



dpwrt

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

Ngaka Modiri Molema Road
Provincial Head Office
Mmabatho, 2735
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CHIEF DIRECTORATE: CORPORATE SERVICES

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 Head of Department: Public Works, Roads & Transport, Bag X2080, Mmabatho, 2735
For attention: Mr E. Khauoe: Office No. 160, 1st Floor, Transport Building - Old Parliament Complex- Modiri Molema Road.

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 : CHIEF FINANCIAL OFFICER
REF : 43/2013
CENTRE : Head Office (Mmabatho)
SALARY : R 934 866 p.a (An all-inclusive salary package can be structured in accordance with the rules of Senior Management Service. (SL 14))

REQUIREMENTS :

Qualification and experience : A Bachelor's degree/National Diploma in Financial management with a specialisation in Accounting. A postgraduate degree in financial management/business management/administration will be an added advantage. Five (5) years senior management experience. (Preferably Financial Management).

Knowledge and skills: Extensive skills, experience in and knowledge of financial management * In- depth knowledge of the PFMA, procurement legislation and other related regulatory frameworks * Proven management skills * Track record in preparation and management of strategic plans, business plans and annual performance budgeting * Ability to implement internal systems and controls to ensure sound financial management * Practical knowledge of risk management * Self driven, independent • Good strategic management and leadership skills • Good interpersonal skills • Excellent people management and leadership skills • Results orientated and able to work under pressure • Registration as a Chartered Accountant will be an added advantage.

DUTIES:

Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and render technical advice to the Accounting Officer in line with PFMA. • Ensure that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the strategic plan • Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with strategic objectives of the Department, legislative imperatives and good governance • Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements • Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of early warning systems and timeous corrective action • Assist the Accounting Officer by applying cost benefit analysis principles to assure value for money • Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level • Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other

governance arrangements. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General • Ensure that risk management is practised.

NB: This is a re-advertisement. Applicants for Post Ref.04/2013 need not re-apply.

Candidates considered to be suitable for the position will be required to undergo SMS competency assessment. Appointed candidates will be required to sign Performance Agreements and disclose financial interests.

Enquiries: Ms NMG Mfikwe (018) 3882426/2185

POST : Chief Engineer (Grd A): Civil and Structural services

REF : **44/2013**

SALARY : R 704 841 p.a

CENTER : Head Office (Mmabatho)

Requirements:

Qualification and experience: Civil Engineering qualification BEng/BSc (Eng) • Compulsory registration with ECSA as a Professional Engineer (not candidate) . 6 years' post-qualification experience as a registered professional Engineer • **Knowledge:** In-depth knowledge of computer-aided engineering software • Project management principles and methodologies • standard contracts such as the JBCC and the General Conditions of Contract (GCC) • Good knowledge and experience of the Financial Management Act (PFMA), Division of Revenue Act, Treasury Regulations and Infrastructure Delivery Improvement Programme (IDIP) • government procurement procedures • Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS), the Water Act, the Environmental Conservation Act, the National Environmental Management Act and the OHS Act would be advantageous • A valid driver's license and willingness to travel.

Skills: Excellent technical report writing and presentation skills • Good innovative problem solving ability • Financial Management • Records management (filing) and ability to keep record of flow of documents • Computer literacy (MS Office package, including Excel and PowerPoint) • Strategic capabilities and leadership • High level of reliability, self-management and motivation • Ability to implement professional judgement • Ability to work independently at strategic, production and execution levels.

Duties:

Monitor the budget • Conduct a feasibility studies and compile a priority list on urgent and funded projects • Compile monthly and annual reports • Development and regularly updating of standardized Civil Engineering reference manuals for Consultants of the Department • Review, evaluate and analyse Civil Engineering consultant's designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Provide technical hands-on specialized support and technical advice to project managers in evaluating effectiveness and/or efficiency of proposed civil engineering designs • Coordinate the reporting on planned and implemented projects • Ad-hoc inspection and/or evaluation of Civil Engineering construction work • Ad-hoc auditing of Civil Engineering professional account/s and Civil Engineering final contract account/s • Operate GIS system,

upgrading information from database and further improvement to system • Manage the KPAs of subordinates • Training and supervision of subordinates.

