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

Zendeling Street
Old Industrial Site
Rustenburg
0300
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Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public%20works)

BOJANALA DISTRICT

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

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.

APPLICATION : The Head of Public Works, Roads and Transport,
Private Bag x 82063, Rustenburg 0300

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

NOTES :

- (a) Applications must be accompanied by Z83 and a recent 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.**
- (b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department an evaluation certificate from the South African Qualification Authority (SAQA)
- (c) Candidates must indicate the number of the post/reference number in their applications
- (d) Candidates requiring additional information regarding an advertised post, must direct their enquiries to Mr M.S Moeng, Deputy Director: Recruitment

(e) Applications should be forwarded in time to the Department since applications received after closing date indicated below will as a rule not be accepted.

(f) It will expected of candidates to be available for selection interviews on a date, time and place as determine by the Department

(g) 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: 03 June 2011

Note: Previous employment records will be verified. Appointed candidates will be subjected to security clearance and vetting.

POST : Works Inspector (Electro Mechanical) x1 post

SALARY NOTCH : R105, 645 p.a (Level 06)

CENTRE : Bojanala District Office

REF NO : Boj12/2011

REQUIREMENTS: AN appropriate National Diploma (T/N stream) and/or official trade test trade test in the relevant trade. Computer Literacy. Valid driver's license. Wire man's license will be an added advantage and two or more year's experience.

DUTIES: Responsible for ensuring that all work done by contractors adheres to the relevant prescribed standards. Conduct inspection on work done, to ensure that proper quality control is maintained. Advice and guide contractors respect of the relevant legislations and regulations. Compile and estimate of repairs and cost for new work and maintenance to be undertaken. Compile specification and scope of work. Compile payments certificates. Handle all relevant technical correspondence. Plan and execute maintenance on government buildings and assets. Attend site inspections and meetings. Liaise with relevant stakeholders in respect of technical aspects. Develop progress reports on outstanding and finalized work. Ensure effective contract administration.

ENQUIRIES: MR J.D CLAASSEN

TEL: 014- 5940990

POST : WORKS INSPECTOR (BUILDING EXECUTION) X 1 POST

SALARY NOTCH : R105, 645 p.a (Level o6)

CENTRE : BOJANALA DISTRICT OFFICE

REF NO : Boj13/2011

REQUIREMENTS: An appropriate National Diploma (T/N stream) and/or official trade test in the relevant trade. Computer Literacy. Valid driver's license and two or more years experience.

DUTIES: Responsible for ensuring that all work done by contractors adheres to the relevant prescribed standards. Conduct inspection on work done, to ensure that proper quality control is maintained. Advice and guide contractors in respect of the relevant legislations and regulations. Compile and estimate of repairs and cost for new work and maintenance to be undertaken. Compile specification and scope of work. Compile payments certificates. Handle all relevant technical correspondence. Plan and execute maintenance on government buildings and assets. Attend site inspections and meetings. Liaise with relevant stakeholders in respect of technical aspects. Develop progress reports on outstanding and finalized work. Ensure effective contract administration.

ENQUIRIES: MR J.D CLAASSEN

TEL: 014- 5940990

POST : Admin Clerk x1 post : HRM

SALARY NORCH : R79, 104.00 (SL 04)

CENTER : Bojanala District Office

REF NO : Boj 14/2011

REQUIREMENTS : Grade 12 Certificate or equivalent, Tertiary qualifications
With typing as a fully passed subject

DUTIES : To render recruitment services:

Arrange short listing and interview logical i.e. Preparation of invitation of panel members, candidates, union members and booking of venue. Compiling books applications for the interview panel members. Prepare appointment letters to Head Office and regret letters to candidates. Prepare the contracts and duty lists for the candidates. Receive record and process applications for internal and external transfers.

ENQUIRIES : Mr Moeng S.M

TEL: (014) 5921001-6

POST : Assistant Director: Finance Management
SALARY NORCH : R206, 982.00 p.a (SL 09)
CENTER : Bojanala District Office
REF NO : Boj 15/2011

REQUIREMENTS: An appropriate Bachelor's degree or diploma in Finance, Commercial and / or Economics Sciences. At least four years experience in financial management and administration or a senior certificate with 5-0 years financial management experience.

DUTIES: Management of the District budget and expenditure, cash flow management, salary administration, revenue management, petty cash management, management of demand and acquisition unit, Manage procurement within the district, asset management and disposal, ensure compliance with regard to Supply Chain Management.

Compile monthly report quarterly reports. Supervise, evaluate and develop personnel in the unit. Have knowledge of walker, pro-quote and BAS systems; have drivers license code B (8). Computer literacy. MS Word, Power point and MS Excel knowledge.

ENQUIRIES: MS G.A YAWA

TEL: 014- 5921001-6

POST : Senior Artisan B (Mechanical Maintenance) x 1

SALARY NOTCH : R122 277.00 – R135 708.00

**CENTRE : Mogwase Sub-District
Bojanala District Office**

REF NO : Boj 16/2011

REQUIREMENTS: Appropriate Trade test certificate. Valid Driver's license.

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 against specifications. Service equipment and/or facilities according to schedule. Quality assurance serviced and maintained equipment and/or facilities. Perform administrative and related functions:- 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.

ENQUIRIES: MR J.L LEEUW

TEL: 014- 5921001/6

