



dpwrt

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

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BOJANALA DISTRICT

The Department is an equal opportunity, affirmative action employer. It is our intent to promote representativity (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/ promotions/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

Applications: The Head of Department: Department of Public Works, Roads & Transport, Directorate – Human Resource Management Private Bag x 82063, Rustenburg 0300

FOR ATTENTION: MR MOENG MS @ Old Industrial Site, Waterfall Avenue, Rustenburg, 0300

NOTE: Applications must be accompanied by signed Z83 and recent updated comprehensive CV, certified copies of all qualification(s) and ID documents as well as 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 foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant persons as indicated in the advertisement. Applications received after the closing date will not be considered.

If you have not received response from the Department within 3 months from the closing date, kindly consider your application to be unsuccessful.

REF NO : BOJ 01/2011

POST : Senior Road Works Instructor (x1)
: Moretele Office

SALARY: R113 568 p.a (SL 6)

CENTRE: Bojanala District

DUTIES : Perform tasks which are mainly well defined and of technical nature such as quality control. Plan and organizing training on road construction and maintenance machines. Inspect and test equipment. Perform routine inspections on working areas. Use a variety of equipment and machinery. Provide technical advice. Carry out

investigation requiring technical advice. General supervision, allocate tasks. Oversee work performance. Handle routine HR functions. Oversee maintenance of machines and equipment.

REQUIREMENTS: Grade 10/12 or equivalent with 5 – 10 years experience. Trade test or standardized departmental training course with 2 years experience. Drivers licence code o8.

KNOWLEDGE: Knowledge of a wide range of activities such as: Safety- what the different standards are that are prescribed in terms to which the organisation must comply to. Tools – How to use advance tools which require specific detailed training. Machinery – How to use advanced machinery such as earth moving and road construction etc. Training- How to supply training which are normally supplied in the day-to-day in house training of lower level employees. Plan and organize – How to plan for activities and resources needed which are not of a complex nature such as the planning and co-ordination of own work and that of lower level employees. Norms and standards- Computer – Basic knowledge required to operate a computer system. HR Matters – Basic HR matters such as what resources are available what training are available following labour relations guidelines. Maintain discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. Equipment – How to use office and other equipment. Processing of stores material.

SKILLS: Problem solving – Solve technical problems whereby a variety of information is analyzed which may result in a number of outcomes. Communication – Providing information requiring some explanation. Routine written notes and reports. General supervision and appraisal of employees. Planning and organizing of own work and those of others.

ENQUIRIES: Mr TMH LEKUBU

REF NO : BOJ 02/2011

POST : ARTISAN (MECHANICAL MAINTENANCE) (X2)
: Moretele Office

SALARY: R103 806 – R115 209

CENTRE: BOJANALA DISTRICT

REQUIREMENTS

- Appropriate Trade test Certificate
- Valid driver's licence

- At least two years relevant experience in the field

Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.

GENERIC DUTIES: Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register and supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

REF NO : BOJ 03/2011

POST : Senior Administrative Clerk Grade III (x2)

: Moretele Office

SALARY: R113 568.00 p.a (SL 6)

CENTRE: Bojanala District

DUTIES : Specialist clerical and administrative tasks of which the work content is difficult and requires occasional interpretation within an established framework. Routine administrative outputs within given parameters such as: Overall co-ordination and control of allocated tasks/resources. Gather and process information. Correspond on policy issues. Ensure compliance with statutory obligations which may include inspections. Report to supervisor the status of work. Solve problems by applying standing instructions or procedures. Function as team leader to assist with supervision of clerical personnel at lower level. Limited authority in respect of quality control. Training/ Development.

REQUIREMENTS: Grade 10 or equivalent – more than 10 years experience. Grade 12 or equivalent – Between 5 – 10 years experience. Tertiary qualifications – no experience.

KNOWLEDGE: Knowledge of a wide range of activities such as: Finance- basic financial procedures which must be followed. HR matters – Basic HR matters such as – What resources are available, what training are available, following labour relation guidelines. Training how to supply training which are normally supplied in the day-to-day in house training of lower level employees. Plan and organize – How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of lower level employees. Computer-detail knowledge of the operation/utilization of specific computer soft ware packages and efficient utilization of both software and hardware.

SKILLS: Communication-verbal exchange of information requiring simple explanation. Routine notes, memo's and reports. Motivation. Team building. Exchange of more detailed information to co-workers, supervisors, public. Solve problems by applying standing instructions or procedures or referring to established precedents. Conclusions are reached by analyzing a variety of mainly standing information. Plan and organize own work and that of others. Take decision in respect of own work and those of others.