Enquiries: Mr E M Sediti (018) 388-4454

POST : Chief Engineer (Electrical/Mechanical) (Grd A)

REF : 45/2013

SALARY : R 704 841 p.a

CENTER : Head Office (Mmabatho)

Requirements:

Qualification and experience: Civil Engineering qualification (BEng/BSc (Eng)) • Compulsory registration with ECSA as a Professional Engineer (not candidate) . 6 years' post-qualification experience as a registered professional Engineer • **Knowledge:** In-depth knowledge of computer-aided engineering software • Project management principles and methodologies • standard contracts such as the JBCC and the General Conditions of Contract (GCC) • Good knowledge and experience of the Financial Management Act (PFMA), Division of Revenue Act, Treasury Regulations and Infrastructure Delivery Improvement Programme (IDIP) • government procurement procedures • Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS), the Water Act, the Environmental Conservation Act, the National Environmental Management Act and the OHS Act would be advantageous • A valid driver's license and willingness to travel.

Skills: Excellent technical report writing and presentation skills • Good innovative problem solving ability • Financial Management • Records management (filing) and ability to keep record of flow of documents • Computer literacy (MS Office package, including Excel and PowerPoint) • Strategic capabilities and leadership • High level of reliability, self-management and motivation • Ability to implement professional judgement • Ability to work independently at strategic, production and execution levels.

Duties:

Monitor the budget • Conduct a feasibility studies and compile a priority list on urgent and funded projects • Compile monthly and annual reports • Development and regularly updating of standardized Electrical/Mechanical Engineering reference manuals for Consultants of the Department • Review, evaluate and analyse Electrical Engineering consultant's designs, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Provide technical hands-on specialized support and technical advice to project managers in evaluating effectiveness and/or efficiency of proposed electrical engineering designs • Coordinate the reporting on planned and implemented projects • Ad-hoc inspection and/or evaluation of Electrical/Mechanical Engineering construction work • Ad-hoc auditing of Electrical Engineering professional account/s and Electrical/Mechanical Engineering final contract account/s • Operate GIS system, upgrading information from database and further improvement to system • Manage the KPAs of subordinates • Training and supervision of subordinates.

Enquiries: Mr E M Sediti (018) 388-4454

Post : **Assistant Director- (Security, Cleaning and Gardening services)**
Ref : **46/2013**
Center : Head Office (Mmabatho)
Salary : R252 144p.a

Requirements:

Qualification and experience: Grade 12 and appropriate National Diploma (NQF Level 6) or equivalent. Grade A or B PSIRA certificate offered by Private Security Services Agency (PSIRA) will be an added advantage. Driver's license is a requirement. At least 2 -3 years' experience in either cleaning OR gardening services OR a security-related environment. Experience in Government security would be an added advantage. **Knowledge :** Knowledge and training in computer literacy, first aid, fire-fighting, Occupational Health and Safety Act, protocol, security management, Minimum Information Security Standards (MISS), legislation and Minimum Physical Security Standards (MPSS). Knowledge in cleaning and gardening will be an added advantage.

Duties:

Manage the functions of security, cleaning and gardening services. Manage performance of the supervisors. Manage both cleaning and gardening services. Co-ordinate security procedure and administer security functions, cleaning and gardening services. Develop and implement security-related training and awareness programmes. Ensure the standardization of physical security measures within the Department.

Enquiries: Mr W Lechoenyo (018)388 4594

POST : **Assistant Director: Portfolio Assessment**
REF : **47/2013**
SALARY : R252 144p.a (SL 9)
CENTRE : **Head Office (Mmabatho)**

REQUIREMENTS :

Qualification and Experience: Bachelor's degree/National Diploma in Property/Asset Management and relevant 2 years' experience in Property / Asset Management environment. Valid Driver's license **Knowledge :** Knowledge and understanding of the following Acts and policies; North West Land Administration Act; Government Immovable Asset Management Act (GIAMA); Public Financial Management Act (PFMA); Division of Revenue Act (DoRA); Acquisition and disposal policies. **Skills:** Computer literacy (MS Word, Power Point and Excel); Problem solving and analytical thinking. Good Communication and interpersonal relations; Report writing; Presentation and facilitation.

