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

Office Manager (Assistant Director: General Administration)

Head Office: Mmabatho

Chief Directorate: Office of Chief Financial Officer

Salary notch: R206 982 per annum (SL 09) (Ref. 14/2011)

Requirements: • An appropriate 3-year qualification • Relevant experience • Knowledge and understanding of Public Service policies and procedures • Knowledge of the PFMA and Treasury Regulations • Basic knowledge of MS Word, Excel and PowerPoint • Knowledge of financial management • Willingness to work extra hours.

Duties: • Undertake policy and line function tasks as required • Provide support to the Chief Financial Officer • Manage general support services in the office of the CFO • Manage resources in the office of the CFO.

Enquiries: Mr L Dintwe, tel. (018) 388-1440

This Department is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post. A candidate whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Note: Applications must be accompanied by a signed Z83 Form and a recently 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. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. 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. It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department.

All applications must be forwarded to the Head of Department, Department of Public Works, Roads and Transport, Private Bag X2080, Mmabatho 2735, for attention: Ms NV Sebitloane, Office No 160, 1st Floor, New Head Office Complex, Old Parliament Building, Modiri Molema Road, Mmabatho. Faxed applications will not be accepted.

Closing date: 23 September 2011

Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