REF NO : BOJ 04/2011

**POST : Road Works Foreman (x3)
: Moretele Office**

SALARY: R94 575 p.a (SL 5)

CENTRE: Bojanala District

DUTIES : Perform supervisory functions with complex work content with tasks that are straight forward but requiring some interpretation. Handling and maintenance of heavy road construction machines and vehicles. Provide training regarding the caring for and handling of all road construction machinery and vehicles. Receive instructions/guidance on a single subject area which is straight forward. Basic interaction with co-workers and supervisors. General supervision and/or appraisal of personnel such as – Allocate tasks. Co-ordinate work schedules. Handle basic HR functions. Performance appraisal.

REQUIREMENTS: Abet (Read and write) and more that 10 years experience. Drivers license Code o8.

KNOWLEDGE: Knowledge of a narrow range of activities including tasks such as: Equipment – How to use office and other equipment. Stores – How to manage a specific line of supplies in store. Safety –basic safety procedures which must be followed. HR matters – HR management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilization of personnel. Plan and organize- how to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of lower level employees. Training- How to supply training which are normally supplied in the day-to-day in house training of lower level employees.

SKILLS: Communication- Routine verbal exchange of information requiring helpfulness and politeness. Problem solving. Basic interaction with clients, co-workers, and supervisors. Ability to operate elementary equipment and machines. Basic interpersonal relations. Organizing. Numeracy. Literacy.

REF NO : BOJ 05/2011

**POST : Principal Driver Operator (x1)
: Moretele Office**

SALARY: R94 575 p.a (SL 5)
CENTRE: Bojanala District

DUTIES : Ability to use mobile equipments e.g. vehicles trucks and other construction machines, complete daily work returns, blading of gravel roads, hauling of road works material, general maintenance of the roads and road reserves.

REQUIREMENTS: National certificate in construction, code 10 licence with PDP, Grade 10 and 2 years experience.

KNOWLEDGE: Knowledge of using tools, machinery, knowledge of correct parking and supplying, knowledge of safety procedures, knowledge of using office equipments, knowledge of occupational health and safety Act.

SKILLS: Numeric skill, good communication and interpersonal relations, problem solving, ability to operate mobile equipments. Handling of earth moving equipments. Ability to work independently and under pressure.

REF NO : BOJ 06/2011
: Moretele Office

POST : Driver (x2)
SALARY: R79 104 p.a (SL 4)
CENTRE: Bojanala District

DUTIES : Plant and machine operators involved in the operation of machinery, equipment and driving of motor vehicles. Perform skilled functions which may include tasks that are well defined and within an established framework. Drive mobile units. Operate machines and equipments.

REQUIREMENTS: ABET (Read and write). Departmental training course. Experience between 2 and 5 years. Appropriate driver's licence.

KNOWLEDGE: Norms and standards – Norms and standards applicable to specific tasks. Tools – How tools as well as decided which tools must be used to execute a job. Machinery- How to use machinery with higher level of complexity in operating a task. HR matters- Basic HR matters such as what resources are available, what training are available, following labour guidelines. Planning and organizing- How to do basic planning irresponsible of supplies needed/processes to follow to perform tasks. Safety-Situations matters which might pose safety hazards.

SKILLS: Communication- Providing or obtaining information requiring simple explanation. Routine written notes and reports. Plan post holders own work. Solve problems by referring to standing procedures/standards. Literacy. Numeric. Ability to perform routine tasks. Ability to operate equipment and machines light and heavy vehicles. Oversee maintenance of equipment.

REF NO :BOJ 07/2011
POST : Road Workers Aid (x25)
: Moretele Office
SALARY: 55 830 p.a (SL 2)
CENTRE: Bojanala District

DUTIES : Routine tasks that require the use of hand-held tools and often require some physical effort. Structured work content with well defined tasks. Perform maintenance and operational functions on roads.

REQUIREMENTS: ABET (Read and write) No experience.

KNOWLEDGE: Knowledge of a limited range of work procedures such as: Tools- How to use basic hand tools and to distinguish between different tools. Cleaning- Specific cleaning processes and aids that are used. Machinery – How to use and do basic maintenance of machinery with low level of complexity in operating it. Basic safety procedures which must be followed.

SKILLS: Ability to operate equipment and machines. Ability to perform routine tasks. Basic numeric. Basic Literacy. Communication – Routine verbal exchange of information requiring helpfulness and politeness. Routine written notes and memo's use a variety of equipment, machines and tools. Solve problems by applying standing instructions or procedures. Plan in respect of own work. Decision making in respect of own work.