Duties :

Compile, review and update the Custodian Asset Management Plan (C-AMP) annually with User Asset Management Plans from User Departments. Compile portfolio profile. Compile asset performance report. Prepare Lifecycle planning. Conduct portfolio analysis. Develop works plans. Develop asset management budget. Prepare management reports and report on Investment Analysis. Liaise with relevant structures/stakeholders regarding acquisitions, operation, maintenance and disposals. Responsible for financial management and management of the support services within the sub directorate.

Enquiries: Ms BJ Mathabatha

Tel.: (018) 388 4627

POST : **Assistant Director: Portfolio Planning**
REF : **48/2013**
SALARY : R252 144p.a (SL 9)
CENTRE : **Head Office (Mmabatho)**
REQUIREMENTS :

Qualification and Experience: Bachelor's degree / National Diploma in Property / Asset Management and the relevant 2 years' experience in Property / Asset Management environment. Valid Driver's license is a requirement. **Knowledge:** Knowledge and understanding of the following Acts and policies. North West Land Administration Act; Government Immovable Asset Management Act (GIAMA); Public Financial Management Act (PFMA); Division of Revenue Act (DoRA); Acquisition and disposal policies. **Skills:** Computer literacy (MS Word, Power Point and Excel). Problem solving and analytical thinking. Good Communication and interpersonal relations. Report writing. Presentation and facilitation.

Duties :

Compile, review and update the User Asset Management Plan (U-AMP) annually for the Department. Assess and make inputs to other user departments U-AMPs. Match immovable asset requirements with service delivery objectives. Verify the assets occupied or allocated to User. Determine functional performance of assets. Determine utilization of accommodation. Conduct gap analysis. Determine new immovable requirements. Determine need for refurbishment or reconfiguration. Determine surplus assets to be conducted. Preparation of immovable asset plans budget. Prepare management reports. Liaise with relevant structures/stakeholders regarding acquisitions, operation, maintenance and disposals. . Responsible for financial management and management of the support services within the sub directorate.

Enquiries: Ms BJ Mathabatha

Tel.: (018) 388 4627

POST : **Assistant Director: Land Administration**
REF. : **49/2013**
SALARY : R252 144p.a (SL 9)
CENTRE : **Head Office**
REQUIREMENTS :

Qualification and Experience: Appropriate Bachelor's degree / National Diploma or equivalent qualification in Real Estate / Town Planning with 3 (three) years experience in the Property / Fixed Asset Management environment. A Valid Driver's license. **Knowledge:** Knowledge and understanding of the following Acts and policies: *North West Land Administration Act. *Government Immovable Asset Management Act (GIAMA)* Public Finance Management Act (PFMA). *Land Restitution and Expropriation Acts. Knowledge and Interpretation of land use, acquisition and disposal policies and regulations. **Skills:** Computer Skills (Ms Word, PowerPoint and Excel), commercial property practice, problem solving and analytical skills are important. Good communication and interpersonal skills, Report writing skills, Presentation and facilitation skills.

DUTIES:

Manage a register of provincial state-owned land (land and buildings). Manage and ensure optimum and alternative utilization of state-owned land and buildings earmarked for service delivery. Conduct land audit. Administer land rights e.g. servitudes and way-leaf agreements. Manage the registration and administration of commercial leases. Prepare management reports. Liaise with relevant structures / stakeholders regarding resolution of land disputes and litigations etc. Draft and review pertinent policies and procedures. Manage rental revenue.

ENQUIRIES : KJ Mosimege - (018) 388 4592

Post : Works Inspector - Electro Mechanic (3 posts)
Ref : 50/2013
Salary : R 138 345 p.a (SL 6)
Center : Head Office (Mmabatho)

Requirements :

Qualification and experience: Matric and National Diploma (T/S stream) or National N diploma with appropriate apprenticeship in Mechanical Engineering. Registration with ECSA as an Engineering technician or candidate will be an added advantage **Knowledge:** Government Procurement System and Public Service Regulations. Valid driver's license. **Skills :** Good verbal and written communication. Computer literacy.

Duties :

Participate in the evaluation of technical documents including operation and maintenance manuals. Repair and Coordinate maintenance of fixed mechanical equipment i.e. Refrigeration and Air-Conditioning equipments, Standby Generators and Passenger Lifts. Ensure compliance to the OHSA requirements. Compile technical and periodic reports. Coordinate payments of contracted service providers.

