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## NGAKA MODIRI MOLEMA DISTRICT

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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 these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

An indication in this regard will facilitate the processing of applications

**APPLICATIONS** : The District Manager: Ngaka Modiri Molema  
Department of Public Works, Roads and Transport  
Private Bag x 80, Mmabatho, 2735 (for Attention:  
**Mrs. T.J. Mathibe**) OR hand deliver to Registry office No.  
168, Modiri Molema Road, Old Parliament Building,  
Mmabatho, 2735

**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), 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) Shortlisted candidates will be subjected to security screening process.
- (d) Candidates must indicate the number of the post and reference number in their applications.
- (e) 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.
- (f) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department
- (g) The Department reserves the right not to make any appointment.

(h) **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 : 05 JULY 2013**

**POST : Artisan Electrician Grade A (4 Posts)**  
**REF : NMMD 17/2013**

**SALARY : R126 456 – 148 956 p.a ( final salary will be determined based on post qualification experience)**

**CENTER : MOLOPO x3 & DITSOBOTLA x1**

**REQUIREMENTS:**

**Qualification and Experience:** Std 8 (Grade 10) certificate. Trade test certificate in electricity/equivalent N/T qualification. Relevant experience. Code 8 driver's license. **Knowledge and Skills:** Problem Solving and analysis. Team work. Customer focus and responsiveness. Computer skills. Technical and report writing.

**Duties:**

Assemble, install and maintain of electrical equipment. Replace, repair and Install lights, heaters, stoves etc. Trace, repair or replace faulty cables. Distribution of board Wiring. Assist with wiring and rewiring. Maintain standby plants. Control panels. Requesting and Quantifying material and general administration functions.

**ENQUIRIES: Mr O.W. Mooki Tel: 018-392 1217**

**POST : Artisan Plumber: Grade A)**

**REF NO. : NMMD 18/2013**

**SALARY : R126 456 – 148 956 p.a ( final salary will be determined based on post qualification experience)**

**CENTER : Molopo**

**REQUIREMENTS:**

**Qualification and Experience:** Std 8 (Grade 10) certificate. Trade test in Plumbing. Relevant experience. Drivers licence code 8. **Knowledge and Skills:** Problem solving and analysis. Team work. Customer focus and responsiveness. Computer skills. Technical report writing.

**Duties:**

Maintenance work on houses and buildings. Install plumbing equipment. Repair or replacement of kitchen and laundry equipment. Requesting and quantifying material. General administration functions.

**ENQUIRIES: Mr O.W Mooki**

**Tel: 018-392 1217**

**POST : Artisan Carpenter Grade A)**  
**REF NO. : NMMD 19/2013**  
**SALARY : R126 456 – 148 956 p.a ( final salary will be determined based on post qualification experience)**

**CENTER : LEHURUTSHE**

**REQUIREMENTS:**

**Qualification and Experience:** Std 8 (Grade 10) certificate. Trade test certificate in Carpentry. Relevant experience. Drivers licence code 08.**Knowledge and Skills:** Requesting and quantifying material. Report writing.

**Duties:**

Maintain a construct. Manufacture and repair structures consisting of wood. Fit and repair all types of ceilings. Construction of all types of cabinets. General administration functions. Personnel management.

**ENQUIRIES: Mr O.W. Mooki Tel: 018-392 1217**

**POST : Works Inspector (Contracts, Planning And Design**  
**REF NO. : NMMD 20/2013**  
**SALARY : R 138,345 PA.**  
**CENTER : Ngaka Modiri Molema District – Mmabatho**

**REQUIREMENTS:**

**Qualification and Experience:** National Diploma in Building or N6 qualification in Building with relevant experience.**Knowledge and Skills:** Knowledge of PFMA and EPWP/NYS. Leadership and managerial skills. Good interpersonal skills. Computer literacy. Be able to interpret sketch plans. A valid driver's licence.

**Duties:**

Ensure that all works adhere to prescribed OHS standards. Compile specifications and tender documents. Preparation of payment certificates and final accounts. Compile comprehensive technical reports. Handle all relevant technical correspondence. Plan and execute maintenance on Government assets. Attend site inspections and meetings. Ensure quality control.

