



dpwrt

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

Waterval Avenue, Old Industrial Site
Private Bag X 82063
Rustenburg
0300
Republic of South Africa
Tel.: +27 (14)592 1001-6

Website: www.nwpg.gov.za/public-works

BOJANALA DISTRICT

NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

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

APPLICATIONS : The Head of Department, Department of Public Works, Roads and Transport, Private Bag x82336, Rustenburg, 0300.

FOR ATTENTION : Mr Sam Moeng @ Waterfall Avenue, Old Industrial Site, Rustenburg.

NOTES :

- (a) Applications must be accompanied by signed Z83 and recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID document and the names of three references. failure to submit the requested documents will results in the application not being considered.
- (b) All qualifications will be verified. Persons in possession of foreign qualifications must furnish the Department with an evaluation from the South African qualification Authority(SAQA).
- (c) Candidates must indicate the number of the post/reference number In their applications.
- (d) Application should be forwarded in time to the Department as those received after the closing date indicated below will as a rule not to be accepted.
- (e) It will be expected of candidates to be available for selection for 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 3 month after Closing date, please accept that your application has been unsuccessful. Faxed applications will not be accepted.**

REF NO : BOJ 23/2011

POST : Assistant Director: Recruitment and Selection

DIRECTORATE : Human Resource management

SALARY : R206 982 per annum (Level 9)

CLOSING DATE : 26 AUGUST 2011

REQUIREMENTS	:	A degree/diploma in human Resource management or equivalent Qualification. 3 years relevant experience. A valid code o8 driver's license.	
COMPETENCIES	:	Strong knowledge of the recruitment and selection process and facilitating the selection process of human resources; knowledge of the government policies; Knowledge of assessment systems and project management processes; independence; strong self –motivation and client focus; Good inter-personal skills; Task structuring skills; Report writing skills. Excellent communication skills; Outstanding planning, organizing and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service providers; Computer literacy skills.	
DUTIES	:	Manage the recruitment, selection and retention of personnel, by ensuring the formulation of the recruitment, selection and retention policy/strategies for the department and ensure correct application of the said policies in the Department; Assist in dealing with recruitment, grievances and disputes; Placement of advertisements and payments thereof; Assist in recruitment and selection of personnel in the Department; Ensuring the implementation of databases; ensuring secretariat function at all recruitment interview panels; responsible for the human resource management and financial management within the sub-component. Provide support, advice and training to staff and managers on labour relations matters.	
ENQUIRIES	:	Mr M.S Moeng	Tel:(014) 592-1001