Enquiries : Mr O Diale (018) 388 3017

Post : Works Inspector - Electrical
Ref No : 51/2013
Salary : R 138 345 p.a (SL 6)
Center : Head Office (Mmabatho)

Requirements:

Qualification and experience : Matric and National Diploma (T/S stream) or National N diploma with appropriate apprenticeship in Electrical/ Electronic Engineering. **Knowledge:** Government Procurement System and Public Service Regulations. Valid driver's license. **Skills:** Good verbal and written communication . Computer literacy.

Duties :

Conduct inspection to ensure compliance of electrical installation in government buildings. Ensure that all works are executed in accordance with the specifications and adhere to the prescribed OHS standards. Handle all relevant electrical correspondence and Quality Control. Compile technical and periodic reports. Coordinate payments of contracted service providers.

Enquiries : Mr M. D. Lenkopane (018) 388 3017

Post : **Works Inspector - Buildings**
Ref No : **52/2013**
Salary : R 138 345 p.a (SL 6)
Center : Head Office (Mmabatho)

Requirements:

Qualification and experience: Matric and National Diploma (T/S stream) or National N diploma with appropriate apprenticeship in building Engineering or equivalent qualifications. **Knowledge:** Government Procurement System and Public Regulations. Valid driver's license. **Skills** : Good verbal and written communication . Computer literacy.

Duties :

Conduct inspection to ensure compliance to building regulations in government buildings. Ensure that all works are executed in accordance with the specifications and adhere to the prescribed OHS standards. Compile technical and periodic reports. Coordinate payments of contracted service providers. Coordinate payments of contracted service providers.

Enquiries : **Mr P Ndalen**i (018) 388 3017

Post : **Artisan Grd A-B (Carpentry) (3 posts)**
Ref : **53/2013**
Salary : R126 456 – 148 956 p.a (final salary will be determined based on post qualification experience)
Center : Head Office (Mmabatho)

Requirements:

Qualification and experience: Std 8/Grade 10, N3 and Appropriate Trade Test Certificate. Valid driver's license. **Skills** : Good verbal and written communication; interpersonal relations. Computer literacy will be an added advantage.

Duties :

Manufacture/ Construct and maintain structures consisting of wood. Fit and repair ceilings and construct all types of cabinets. Fit and skirt quadrants. Request and quantify material. Performance management of the supervisees.

Enquiries : K.G. Phorohlwe (018) 388 3017

Post : **Artisan Grd. A-B (Electrical) (3 posts)**
Ref : **54/2013**
Salary : R126 456 – 148 956 p.a (final salary will be determined based on post qualification experience)
Center : Head Office (Mmabatho)

Requirements:

Qualification and experience:

Std 8/Grade 10, N3 and Appropriate Trade Test Certificate. Valid driver's license. **Skills** : Good verbal and written communication; interpersonal relations. Computer literacy will be an added advantage.

Duties :

Installation, maintenance and repair of electrical equipments. Wiring of electrical distribution boards. Trace, repair and or replace faulty cables. Request and quantify material. Performance management of the supervisees.

Enquiries : **Mr OMP Pule** (018) 388 3017

POST : **Secretary (Director -Property Management)**

REF NO : **55/2013**

SALARY : **R115 212p.a (SL 05)**

CENTRE : **Head Office (Mmabatho)**

REQUIREMENTS :

Qualification and Experience: Grade 12 certificate or equivalent. Secretarial certificate will be an added advantage. At least 1 - 2 years secretarial or general administration experience in office environment. **Knowledge** : Knowledge of the Public Service Legislations ; Batho Pele principles; **Skills:** Language skills and the ability to communicate well with people at different levels; Good telephone etiquette; Computer literacy; Sound organisational skills ; high level of reliability and ability to act with act and discretion.; Minutes writing skills.

DUTIES :

Provide a secretarial/receptionist support service to the Senior Manager. Arrange meetings and events. Provide general office support, including creating and managing a register of incoming and outgoing documents for effective filling and tracking system. Make travel arrangements and process the invoices as well as travel and subsistence claims. Prepare documentation for the meetings and records minutes of the meetings where required. Type correspondence, memos and consolidate reports. Handle procurement of standard items such as ordering of equipments and stationary as required. Understands applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support of the Senior Manager.

