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

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DPW Provincial Head Office
Mmabatho, 2735
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DIRECTORATE: HRM

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

CIRCULAR NO: 04/2009

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 Head of Department as follows:

**The Director: HRM
Attention: Ms N.Y.P Mocheko
Department of Public Works
Private Bag X2037
MMABATHO
2735**

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

Closing Date: 09 April 2009

**DIRECTOR: HRM
MR. P.J. MOREMEDI**

DATE

**Secretary (Directorate: Financial Accounting & Planning)
Salary: R 76 194 (Level 5)
Centre: Head Office (Mmabatho)
Ref No: 31/03/2009**

Basic Requirements: A Grade 12 certificate or equivalent qualification, with typing as a fully passed subject* Relevant secretarial course & experience.* Good interpersonal relations and communication skills* Good telephone etiquette* Routine verbal exchange of information requiring helpfulness & politeness.

Recommendations : Knowledge and experience in the usage of Microsoft packages (MS Word, MS Excel and MS PowerPoint) * Good organizational skills * Ability to work independently with initiative.

Duties: *General management of Director's Office *Utilization of office equipment (faxing, photocopying, receiving and making telephone calls) * Receive visitors and deal with basic enquiries regarding the Director's functions* Arranging meetings and venues* Provide Financial Administrative support* Co-ordinate leave register and telephone accounts for the component* Handle office correspondence* Do secretarial functions* Coordinate Director's diary* plan own work* Assist with the consolidation of the annual report* Directorate electronic inventory management* basic clerical functions .

Enquiries: Mr. J. Mothei, tel: (018) 387 2056

**DIRECTOR: HRM
MR. P.J. MOREMEDI**

DATE