



the dpw

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

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DPW Provincial Head Office
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DIRECTORATE: HRM

Ref : 3/3/3
Enq : Ms N.Y.P Mocheke
Tel : 018-387 2336
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**TO : ALL HEADS OF DEPARTMENTS
CHIEF DIRECTORS
REGIONAL/HEAD OFFICE DIRECTORS
HRM DIRECTORS
DISTRICT HEADS/MANAGERS**

FROM : DIRECTOR HRM

DATE : 4 MAY 2009

**SUBJECT : INTERNAL ADVERTISEMENT OF POSTS IN THE
ORGANISATIONAL STRUCTURE OF THE DEPARTMENT OF
PUBLIC WORKS - NORTH WEST PROVINCE**

CIRCULAR NO: 05/2009

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 as follows:

**For Posts at Head Office: The Director: HRM
Attention: Ms N.Y.P Mochekeo
Department of Public Works
Private Bag X2037
MMABATHO
2735**

**For Posts at Ngaka Modiri Molema District (Central Region)
The Regional Director: Ngaka Modiri
Molema District (Central Region)
Attention: Ms. J. Mathibe
Department of Public Works
Private Bag x 80
MAFIKENG
2745**

Physical Address: Old Parliament Building

**For Posts at Bojanala Platinum District
The Regional Director Bojanala Platinum
District
Attention: Mr. A. De Witte
Department of Public Works
Private Bag X82336
RUSTENBURG
0300**

Closing Date: 15 May 2009

Head Office

State Accountant

Salary: R145 920.00 p.a. (Level: 8)

Centre: Head Office (Mmabatho)

Ref: 1/15/05/2009

Requirements: *An appropriate RVQ 13 or Senior Certificate with extensive relevant experience in Salary Administration *Knowledge of PFMA and Treasury Regulations
*Knowledge of the PERSAL and Walker systems *Computer literacy *Good interpersonal relations *Good communication and dealings with internal and external clients
*Knowledge of MS Word and Excel *Ability to work under pressure.

Duties: *Manage the payment of staff (Salaries and allowances)*Manage safe custody of salary documents *Calculation of over / underpayments of salaries *Clearing of salary suspense account *Manage the stop-order deductions from salaries *Render any other appropriate duties as instructed by supervisor.

Enquiries: Mr.L.A. Menyatswe, Tel no: (018) 387 2084

Senior Accounting Clerk Grade II

Salary: R76 194 p.a. (Level: 5)

Centre: Head Office – Mmabatho

Ref: 2/15/05/2009

Requirements: *Standard 10 or Grade 12 with relevant experience *Good interpersonal relations *Good communication and dealings with internal and external clients
*Knowledge of the PERSAL and Walker systems *Computer literacy *Ability to work under pressure

Duties: *Capturing the payment of staff (Salaries and allowances) on PERSAL system
*Ensure safe custody of salary documents *Calculation of over / underpayments of salaries *Capturing of S & T Advances on Walker and clearing of salary suspense account *Capturing the stop-order deductions from salaries *Render any other appropriate duties as instructed by supervisor.

Enquiries: Mr. .L.A. Menyatswe, Tel no: (018) 387 2084

Ngaka Modiri Molema District (Central Region)

Assistant Director: HRP and Administration

Salary: R174 243 p.a. (level 9)

Centre: Ngaka Modiri Molema District (Central Region)

Ref: 3/15/05/2009

Requirements: *An appropriate Bachelor's degree or equivalent qualification in HRM.
*Knowledge of applicable HR legislation and policies (i.e. Public Service Act, BCEA, Labour Relations Act, Public Service Regulations and departmental policies.) *Good

written and verbal communication skills *Computer literacy (MS Word, MS Excel, MS PowerPoint) *Sound knowledge of PERSAL system *Good presentation skills.

Duties: *Manage recruitment, selection and placement processes w.r.t. district staff, EPWP and NYS beneficiaries *Oversee implementation of conditions of service (e.g. housing subsidy, leave, PILIR etc) *Provide technical advice on the development of job descriptions *Input in the implementation of Equate Job Evaluation System *Control the usage of the PERSAL system in the District *Input on matters related to organizational design *Implementation of processes and systems to improve workflow within the Division *Render HR support to line managers in the District *Analyze statistical information and compilation of management reports.

Enquiries: Mr. S.T.S. Monare, Tel: (018) 387 2489

Admin Officer

Salary: R117 501 p.a. (Level 7)

Centre: Ngaka Modiri Molema District (Central Region)

Ref: 4/15/05/2009

Requirements: *Senior certificate (Grade 12) qualification relevant experience.
*Comprehensive Computer Literacy (MS Word, MS Excel and MS PowerPoint)
*Trustworthy professional with integrity. Good interpersonal and communication (verbal and written) skills *Ability to work independently and as a part of a team *Ability to work under pressure.

Duties: *Screen all incoming calls to the Director's office *Manage the Director's Diary *Responsible for creating a conducive office environment and image Building *Serve as an entry point for all the internal and external stakeholders who visits or call the Director's office *Type documents, memoranda, presentations, reports etc *Arrange venue bookings and prepare logistics for meetings *Responsible for minutes taking during meetings *Responsible for establishing and maintaining a proper filing system *Make accommodation and travel arrangements for the Director *Act as a liaison between the Director and other programme managers and sub – district offices *Follow up with managers on delegated matters *Requisitioning of stationery and refreshments for the Directors office *Follow – up on all correspondence sent out of the office for reply/approvals *Receive and dispatch confidential documents.

Enquiries: Mrs. T.J. Mathibe, Tel no: (018) 387 2465/2466

Deputy Director (Finance and Provisioning)

Salary: R344, 052 p.a. (Level 11)

Centre: Bojanala Platinum District

Ref: 5/15/05/2009

Requirements: *Bachelor Degree in Commerce or equivalent qualification *Five years experience in Finance and Auditing.

Duties: *Development and management of District database of suppliers *Ensure speedy payments of supplier service providers *Compilation of monthly cash flow and expenditure projections for submission to Head Office *Analysis of monthly Walker expenditure reports *Input in the compilation of annual financial statements *Design an implementation of internal control measures *Management of periodic stock taking *Oversee the disposal of redundant and obsolete assets in compliance with treasury regulations and internal prescripts *Management of salaries/payroll functions *Oversee the management of petty cash *Manage revenue collection *Assets management *Oversee Tendering process *Compilation of the District budget.

Enquiries: Mr. A De Witte, Tel no: (014) 594 0990

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

DATE