Enquiries : Mr J. Mathabela (018) 3884632

Post : **General Foreman**
Ref : **56/2013**
Salary : R 96363 p.a(SL 4)
Center : Head Office(Mmabatho)

Requirements :

Qualification and experience : ABET certificate plus at least 3 years experience in cleaning and gardening services. Good communication skills, both verbal and written. Ability to supervise all cleaning and gardening functions. Ability to handle conflicts at the work place.

Duties :

Overall supervision of cleaners and Gardeners .Coordinates with other supervisors to maintain healthy working place. Check availability of cleaning material and equipment. Supervise all foremen or supervisors under cleaning and gardening services.

Enquiries : Mr O Mokgara (018) 388 4593

Post : **Cleaner** (18 posts)
Ref No : **57/2013**
Salary : R68010 p.a (SL 2)
Center : Head Office (Mmabatho)

Requirements : ABET certificate. Ability to read and write. Basic communication skills. Ability to perform routine tasks. Knowledge of cleaning materials and equipments will be an added advantage.

Duties :

General cleaning of floors, scrubbing corridors, windows, cleaning toilets, and making tea. Operating cleaning machines, safe keeping of cleaning equipment and basic maintenance thereof.

Enquiries : Ms K. Yuze (018) 388 4639

Post : **Gardener** (14 posts)
Ref No : **58/2013**
Salary : R68010 p.a (SL 2)
Center : Head Office (Mmabatho)

Requirements : ABET certificate. Ability to read and write. Basic communication skill .Ability to perform routine tasks. Knowledge of gardening material and equipment will be an added advantage.

Duties

General gardening services, watering the garden, basic landscaping and designs to maintain garden.

Enquiries : Mr O Mokgara (018) 388 4593

Post : **Operators** (3 posts)
Ref No : **59/2013**
Salary : R68010 p.a (SL 2)
Center : Head Office (Mmabatho)

Requirements : ABET certificate . At least 2 years appropriate experience. Driver's licence EC. Ability to read and write. Basic communication skills. Knowledge of operating hydraulic machines and related equipments will be an added advantage.

Duties :
Drives the tractor. Operate machines to cut grass and trees. Controls hydraulic tractor equipped with tree clamp and boom to lift, swing and bunch sheered trees.

Enquiries : **Mr O. Mokgara (018) 388 4593**

Post : **General Admin Clerk**
Ref No : **60/2013**
Salary : R115 212 p.a (SL 5)
Center : Head Office (Mmabatho)

Requirements: Grade 12 certificate or equivalent. Computer skills and appropriate work experience. Valid driver's license. At least 1 – 2 years' experience in the field of general administrative work. **Skills:** Good verbal and written communication and interpersonal relations. Computer literacy will be an added advantage.

Duties : Attend to general administrative functions of office accommodations sub directorate.

Enquiries : **Ms K Yuze (018) 388 4639**

POST : **Assistant Director: Scholar Transport Services**
REF NO : **61/2013**
SALARY : R252 144 pa (SL 9)
CENTRE : Head Office (Mmabatho)

REQUIREMENTS :

Qualification and Experience: Grade 12. Appropriate Bachelor/Degree/National Diploma or equivalent . Extensive experience in Transport Management. Valid driver's licence (copy to be attached).

Knowledge : Financial Management. PFMA. Public Transport Management. Public Transport matters. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. **Skills :** Planning and organizing. Report writing. Communication skills. Good written and verbal communication skills). Ability to work under

pressure. The ability to maintain positive interpersonal relations and to work well as part of the team Computer literacy. Problem solving abilities. Computer literacy

DUTIES

Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, identify scholar transport needs, attend monthly project meetings, monitor scholar transport, co-ordination of scholar transport forums and liaison with scholar transport operators. Manage performance of the Unit.

Enquiries : Mr D. Serapelo (018) 388 1153

POST : Senior Administrative Officer: Scholar Transport Services
REF NO : 62/2013
SALARY : R 212 106 pa (SL 8)
CENTRE : Head Office (Mmabatho)

REQUIREMENTS :

Qualification and Experience: Grade 12. Extensive experience in Transport Management. A valid driver`s licence (copy to be attached).

