

Ref: 3/3/3
Enq: Mr. D.L. Smith
Tel: 018-387 2043

**TO : ALL HEADS OF DEPARTMENTRS
CHIEF DIRECTORS
REGIONAL/HEAD OFFICE DIRECTORS
HRM DIRECTORS
DISTRICT HEADS/MANAGERS**

FROM DIRECTOR HRM

**SUBJECT : INTERNAL ADVERTISEMENT OF POSTS IN THE
ORGANISATIONAL STRUCTURE OF THE
DEPARTMENT OF PUBLIC WORKS - NORTH WEST
PROVINCE**

CIRCULAR NO. 5/2007

1. INTRODUCTION AND GENERAL MEASURES

- 1.1** The contents of this circular must be brought to the attention of all employees on the payroll of Departments in the Public Service.

2. DIRECTIONS TO APPLICANTS

- 2.1** Interested persons must submit applications on Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and copy of ID.
- 2.2** It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicant's educational qualifications will be verified, and references will be checked.

- 2.3** Enquiries regarding any advertised posts in this circular must be directed to the relevant persons as indicated in the advertisement.
- 2.4** Faxed, e-mailed and late applications will not be accepted.
- 2.5** The Department reserves the right not to make an appointment. If you have not heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to shortlisted candidates.
- 2.6** The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity. People with Disabilities are encouraged to apply.
- 2.7** Forward your applications to the Head of Department as follows:

▪ **For posts at Head Office:**

**The HRM Director
Attention: Mr. D. L. Smith
Department of Public Works
Private Bag X2037
MMABATHO
2735.**

▪ **For posts at Southern Region:**

**The Regional Director: Southern Region
Attention: Ms P. Monnapula-Mazabane
Department of Public Works
Private Bag X918
POTCHEFSTROOM
2520**

3. CLOSING DATE: 03 August 2007

Head Office: Mmabatho

Post No 1/3/8/07 : Assistant Director: Physical Security
Salary : R 157 686 p.a. (Level 9)
Centre : Head Office (Mmabatho)

Requirements : An appropriate Diploma or equivalent qualification in the Security Management Field or a Senior Certificate with appropriate relevant experience in the security environment at supervisory level (Grade A&B) *Computer Literacy *Valid drivers licence.

Recommendations : Ability to communicate ideas and thoughts in a clear, logical and precise written form *Ability to prepare presentations and conduct awareness programmes *Be able to communicate in English, Setswana and Afrikaans *Ability to interact with officials at different hierarchical levels *Ability to interpret, plan and implement Departmental, Provincial and National Security Policies *Ability to monitor and evaluate Departmental Physical Security needs and implement appropriate measures according to relevant prescripts.

Duties : Manage the total security function: Physical and Surveillance Security *Advice Management about amendments to the Internal Security Policy based on relevant legislation and prescripts *Advice Management about the security implications of management decisions *Devise all security measures and procedures for the whole Department based on Security Policy *Monitor and evaluate the effectiveness of security measures and procedures *Conduct security awareness programmes in the Department *Monitor adherence/compliance to the Security Policy measures *Liaise regularly with NIA for advice, assistance and information regarding Information Security Liaise with SAPS regarding Physical Security needs.

Enquiries : Mr. S.M Matlhako Tel: (018) 387 2455

Post No 2/3/8/07 : Assistant Director: Asset Management
Salary : R 157 686 p.a. (Level 9)
Centre : Head Office (Mmabatho)

Requirements : Appropriate Degree/National Diploma or equivalent qualification plus appropriate experience *Knowledge of PFMA, WALKER, PPPFA and treasury Regulations*A valid Code 8 driver's licence.

Duties : Manage Procurement of office furniture for all Departments
*Manage procurement of household furniture and curtains for Political Office bearers staying in official residence *Manage maintenance of movable asset through bar-coding of assets and registering all changes on the WALKER system *Warehousing and safeguarding of new assets in transit and old assets awaiting disposal or relocation *Manage the disposal of obsolete and redundant assets *Contract Management & administration.

Enquiries : **Ms. B.H. Matloko tel 018 387 2278**

Post No 3/3/8/07 : Secretary (Office of the Director: Information Management)
Salary : R 68 954 p.a. (Level 5)
Centre : Head Office (Mmabatho)

Requirements : A grade 12 certificate or equivalent qualification, with typing as a fully passed subject *Relevant secretarial experience *Good interpersonal relations and communication skills *Good telephone etiquette.

Recommendations : Knowledge and experience in the usage of Microsoft packages (MS Word, MS Excel and MS PowerPoint) *Good organizational skills *Ability to work independently with initiative.

Duties : General Management of the Director's Office *Utilisation of office equipment (faxing, photocopying, receiving and making telephone calls) *Receive visitors and deal with basic enquiries regarding the Director's functions *Arranging meetings and venues *Provide Financial Administrative support *Assist with the application of legislative policies and prescripts *Co-ordinate leave register and telephone accounts for the component *Handle office correspondence.

Enquiries : **Mr. S.M. Matlhako Tel: (018) 387 2455**

Post No 4/3/8/07 : **Driver: Supply Chain Management (Heavy Duty)**
Salary : **R 58 289 p.a. (Level 4)**
Centre : **Head Office (Mmabatho)**

Requirements : ABET + appropriate experience in driving * Knowledge of the Road Safety Act * Heavy duty driver's license Code 10 (C1) plus PDP, Communication, observation and planning skills * Ability to work under pressure * Ability to do standby and overtime work * Ability to do physical work * Must be of sober habits.

Duties : Responsible for transportation of staff * Responsible for transportation of material and equipments * Responsible for road worthy vehicle * Responsible to inspection vehicles: tyres, oils coolant, tyre pressure etc * Responsible for cleaning of vehicle * Responsible for trip authority before leaving the office.

Enquiries : **Ms. M. Ratshefola tel 018 387 2217**

Southern Region: Potchefstroom

Post No 5/3/8/07 : **Works Inspector: Technician Buildings Execution**
Salary : **R 85 363 p.a. (Level 6)**
Centre : **Southern Regional Office (Potchefstroom)**

Requirement : National Diploma (T/N stream) or an appropriate N6 qualification plus an appropriate Apprenticeship, Trade test certificate or equivalent qualification with relevant experience * Knowledge of Procurement systems, procedures and regulations * Good interpersonal skills * Computer literacy will be an added advantage.

Duties : Responsible for ensuring that all works adhere to the prescribed OHS standards * Compile quotations/tender documents and specifications * Compile comprehensive technical reports * Handle all relevant technical correspondence * Plan and execute maintenance on Government buildings * Attend site inspections and meetings * Compile payment to contractors * Quality control.

Enquiries : **Mr. J. Tsoku, Tel: (018) 293 9000**

DIRECTOR: HRM
MR. P.J. MOREMEDI

DATE