**ENQUIRIES: Ms V.M.M More Tel: 018-388 4384**

**POST : Works Inspector (Electro/Mechanical) X2**  
**REF NO. : NMMD 21/2013**  
**SALARY : R 138,345 PA.**  
**CENTER : Ngaka Modiri Molema District – Mmabatho**

**REQUIREMENTS:**

**Qualification and Experience:** National Diploma in Electrical or N6 qualification in Electrical or equivalent or an appropriate Trade Test certificate with relevant experience.

**Knowledge and Skills:** Knowledge of procurement systems, procedures and regulations. Knowledge of PFMA and EPWP/NYS. Good interpersonal skills. Computer literacy. Be able to interpret sketch plans. Valid driver's licence.

**Duties:**

Ensure that all works adhere to prescribed OHS standards. Compile specifications and prepare comprehensive technical reports. Handle all relevant technical correspondence. Plan and execute maintenance on Government assets. Attend site inspections and meetings. Compile payment to contractors. Ensure quality control.

**ENQUIRIES: Ms V.M.M More Tel: 018-388 4384**

**POST : Works Inspector (Building Execution X1)**  
**REF NO. : NMMD 22/2013**  
**SALARY : R 138, 345 PA.**  
**CENTER : Ngaka Modiri Molema District-Mmabatho**

**REQUIREMENTS:**

**Qualification and Experience:** National Diploma in Building. N6 qualification in building and equivalent or an appropriate Trade Test certificate with relevant experience.

**Knowledge and Skills:** Knowledge of procurement systems, procedures and regulations. Interpersonal skills. Computer literacy. Knowledge of PFMA and EPWP/NYS. Be able to interpret sketch plans. Valid driver's licence.

**Duties:**

Ensure that all works adhere to prescribed OHS standards. Plan and execute maintenance on government assets. Compile specifications and comprehensive technical reports. Manage projects. Attend site meetings and site inspections. Compile payment to contractors. Ensure quality control.

**ENQUIRIES: Ms V.M.M More Tel: 018-388 4384**

**POST : Chief Artisan Grade A**  
**REF NO. : NMMD 23/2013**  
**SALARY : R 258,768 PA.**  
**CENTER : Lichtenburg**

**REQUIREMENTS:**

**Qualification and Experience:** Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman.  
**Knowledge and Skills:** The ability to promote operational safety in the workshop. Valid driver's license.

**Duties:**

Manage the Service Delivery Point workshop in the District. Obtain authority/approval for repairs or spares for service. Prepare the workshop budget for fuel and spares for workshop repairs and control the expenditure. Perform inspections on plant and vehicles in the building section. Road camps, sites and construction units. Inspect and follow-up repairs at the dealers or agents suppliers and contractors workshops within the Districts and the Province. Obtain data on hours of work done by each Artisan / Artisan Foreman on vehicles and equipment to facilitate the implementation of Mechanical Management System (MeMS). Work together with the District Mechanical Head in reducing the downtime of plant and to strive for maximum in-house repairs at the Departmental workshop. Hold workshop management meetings with the Foreman and Artisans on a weekly basis to solve day to day problems arising during operation. Collect weekly reports from foreman. Ensure that all regulations as determined by the "occupational health and safety act" are complied with in the workshop.

**ENQUIRIES: Mr. J.J Wessels****Tel: 018-397 8035**

**POST : Cleaner x2**  
**REF No. : NMMD24/2013**  
**SALARY : R 68,010 PA. (SL2)**  
**CENTER : District Office**

**REQUIREMENTS:**

**Qualification and Experience:** Any qualification between Abet Levels or Std 5 to Std 9. Locality will be an added advantage. **Knowledge and Skills:** Ability to read and write. Ability to operate cleaning equipments.

**Duties:**

Cleaning of premises e.g. offices, passages; toilets and walkways. Scrubbing and polishing of floors. Dusting walls and furniture, cleaning of windows and vacuuming of carpets e.t.c.

**ENQUIRES: Ms M.M Mahlatsi****Tel: 018-3884330**

**POST : Tradesman Aid x 4**  
**REF No. : NMMD 25/201**  
**SALARY : R 68,010 PA. (SL2)**  
**CENTER : Molopo x3 / Ditsobotla x1**

**REQUIREMENTS:**

**Qualification and Experience:** Any qualification between Abet Levels or Std 5 to Std 9. Locality will be an added advantage. **Knowledge and Skills:** Ability to read and write.