Knowledge : Financial Management. PFMA. Public Transport Management. Public Transport matters. An understanding of the National Land Transport Act no,05 of 2009 and other related government prescripts and ability to implement the same. **Skills :** Planning and organizing. Report writing. Communication skills. Good written and verbal communication skills). Ability to work under pressure. The ability to maintain positive interpersonal relations and to work well as part of the team. Computer literacy. Problem solving abilities. Computer literacy.

DUTIES

Process payments of subsidies, Perform administrative duties in line with job requirements including among others, identify scholar transport needs, attend monthly project meetings, monitor scholar transport, co-ordination of scholar transport forums and liaison with scholar transport operators

ENQUIRIES : Mr D. Serapelo (018) 388 1153

POST : Administrative Officer: Scholar Transport Services (2 posts)
REF NO : 63/2013
SALARY : R 170 799 pa (SL 7)
CENTRE : Head Office (Mmabatho)

REQUIREMENTS :

Qualification and Experience: Grade 12. Extensive experience in Transport Management. . A valid driver`s licence (copy to be attached).

Knowledge : Financial Management. PFMA. Public Transport Management. Public Transport matters. An understanding of the National Land Transport Act no 05 Of 2009 and other related government prescripts and ability to implement the same. **Skills :** Planning and organizing. Report writing. Communication skills. Good written and verbal communication

skills).Ability to work under pressure. The ability to maintain positive interpersonal relations and to work well as part of the team . Problem solving abilities. Computer literacy.

DUTIES

Process payments of subsidies, Perform administrative duties in line with job requirements including among others, identify scholar transport needs, attend monthly project meetings, monitor scholar transport, co-ordination of scholar transport forums and liaison with scholar transport operators

ENQUIRIES : Mr D. Serapelo (018)388 1140

POST : General Admin Clerk : Scholar Transport Services

REF NO : 64/2013

SALARY : R 115 212 pa (SL 5)

CENTRE : Head Office (Mmabatho)

REQUIREMENTS :

Qualification and Experience: Grade 12. Extensive experience in Transport Management.

Knowledge : Financial Management. PFMA. Public Transport Management. Public Transport matters. An understanding of the National Land Transport Act no 05 Of 2009 and other related government prescripts and ability to implement the same.**Skills :** Planning and organizing.Report writing. Communication skills. Good written and verbal communication skills).Ability to work under pressure. The ability to maintain positive interpersonal relations and to work well as part of the team Computer literacy. Problem solving abilities. Computer literacy.

DUTIES

Process payments of subsidies. Monitor scholar transport. Liaison with scholar transport operators

ENQUIRIES : Mr. D. Serapelo (018) 388 1140

POST : Assistant Director: Budget Control (2 posts)

REF.NO : 65/2013

SALARY : R 252 144 p.a(SL 09)

CENTRE : Head Office (Mmabatho)

Requirements: An appropriate Accounting or Economics degree or national diploma. Minimum three(3) years relevant and practical experience in budget management. Knowledge and application of BAS, Walker/BAS , PFMA, DoRA, Treasury Regulations and other related legislations. Computer literacy. Analytical and numerical skills. Interpersonal, problem-solving and people management skills. Ability to work independently and within a team, self motivated and reliable, integrity and honesty. Written and verbal communication skills. Ability to work under pressure and meet tight deadlines.

Duties:

Compilation and uploading of annual departmental budget. Review budget allocation. Analysis and monitoring of budget and expenditure. Compile monthly expenditure report. Liaise closely with Provincial Treasury. Assist in the preparation of Interim and Annual Financial Statement. Supervise and monitor the work of personnel.

Enquiries : Mr A. Moeketsi, Tel 018 388 1177

POST : Senior State Accountant : Budget Control

REF.NO : 66/2013

SALARY : R212 106 p.a (SL 08)

CENTRE : Head Office (Mmabatho)

Requirements: An appropriate Accounting or Economics degree or national diploma. Minimum three (3) years relevant and practical experience in budget management. Knowledge and application of BAS, Walker/BAS , PFMA, DoRA, Treasury Regulations and other related legislations. Computer literacy. Analytical and numerical skills. Interpersonal, problem-solving and people management skills. Ability to work independently and within a team, self motivated and reliable, integrity and honesty. Written and verbal communication skills. Ability to work under pressure and meet tight deadlines.

