



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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**TO : ALL HEADS OF DEPARTMENTS
CHIEF DIRECTORS
REGIONAL/HEAD OFFICE DIRECTORS
HRM DIRECTORS
DISTRICT HEADS/MANAGERS**

FROM : DIRECTOR HRM

DATE : 25 SEPTEMBER 2008

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

CIRCULAR NO. 04/2008

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. People with Disabilities are encouraged to apply.
- 2.8** Forward your applications to the Head of Department as follows:

**The Director: HRM
Attention: Mr. D.L. Smith
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: 17 October 2008

Senior Admin Officer: Asset Management (2 Posts)

Salary: R 145 920 p.a. (Level 8)

Centre: Mmabatho (Head Office)

Ref No: 1/17/09/08

Requirements: *An appropriate Bachelors Degree/ Diploma or Grade 12 with relevant experience in Supply Chain Management and Movable Asset Management *Knowledge of PFMA, Public Service Act, Treasury Regulations *Computer Literacy (MS Excel) *Strong Analytical, Administration and Organizational Skills *Sound Financial and Budget Skills *Ability to work under pressure *Ability to Manage both Internal And External Stake Holders *Knowledge of Walker Systems *A Drivers License will be recommended

Duties: *Develop and Implement process for efficient : Management of movable assets *Ensure Asset verification within the entire public Works as well as reconciliation and updating of the Asset register *Manage the life cycle of movable Asset *Ensure effective execution of all functions pertaining to movable asset management *Actively participation in drafting of movable asset management policies and procedures *Manage stock audits/stock takes, asset identification, bar coding and authorizing, relocation and registering all changes on walker system *Give guidance and support to all regional offices *Ensure procurement of office furniture for all departments *Procurement of household furniture and curtains for political office bearers staying in official residence *Warehousing and safeguarding of new assets in transit and old assets awaiting disposal or relocation*contract management and admin.

Enquiries: Ms. M. Leshoe, tel: (018) 387 2274

Senior Admin Officer: Logistical Services

Salary: R 145 920 p.a. (Level 08)

Centre: Mmabatho (Head Office)

Ref No: 2/17/09/08

Requirements: *Senior Certificate with relevant experience and/or RVQ 13 plus minimum experience. Knowledge of PFMA, PPPFA and Treasury regulations. Drivers License will be recommended.

Duties: *Fleet management for both pool and subsidized vehicles *Provide and maintain departmental pool cars *Process log sheets for all departmental pool & subsidized cars *Verify Kilometers and prepare monthly& exceptional reports *Manage procurement& maintenance of Labour saving devices and telecommunication services *Procure minor equipments *Contract Management & Admin.

Admin Officer: Logistical Services

Salary: R 117 501 p.a. (Level 07)

Centre: Mmabatho (Head Office)

Ref No: 3/17/09/08

Requirements: *Senior Certificate with relevant extensive experience and/or RVQ 13 plus appropriate experience *Knowledge of PFMA, PPPFA and Treasury regulations *A drivers license will be recommended.

Duties: Receiving, checking compliance and processing application for SMS (Subsidized Motor Scheme) before onward transmission to (DPC) Departmental Procurement

Committee *Cost effective operation of State owned vehicles cars through co-ordination of common trips and weekly plans *Record management - Records of all log sheets received and sorted according to pool, private and subsidized vehicles *Monitoring and assist in the implementations of policies and regulations governing transport management *Repairs and maintenance of state vehicles *Contract Management & Admin.

Enquiries: Ms. M Ratshefola, tel: (018) 387 2217

Senior Admin Clerk: Logistical Services

Salary: R 64 410 p.a. (Level 04)

Centre: Mmabatho (Head Office)

Ref No: 4/17/09/08

Requirements: *Senior Certificate with relevant experience *Knowledge of PFMA, PPPFA and Treasury regulations.

Duties: Receiving, checking compliance and processing application for SMS (Subsidized Motor Scheme) before onward transmission to (DPC) Departmental Procurement Committee *Cost effective operation of State owned vehicles cars through co-ordination of common trips and weekly plans *Record management - Records of all log sheets received and sorted according to pool, private and subsidized vehicles *Monitoring and assist in the implementations of policies and regulations governing transport management *Repairs and maintenance of state vehicles *Contract Management & Admin.

Enquiries: Ms. M Ratshefola, tel: (018) 387 2217

Senior Admin Clerk: Asset Management

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

Centre: Mmabatho (Head Office)

Ref No: 5/17/09/08

Requirements: *Senior certificate with relevant experience *Knowledge of PFMA, WALKER, PPPFA and Treasury Regulations.

Duties: *Maintenance of movable asset register through Bar-Coding of assets and registering all changes on the WALKER System *Procurement of Office Furniture for all Departments *Procurement of House Hold Furniture and Curtaining for Political Office Bearers Staying in official Residence *Contract management and admin.

Enquiries: Ms. M. Leshoe, tel: (018) 387 2274

DIRECTOR: HRM
MR. P.J. MOREMEDI

DATE