



the dpw

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

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DIRECTORATE: HRM

Ref : 3/3/3
Enq : Ms N.Y.P Mochekeo
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CIRCULAR NO: 06/2009

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:

**The District Director:
Dr Kenneth Kaunda District
Attention: Ms. C. Paulsen
Private Bag X 918
Potchefstroom
2520**

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

Closing Date: 29 May 2009

Administration Officer (PA) to District Director

Salary: R117501 p.a. (Level 7)

Centre: Dr Kenneth Kaunda District Office (Potchefstroom)

Ref: 1/29/05/2009

Requirement: *Grade 10 with relevant 5 years experience *Grade 12 with relevant 3 year experience *Comprehensive Computer Literacy (MS Word, MS Excel and MS PowerPoint) *Good written and verbal communication and Good interpersonal skills *Ability to work under pressure *Good Administration skills.

Duties: *Manage the office of the District Director *Manage the Directors dairy and the preparation of required documents *Manage all correspondence including the drafting of correspondence on behalf of the Director *Manage day-to-day task allocation. Distribution thereof and updating of record and file tracking systems *Prepare documentation, reports, agendas and minutes *Arrange venues, accommodation and catering for meetings *Assist with all other administrative functions.

Enquiries: Ms. C. Paulsen Tele no: 018 293 9000

Snr. Artisan `A`: Electrical - Maintenance Team: Potchefstroom

Salary: R 94 326 p.a. (Level 6)

Centre: Dr Kenneth Kaunda Distric (Potchefstroom)

Ref: 2/29/05/2009

Requirements: *Trade Test Certificate, Grade 10 or equivalent plus relevant working experience *Valid driver's license will be a recommendation *Knowledge of PFMA, OHS Act, Public Service Act and Regulations.

Duties: *Maintenance of houses and Provincial buildings *Make shuttering for concrete construction work *Operation and maintenance of mechanical and electrical equipment and machinery *Personnel management *General administration functions. (E.g. monthly report and personnel management) *Assist in all types of work relate to general maintenance and inspections *General Supervision of assistants.

Enquiries: Mr. O. More, Tele no: 018 293 9000

Snr Administration Clerk: HR Planning

Salary: R 76 194 p.a. (Level 5)

Centre: Dr Kenneth Kaunda District Office (Potchefstroom)

Ref: 3/29/05/2009

Requirements: *Grade 10 plus 5 years relevant experience *Grade 12 plus 2 years relevant experience *Good understanding of the Public Service Act, Regulations, New Leave dispensation, Injury on duty, housing and state guarantees *Written and verbal communication skills. Good interpersonal skills *Computer literacy (MS Word, MS Excel, MS PowerPoint) *Extensive Knowledge and experience on PERSAL.

Duties: *Responsible for pension administration, Admissions to GEPF, withdrawals from GEPF *Capture of leave on PERSAL *Responsible for auditing / reconciliation of all leave files or records *Record keeping of Pension and leave documentation *Administration and record keeping of gratuity payments *Handling of all personnel enquiries *General administration functions (e.g. Monthly reports).

Enquiries: Ms. C. Paulsen, Tele no: 018 293 9000

Senior Administration Clerk (Secretary) Directorate: Finance

Salary: R 64 410 p.a. (Level 4)

Centre: Dr Kenneth Kaunda District Office (Potchefstroom)

Ref: 4/29/05/2009

Requirement: *Grade 12, coupled with extensive experience in office administration *Understanding of PFMA and PPFA *Knowledge of BBBEE *Tender Administration

*Knowledge of Supply Chain Management *Good written and verbal communication and Good interpersonal skills *Comprehensive Computer Literacy (MS Word, MS Excel and MS PowerPoint).

Duties: *Manage all correspondence and distribution thereof *Dairy management and preparation of documentation *Manage day to day task allocation, distribution thereof and updating of record and file tracking system *Preparation of documentation, agendas and minutes *Assists with other administrative functions *Liaise between Deputy Director and relevant stakeholders and clients.

Enquiries: Ms. V.B. Mofulatsi, Tele no: 018 293 9000

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

DATE