

Senior Personnel Practitioner: Performance Management and Development Systems

Salary: R116 658 per annum (Level 8)

Centre: Head Office (Mmabatho)

Requirements: • An appropriate Bachelor's degree or equivalent qualification or Senior certificate with extensive relevant experience in HRM • Computer literacy • Presentation skills, creativity and report writing skills • PERSAL knowledge will be an added advantage • A valid driver's licence.

Duties: • Implementation of PMDS policy • Provide training on PMDS to directorates, regions and districts • Coordinate and monitor the review of jobs descriptions and work plans and signing of performance agreements • Monitor and coordinate the assessment process • Process assessment reports • Ensure that personnel are assessed within a target period • Attend to queries and write submissions and reports • Manage resources of the unit.

Enquiries: Ms M Tembe, tel: (018) 387-2302.

Ref: NWDOPW/1803/01

Senior Accounting Clerk: Internal Control

Salary: R64 143 per annum (Level 5)

Centre: Head Office (Mmabatho)

Requirements: • Grade 10 certificate or equivalent qualification or Grade 12 certificate with relevant experience • Computer literacy • Studies towards a degree/diploma in Auditing/Internal control will be an added advantage.

Duties: • Conduct regulatory audits • Assist in conducting investigations • Assist in verification of payments, salaries suspense accounts and petty cash • Receive instructions/guidance on several closely related subjects • Solve problems by applying standing instructions or procedures • Make decisions in respect of own work.

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

Ref: DOPW/1803/02

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 disability are encouraged to apply.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants' educational qualifications will be verified and references will be checked.

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

Interested persons may submit applications on Form Z83 obtainable from any Public Service Department, together with certified copies of qualifications, detailed CVs and IDs 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: 5 April 2007 @ XXhXX.

