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Department of Public Works
North West Provincial Government
Republic of South Africa

Modiri Molema Road
DPW Provincial Head Office
Mmabatho, 2735
Private Bag X 2037, Mmabatho, 2735
Tel.: +27 (18) 387 2002
Fax.: +27 (18) 387 2868

DIRECTORATE: HRM

Ref : 3/3/3
Enq : Ms N.Y.P Mochekeo
Tel : 018-387 2336
Email : NYmochekeo@nwpg.gov.za

CIRCULAR NO: 02/2009

1. INTRODUCTION AND GENERAL MEASURES

- 1.1 The contents of this circular must be brought to the attention of all employees on the payroll of Departments in the Public Service.

2. DIRECTIONS TO APPLICANTS

- 2.1 Interested persons must submit applications on Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and certified copy of ID.
- 2.2 It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicant's educational qualifications will be verified, and references will be checked.
- 2.3 Enquiries regarding any advertised posts in this circular must be directed to the relevant person as indicated in the advertisement.
- 2.4 Faxed, e-mailed and late applications will not be accepted.
- 2.5 The Department reserves the right not to make an appointment. Short-listed applicants must be available on the date, time and venue as will be determined by the Department. If you have not heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to short-listed candidates only.
- 2.6 **Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification.**

- 2.7** The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity.
- 2.8** **People with Disabilities are strongly encouraged to apply.**
- 2.9** Forward your applications to the Regional Director as follows:

**The Regional Director, Bojanala Region,
Attention: Mr. A. De Witte
Department of Public Works
Private Bag X82336
RUSTENBURG
0300**

All enquiries can be made by: Mr. Claassen J.D. (014) 594 0990

Visit our Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public%20works)

Closing Date: 06 March 2009

**Artisan “A” Carpenter (Building Maintenance) 2 posts
Salary: R 76 194 p.a. (level 5)
Centre: Temba District Office x 1
Brits District Office x 1
Ref No: 1/02/27/2009**

Requirements: *Grade 12 Certificate *Trade Test certificate or equivalent experience
*Code 08 driver’s licence will be an added advantage.

Duties: *Maintain, construct, manufacture and repair of structures/ articles which may consist of wood *Construct roofs and covering *Fitting and repairing all types of ceiling

*Repair and construction of all types of cabinets *Fitting of skirting and quadrants
*Requesting and quantifying of material *Compiling monthly reports.

Artisan “A” Plumber (Building Maintenance)
Salary: R 76 194 (level 5)
Centre: Brits District Office
Ref No: 2/02/27/2009

Requirements: *Grade 12 certificate or an equivalent qualification *A complete Apprenticeship in the Building trade and proof of passing a trade test *Extensive appropriate experience in the building trade *Computer literacy and supervisory experience *Driver’s licence will be added advantage OHS Act. *Public Service Act and Regulations.

Duties: *Control and supervise the building trades within the region *Responsible for inspections *Control leave and absenteeism *Identify engineering technical needs *Ensure compliance with safety codes and regulations *Manage unit staff *Submit monthly reports.

Artisan “A” Painter (Building Maintenance)
Salary: R 76 194 p.a. (level 5)
Centre: Temba District Office
Ref No: 31/02/27/2009

Requirements: *Grade 12 Certificate with a Trade test certificate or equivalent academic level *Appropriately trained on the safety precautions *Good interpersonal Relation skills *Good written communication skills.

Duties: *Painting of buildings structures and other items on the premises where painting is needed *Installation and replacement of window panes.

Driver Operator (Building Maintenance Renovations)
Salary: R 64 410 p.a. (level 4)
Centre: Rustenburg District Office
Ref No: 4/02/27/2009

Requirements: *Able to read and write *Drivers licence (code 10) plus PDP

Duties: *Operator earthmoving machines *Operate Crane Trucks *Operate Sewerage Tanker *To transport workers to their projects *To collect materials from suppliers *To transport materials to the project and delivery of administrative documents in the Region.

Driver (Building Maintenance Renovations)
Salary: R 54 879 p.a. (level 3)

Centre: Madikwe District Office
Ref No: 5/02/27/2009

Requirements: *Able to read and write *Drivers license (code 10) plus PDP.

Duties: *Operate Sewerage Tanker *To transport workers to their projects *To collect materials from suppliers *To transport materials to the project and delivery of administrative documents in the Region.

DIRECTOR: HRM
MR. P.J. MOREMEDI

DATE