REF NO :BOJ 08/2011
POST : Tradesman Aid (x2)
Moretele Office
SALARY: R55 830 p.a (SL 2)
CENTRE: Bojanala District

DUTIES : Routine tasks that require the use of hand-held tools and often require some physical effort. Structured work content with well defined tasks. Perform assistance to Artisans in the workshop with maintenance of construction machines and vehicles. Clean and create an orderly working environment. Clean vehicles. Operate cleaning machines and basic maintenance thereto. Elementary support to higher level work outputs.

REQUIREMENTS: ABET (Read and write) no experience.

KNOWLEDGE: Knowledge of a limited range of work procedures such as: Tools – How to use basic hand tools and be able to distinguish between e.g. vice grip and shifting spanner. Cleaning – Specific cleaning processes and aids that are used. Different cleaning procedures such as sequences to be followed in more complex tasks. Machinery – How to assist to do basic maintenance on machinery and vehicles. Basic

safety procedures which must be followed. Stores – How to manage a specific line of suppliers or a store which carries only limited suppliers.

SKILLS: Ability to operate equipment and machines. Ability to perform routine tasks. Basic numeric. Basic Literacy. Communication – Routine verbal exchange of information requiring helpfulness and politeness. Routine written notes and memo's use a variety of equipment, machines and tools. Solve problems by applying standing instructions or procedures.

Plan in respect of work. Decision making in respect of own work. Basic interpersonal relations.

REF NO :BOJ 09/2011

POST : Cleaner (x2)

: Moretele Office

SALARY: R55 830 p.a (SL2)

CENTRE: Bojanala District

DUTIES : Simple and routine tasks that require the use of hand-held tools and often requires some physical effort. Structured work content with a few well defined tasks such as: Clean and create and orderly working environment. Operate cleaning machines and basic maintenance thereof. Receive instructions/guidance on a single subject area which is straight forward.

REQUIREMENTS: ABET (Read and write). No experience.

KNOWLEDGE: Knowledge of a few repetitive tasks such as: Cleaning- Specific cleaning processes and aids that are used. Equipment – How to use domestic appliances. Plan and organize – How to do basic planning in respect of supplies needed/processes to follow to perform tasks. Basic safety procedures which must be followed.

SKILLS: Ability to operate elementary machines and equipment. Routine verbal exchange of information requiring helpfulness and politeness. Basic interaction with co-workers and supervisors. Ability to perform routine tasks. Basic interpersonal relationship. Plan in respect of own work. Decision making in respect of own work.

REF NO :BOJ 10/2011

POST : Fuel Attendant (x1)

: Moretele Office

SALARY: R55 830 p.a (SL2)

CENTRE: Bojanala District

DUTIES : Simple and routine tasks that require the use of hand-held tools and often requires some physical effort. Structured work content with a few well defined tasks such as: Clean and create and orderly working environment at fuel pump and oil

storage. Operate fuel pump and basic maintenance thereof. Receive instructions/guidance on a single subject area which is straight forward.

REQUIREMENTS: ABET (Read and write) No experience.

KNOWLEDGE: Knowledge of a new repetitive tasks such as: Cleaning –Specific cleaning processes and aids that are used. Equipment – How to use appliances at Fuel pumps and oil store. Planning – How to do basic planning in respect of own work, supplies needed/processes to follow to perform a task. Basic safety procedures which must be followed. Basic maintenance of equipment and reporting of defects.

SKILLS: Ability to operate elementary equipment. Routine verbal exchange of information requiring helpfulness and politeness. Basic interaction with co-workers and supervisors. Ability to perform routine tasks. Plan in respect of own work. Decision making in respect of own work. Ability to identify differences between petrol, diesel and different oils to be able to provide basic services.

REF NO : BOJ 11/2011
POST : Messenger (x1)
: Moretele Office
SALARY: R66 750 p.a (SL 3)
CENTRE: Bojanala District

DUTIES : Messenger Services. Structured work content with a few well defined tasks such as: Fetch and deliver documents and articles. Distribute and collect documents and articles. Receive instructions/guidance on a single subject area which is straight forward.

REQUIREMENTS: ABET (Read and write) No experience.

KNOWLEDGE: Knowledge of a new repetitive tasks such as: Courier services-How to fetch and deliver documents/files. Registry procedure which must be complied with before documents can be posted etc. Administration procedures relating to specific working environment including norms and standards. Plan and organize – How to do basic planning in respect of supplies needed/processes to follow to perform tasks. Basic safety procedures which must be followed.

SKILLS: Basic literacy. Organising. Ability to perform routine tasks Routine verbal exchange of information requiring helpfulness and politeness. Routine notes/memo's. Plan in respect of own work. Decision making in respect of own work. Ability to perform routine tasks.

ENQUIRIES: Mr TMH LEKUBU

CLOSING DATE: 11 FEBRUARY 2011