Duties:

Prepare budget management reports. Render sound and financial advices to programme relating to budget. Upload budget into Basic Accounting System. Monitor budget and expenditure., advice on early warning signs. Perform shifting and Virements of funds and assist on the preparation of rollover. Assist in the preparation of interim and Annual Financial Statement.

Enquiries : Ms B. Matabane, Tel 018 388 1478

POST : Chief Accounting Clerk : Budget Control x 3

REF : 67/2013

SALARY : R170 799p.a (SL 07)

CENTRE : Head Office (Mmabatho)

Requirements: An appropriate Accounting or Economics degree or national diploma. Minimum two (2) years relevant and practical experience in budget management. Knowledge and application of BAS, Walker/BAS , PFMA, DoRA, Treasury Regulations and other related legislations. Computer literacy. Analytical and numerical skills. Interpersonal, problem-solving and people management skills. Ability to work independently and within a team, self motivated and reliable, integrity and honesty. Written and verbal communication skills. Ability to work under pressure and meet tight deadlines.

Duties:

Prepare budget management reports. Upload budget into Basic Accounting System. Monitor budget and expenditure., advice on early warning signs. Perform shifting and Virements of

funds and assist on the preparation of rollover. Assist in the preparation of interim and Annual Financial Statement.

Enquiries : Mr N.Tshabangu Tel (018) 388 1460

POST : Chief Accounting Clerk : Creditors Payments
REF.NO : 68/2013
SALARY : R170 799 p.a (SL 07)
CENTRE : Head Office (Mmabatho)

Requirements: An appropriate financial Bachelor's degree or National diploma or equivalent .Minimum of three (3) years relevant and practical experience in salary management. Knowledge and application of BAS, Walker/BAS , PFMA, DoRA, Treasury Regulations and other related legislations. Computer literacy. Analytical and numerical skills. Interpersonal, problem-solving skills. Ability to work independently and within a team, self motivated and reliable, integrity and honesty. Written and verbal communication skills. Ability to work under pressure.

Duties:

Administration and monitoring of payments vouchers. Perform monthly reconciliation of creditors payments. Administration of payment stubs, filing of payment vouchers. Attend to all queries related to payment vouchers. Supervise and monitor the work of the subordinates.

Enquiries: Ms M. Mokgosi, Tel (018) 388 1277

POST : Accounting Clerk : Budget Control
REF.NO : 69/2013
SALARY : R115 212 p.a(SL 05)
CENTRE : Head Office (Mmabatho)

Requirements: An appropriate financial Bachelor's degree or National diploma or equivalent .Minimum of one year relevant and practical experience in budget management. Knowledge and application of BAS, Walker/BAS , PFMA, DoRA, Treasury Regulations and other related legislations. Computer literacy. Analytical and numerical skills. Interpersonal, problem-solving skills. Ability to work independently and within a team, self motivated and reliable, integrity and honesty. Written and verbal communication skills. Ability to work under pressure.

Duties:

Prepare budget management reports. Upload budget into Basic Accounting System. Monitor budget and expenditure., Assist on shifting and Virements of funds and preparation of rollover. Assist in the preparation of interim and Annual Financial Statement.

Enquiries : Mr N. Tshabangu Tel (018) 388 1460

POST : Accounting Clerk : Salary Administration
REF.NO : 70/2013
SALARY : R115 212 (SL 05)
CENTRE : Head Office (Mmabatho)

Requirements: An appropriate financial Bachelor's degree or National diploma or equivalent .Minimum of one year relevant and practical experience in salary management. Knowledge and application of BAS, Persal , PFMA, DoRA, Treasury Regulations and other related legislations. Computer literacy. Analytical and numerical skills. Interpersonal, problem-solving skills. Ability to work independently and within a team, self motivated and reliable, integrity and honesty. Written and verbal communication skills. Ability to work under pressure.

