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

Waterval Avenue, Old Industrial Site
Private Bag X 82063,
Rustenburg, 0300
Republic of South Africa

Tel: (014) 592 1001-6
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CHIEF DIRECTORATE: ROADS MANAGEMENT
Directorate: Roads – Bojanala District

NORTH WEST PROVINCIAL DEPARTMENT

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 this post and candidates whose transfer/promotion/appoint will promote representivity will receive preference.

APPLICATIONS : THE Head of Department, Department of Public Works, Roads & Transport , Private Bag x82063 Rustenburg, 0300
OR hand deliver to Waterval Avenue Old Industrial Site, Rustenburg, 0300.

FOR ATTENTION : Mr. Pilane TE

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) 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 with an evaluation certificate from the South African Qualification Authority (SAQA).
- (c) Candidates must indicate the number of the post/reference number in the applications.
- (d) 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.
- (e) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (f) **Correspondence will be limited to short listed candidates only.**

If you have not heard from us within three months after closing date, please accept that your application has been unsuccessful.

- POST** : ARTISAN FOREMAN (MECHANICAL) (x 1 POST)
- REF** : BOJ 07/2010
- SALARY** : R154, 107.00p.a
- CENTER** : BOJANALA – MORETELE
- REQUIREMENTS** : Appropriate Trade Test Certificate. Experience as an Artisan.
Valid driver's license
- Competencies** : Team leadership. Technical analysis,. Computer aided applications. Knowledge of legal compliance.Technical report writing. Knowledge of Production process, Problem solving and analysis. Decision making. Team work. Analytic skills. Creativity. Self management. Customer focus and responsive. Communication. Computer skills, planning and organizing. Conflict Management.
- GENERIC DUTIES** : Supervise and 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 equipments and facilities according to specifications. Service equipments and /or facilities according to schedule. Quality assures serviced and maintained equipment and /or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources. Scheduling of works. Continuous individual development to keep up with new technologies and procedures. Research /literature studies on technical/engineering technology to improve expertise.
- ENQUIRIES** : Mr T.M Moseki **Tel** (014) 5921001-6

POST : Chief Admin Clerk (x1)
SALARY : R130 425.00 pa (SL 07)
REF NO : BOJ 08/2010
CENTRE : Bojanala District - Moretele

REQUIREMENTS : **Qualifications:** Grade 12 certificate/ or Tertiary qualifications.
Code: 08 Driver's License. Two years experience. **Knowledge:**
PFMA, Treasury Regulations, LRA Act, Procurement procedures,
Administrative procedures, Planning and Prioritizing of functions,
Reporting, Supervision, Evaluation of subordinates **Skills:** Problem
solving, Typing skill, Communication, interpersonal relation skill and
innovative skill, Analytic skill, Ability to operate Computer.

DUTIES : Administration of personnel related matters, Management of
financial matters, Management of RNMS, Provide general
Administration functions, Assurance of customer satisfaction within
Batho Pele principles.

ENQUIRIES : Ms Nanda Smuts Tel.: (014) 592 1001-6

POST : PRINCIPAL ROAD SUPERINTENDENT (x3 POSTS)
REF : BOJ 09/2010
SALARY : R161 970 p.a
CENTER : **BOJANALA : MORETELE, MANKWE & RUSTENBURG**

REQUIREMENTS : Grade 12 Certificate, National Diploma in Civil Engineering or
Road Superintendent courses completed successfully.
Experience of 2 – 5 years. A Code 08 driver's license.

DUTIES : Maintain surfaced and gravel roads in Mankwe, Rustenburg
and Moretele. Train road workers; Render administrative
services, Maintain roads construction equipment and vehicles.
KNOWLEDGE: Good knowledge of roads related matters
such as Construction of Roads, Maintenance of roads, the

advertising on Roads and Ribbon Development Act 1940, Knowledge of all other roads related policies, standards and norms, Good knowledge of EPWP, Knowledge of contracts management, and Knowledge of supply management. **SKILL:** Numerical skills, Good communication skill, Interpersonal relations, Analytic and problem solving skill, Negotiation and conflict resolution skill, Creativity and innovation, Ability to work independently and under pressure, Ability to interact with stake holders at various levels, Sound report writing skill and Presentation skill.

ENQUIRIES: Mr T.M Moseki

Tel (014) 592 1001-6

CLOSING DATE : 20 AUGUST 2010