Artisan Foreman (Mechanical)

Salary: R98 916 per annum (Level 7)

Centre: Southern Regional Office (Witransd Hospital)

Requirements: • National diploma or Trade Test certificate coupled with extensive relevant mechanical experience • Grade 10 or 12 certificate or equivalent qualification • Knowledge of boiler operating will be an added advantage • Knowledge of the PFMA, OHS Act, Public Service Act and Regulations • A valid driver's licence is recommended.

Duties: • Solve technical problems in accordance with policy and priority with regard to production and planning • Estimate cost of services • Contribute to strategic planning • Identify engineering technical needs • Ensure compliance with safety codes and regulations • Manage and monitor production of division • Initiate corrective action when required • Constant liaison with other divisions or clients • General administration functions (e.g. monthly reports, leave administration and performance management of the Unit).

Enquiries: Ms P Monnapula-Mazabane, tel: (018) 293-9000.

Ref: NWDOPW/1102/02

Erratum

Please note the following change for the position advertised on 4 February 2007.

Admin Clerk: Asset Management

Centre: Central Regional Office

(Ref: NWDOPW/0402/04)

The post has been changed to Senior Admin Clerk with the same salary and closing date.

The Department apologises for any inconvenience caused.

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 as follows.

Head Office, Mmabatho: Department of Public Works, Private Bag X2037, Mmabatho 2735, for the attention of Mr DL Smith.

Southern Regional Office: Department of Public Works, Private Bag X918, Potchefstroom 2520, for the attention of Mr J Tsoku.

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.



North West Province
SOUTH AFRICA'S *Platinum* PROVINCE

Closing date: 2 March 2007.