Duties:

Capturing of salary allowances and deductions. Filling of salary vouchers. Monthly administration of payroll. Preparation of payment documents of social benefits. Assist with the amendment of personnel tax certificate. Capture garnishee order deductions and analyse schedule. Assist in the reconciliation of Persal and BAS

Enquiries : CK Motlhophe Tel (018) 388 1298

POST : Personnel Practitioner (2 Posts)
REF.No : 71/2013
SALARY : R 170 799 p.a
CENTRE : Head Office (Mmabatho)

Requirements:

Qualification : Appropriate tertiary qualification coupled with Job Evaluation Certificate.

Knowledge : Deep knowledge of Job Evaluation processes; Public Service Act; HR policies and procedure manuals, Knowledge of Persal, Post Establishment, Job Descriptions, PSCBCResolutions that are in line with Job Evaluation; PMDS and Organizational Structure. **Skills:** Excellent communication ;interpersonal and presentation skills; Self driven, innovative and result oriented. Ability to work under pressure and meet tight deadlines. Proficiency in micro- soft office word and micro– soft office excel.

DUTIES:

Conduct Job Descriptions and Job Evaluation Workshops. Provide guidance on development of Job Descriptions .Conduct Job Evaluation .Implement the directives from DPSA on Job Descriptions and Job Evaluation .Implement the PSCBC Resolutions that are in line with Job Evaluation. Serve as secretariat in all Job Evaluation, Job Descriptions and all the meetings of the unit.

Enquiries : Ms. C. Sekgetle (018) 388 4151

POST : Senior Admin Officer: Administration
REF : **72/2013**
SALARY : R212 106 p.a (SL 8)
CENTER : Head Office (Mmabatho)

Requirements:

Qualification and experience: B.degree or National Diploma in Public Administration, Human Resource Management or B.Com. Three (3) years appropriate experience in contract administration • **Knowledge:** Thorough knowledge of the Public Financial Management Act, and Treasury Regulations, • Thorough knowledge of government procurement procedures and BAS • A valid driver's license. **Skills:** Verbal and writing communication skills • good interpersonal skills • Ability to work under pressure and meet deadlines • • Computer literacy (MS Office package, including Excel and PowerPoint).

Duties:

Render support service to all engineering staff with respect to contract administration • Manage all aspects of the policy for the appointment of Professional Service Providers for the directorate • Operate a file system for contract administration • Provide assistance with regard to the compiling, monitoring and managing the budget and expenditure of the Directorate. Ensure procurement of goods and services according to financial prescripts. Compile cash flow projections as well as monthly reports. • Training and supervision of subordinates. Manage general office administration.

Enquiries: Ms C. Motlagomang (018) 388-4203

POST : Admin Officer: Administration (2 posts)
(Technical administration)

REF : **73/2013**
SALARY : R170 799 p.a (SL 7)
CENTER : Head Office (Mmabatho)

Requirements:

Qualification and experience: National Diploma in Public Administration or Grade 12 Plus five years appropriate experience in contract administration • **Knowledge:** Public Finance Management Act, Treasury Regulations, Financial policies, Government procurement procedures, Asset register and BAS. **Skills:** Verbal and writing communication skills as well as good interpersonal relations • Ability to work under pressure and meet deadlines • Computer literacy (MS Office package, including Excel and PowerPoint). • A valid driver's license.

Duties:

Render support service to all engineering staff with respect to contract administration • Administer all aspects of the policy for the appointment of Professional Service Providers for the directorate •

Operate a file system for contract administration •Update the Asset register •Process payments for consultants and contractors and deal with payment queries•Ensure safekeeping of all payment records.

Enquiries: Ms C. Motlagomang (018) 388-4203

POST : **Registry Clerk
(Technical Administration)**
REF : 74/2013
SALARY : R115 212 p.a (SL 5)
CENTER : Head Office (Mmabatho)

Requirements:

Grade 12 plus one year experience in rendering messenger services• A valid driver's license.

Skills: Ability to read and write clearly• Good communication skills •Ability to liaise with team members and clients• Records management (filing) and ability to keep record of flow of documents• Customer Service • Good interpersonal relations.

Duties:

Manage incoming and outgoing mail•Collect and deliver documents to client departments as well as to various offices• Operate elementary equipment•Render any other duties within the occupational class that may be required.

Enquiries: Ms C. Motlagomang (018) 388-4203