**Duties:**

Render assistance to technical staff. Cleaning and maintenance of tools, equipment and spares. Request materials which are required to perform duties. Perform simplistic Artisan or technical and handyman tasks.

**ENQUIRIES: Mr O.W Mooki Tel: 018-392 1217 ; Mr T.D Leburu Tel: 018-338 1444**

**POST : Senior Admin Clerk (SCM)**  
**REF No. : NMMD 26/2013**  
**SALARY : R 115 212 PA . (SL 5)**  
**CENTER : District Office**

**REQUIREMENTS:**

**Qualifications and Experience:** Std 10 (Grade 12) certificates couple with 1 – 2 years working experience.**Knowledge and Skills:** Good understanding of PFMA. Supply Chain Management. Ability to work under pressure. Report writing skills. Computer literacy.

**Duties:**

Type reports and prepare submissions to management. Handle administration work. Attend to all queries in respect of finances and SCM matters. Handle general administration such as Leave and salaries etc. Arrange accommodation, venues and catering for events. Draft circulars and memoranda.

**ENQUIRIES: Mrs K.P. Legae Tel: 018-388 4282**

**POST : Boiler Operator Assistant**  
**REF No. : NMMD 27/2013**  
**SALARY : R 68 010 PA(SL 2).**  
**CENTER : Ditsobotla**

**REQUIREMENTS:**

**Qualification and Experience:** Std 5 to 9 or ABET equivalent. Experience of the boiler operations. Locality will be an added advantage.**Knowledge and Skills:** Ability to read and write. Applicant to be physically fit and sober habits. Prepared to work shifts including Saturdays, Sundays and Holidays.

**Duties:**

Clean boiler room. Remove ash. Supply sufficient coal to boiler. Clean bunker. Checking all apparatus in the boiler and reporting defects and breakdowns.

**ENQUIRIES: Mr. T.D Leburu Tel: 018-338 1444**

**POST : Snr Driver Operator**  
**REF No. : NMMD 28/2013**  
**SALARY : R 96,363 PA. (SL4 )**  
**CENTER : ZEERUST**

**REQUIREMENTS:**

**Qualification and Experience:** Std 5 to 9 or ABET equivalent.**Knowledge and Skills:** Ability to read and write. Drivers licence code 10 and 12. Good driving skills and be of sober habits.

**Duties:**

Driving and operating state vehicles and machinery. Operate plant at construction sites. Keeping plant machines and vehicles clean at all times. Keeping daily record. Log machinery and vehicle. Report defects on plant machinery and vehicle. Check road worthiness of the plant and vehicle.

**ENQUIRIES: Mr. R.S Setshedi    Tel: 018-363 3916**

**POST : Snr Admin Clerk**  
**REF No. : NMMD 29/2013**  
**SALARY : R 115,212 PA. (SL5)**  
**CENTER : MOLOPO**

**REQUIREMENTS:**

**Qualification and Experience:** Std 10 (Grade 12) certificates couple with 1 – 2years relevant experience in leave and pension. Persal administration and salary administration. **Knowledge and Skills:** Computer literacy. Problem solving. Communication. Interpersonal relations and innovative skills. Ability to work under pressure. Ability to keep confidential information.

**Duties:**

Management of leave; pension, salary and auxiliary services. Compile monthly and quarterly reports. Perform administration work in accordance with the regulatory framework and guidelines relating to general office functions. Supervision of staff and conduct quarterly and annual assessments for the managed.

**ENQUIRIES: Mr.O.W Mooki                      Tel: 018-392 1217**

**POST : Road Worker**  
**REF No. : NMMD 30/2013**  
**SALARY : R 68,010 PA. (SL2)**  
**CENTER : ZEERUST**

**REQUIREMENTS:**

**Qualification and Experience:** Any qualification between Abet Levels or Std 5 to Std 9. Locality will be an added advantage. **Knowledge and Skills:** Ability to meet deadlines and work under pressure.

**Duties:**

Replace and plant road signs, clean the camp surroundings and remove noxious weed.

**ENQUIRIES: Mr. S. Nyembe    Tel: 018-642 1087**