



# dpwrt

Department:  
**Public Works, Roads and Transport**  
North West Provincial Government  
Republic of South Africa

Modiri Molema Road  
Provincial Head Office  
Mmabatho, 2735  
Private Bag X 2080, Mmabatho, 2735  
Republic of South Africa  
Tel.: +27 (18) 387 2447  
Fax: 086 535 1538  
Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public works)

---

## DIRECTORATE: HUMAN RESOURCE MANAGEMENT

---

### NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

*This Department Is an Equal Opportunity Affirmative Action Employer.*

*It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representatively will receive preference.*

*An indication in this regard will facilitate the processing of applications*

**APPLICATIONS : The Head of Department: Public Works, Roads and Transport- Human Resource Management; P/Bag x2080; Mmabatho; 2735.**

**FOR ATTENTION :** Ms K. Motsamai; Human resource Management (Old Parliament Complex; Ngaka Modiri Molema Road)

**NOTES :**

- (a) Applications must be accompanied by signed Z83 form and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered.
- (b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
- (c) Candidates must indicate the number of the post/reference number in their applications.
- (d) Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted.
- (e) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department
- (f) **Correspondence will be limited to short-listed candidates only. If you have not heard from us**

**within three months after the closing date, please accept that your application has been unsuccessful.**

**CLOSING DATE : 13 NOVEMBER 2009**

**POST : CHIEF INDUSTRIAL TECHNICIAN: ARCHITECTURE**

**REF NO : 04/2009**

**SALARY : R 145 920 pa (SL 08)**

**CENTRE : Mafikeng (Head office)**

**REQUIREMENTS :** **Qualification and Experience:** • National Diploma in Architecture, T or S Stream • Registration with the South African Institute of Architectural Technologist – SAIAT will be an added advantage • Appropriate, relevant experience gained in built environment  
**Knowledge:** Sound knowledge of National Building Regulations: and GCC • Good understanding of Project Management principles • Experience in monitoring and supervision of construction projects. Designing and draughting.

JBCC

and

**Skills:** Computer literacy in Microsoft Word and Excel, and Caddie/AutoCAD drafting programmes • A valid Driver's licence be prepared to travel.

**DUTIES :** • Preparation of tender drawings and working drawings • Conducting site visits and inspections • Representing the Department at site meetings • The reproduction of plans of existing buildings • Supervision of minor construction works. Reporting to the Control Industrial Technician.

**ENQUIRIES : Ms. S.C. Motlagomang - (018- 387 2280)**

**POST : CHIEF INDUSTRIAL TECHNICIAN: CIVIL/STRUCTURAL**

**REF NO : 05/2009**

**SALARY : R 145 920 pa (SL 08)**

**CENTRE : Mafikeng (Head office)**

**REQUIREMENTS** : **Qualification and Experience:** • National Diploma in Civil Engineering, T or S Stream. Appropriate relevant experience in the building environment. Registration with the relevant professional body as an Engineering Technician will be an added advantage. A valid Code 08 driver's license.

Sound

monitoring

Management

**Knowledge:** Knowledge of labour intensive construction methods. knowledge of National Building Regulations: JBCC and GCC. Good understanding of Project Management principles. Experience in and supervision of construction projects.

**Skills:** Computer literacy. Good communication skills. Project skills. Valid Driver's License.

**DUTIES** : Apply and maintain norms, standards and cost matters relating to projects.  
Assist in preparing provincial procurement submissions and compile tender documentation under supervision of a Control Industrial Technician.  
Conducting site visits and inspections ▪ Supervision of minor construction works. Representing the Department at site meetings.

**ENQUIRIES** : **Ms. S.C. Motlagomang - (018- 387 2280)**

**POST :** **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR:**  
**INFRASTRUCTURE**

**REF NO** : **06/2009**

**SALARY** : **R 117 501 pa (SL 07)**

**CENTRE** : **Mafikeng (Head office)**

**REQUIREMENTS** : **Qualification and Experience:** An appropriate tertiary qualification in Public Management and appropriate experience in Secretarial and administrative support environment.

**Knowledge** : Ability to act with tact and use own discretion. Ability to work independently and without supervision. Secretarial experience is recommended.

**Skills:** Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette and interpersonal relations. Computer literacy and a good working knowledge of Microsoft programmes such as Word, Excel, PowerPoint and Outlook. Sound organisational skills. High level of reliability. Good filing and typing skills is recommended. Good grooming and presentation.

**DUTIES:** General secretarial/reception support services to the Chief Director such as: Receiving and making telephone calls, Management of diary, and be

responsible for managing the office including setting up meetings and booking venues, and arranging refreshments and prepare supporting documents for meetings. Make travel and accommodation arrangements as well as processing all subsistence and travel claims. Typing letters, memorandums, submissions and reports. Smooth management of incoming and outgoing correspondence. Receiving and sending emails and faxes. Receive and distribute circulars, liaison with other provincial departments. General administration in the office of the Chief Director. Operate office equipments. File documents for the office.

**ENQUIRIES : Ms. S.C. Motlagomang - (018- 387 2280)**

---

**POST : OFFICE MANAGER TO THE CHIEF DIRECTOR: INFRASTRUCTURE**

**REF NO : 07/2009**

**SALARY : R174 243 pa (SL 09)**

**CENTRE : Mafikeng (Head office)**

**REQUIREMENTS : Qualification and Experience:** • An appropriate tertiary qualification in Public Administration/ Business Management with 3-5 years experience in rendering support service to senior management. Training in financial management and computer literacy. A good understanding of the built environment. A valid driver's licence. Excellent practical hands-on skills and ability to perform under pressure and adhere to strict timeframes.

**Knowledge:** Indepth knowledge of the administration in the office of the senior manager. Knowledge of PFMA, Public Service Regulations and other related Government prescripts. Ability to identify and handle confidential matters. Experience and knowledge in taking minutes. Ability to organize and prioritize work. Knowledge of MS Word, Excel and PowerPoint. Knowledge of management, financial management, People management.

**Skills:** Strong administrative skills. Good telephone etiquette, strong interpersonal relations and organizational skills. Excellent written and verbal communications skills. Ability to communicate at all levels. Advanced computer literacy and presentation skills. Filing skills and ability to keep record of flow of documents. Analytical and innovative thinking. Problem solving and negotiation skills. Computer literacy. High level of reliability. Self management and motivation. Basic knowledge of financial administration.

**DUTIES:** Give support to the Chief Director Infrastructure in the management of his daily and weekly programmes. Assist before and after chief directorate meetings. Minute writing during chief directorate meetings. Manage flow

of documents for the Chief Director and various components within the Department. Draft correspondence and instructions for the Chief Directors signature. Liaise between the office of the HOD, MEC, Line Functionaries and other Provincial/ National Departments therefore ensuring the coordination of diaries. Control and coordinate briefings that are taking place within the Chief Directorate. Ensure that the Chief Director complies with deadlines. Manage the resources of the office: budget, assets and inventory.

**ENQUIRIES : Ms. S.C. Motlagomang - (018- 387 2280)**

**CLOSING DATE: 13 NOVEMBER 2009**