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

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

VACANCY CIRCULAR NO.: 2 OF 2019 / 2020 FINANCIAL YEAR

*This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post's, e.g. White, Indian, Coloured Males and Females. **People with disability are encouraged to apply.** The candidate's whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.*

NOTES :

Applications must be accompanied by signed and dated Z83 form. Recent updated comprehensive CV and the names of three (3) contactable referees. Originally certified copies of all qualification(s) **including Grade 12 (Senior Certificate)**, all applicants required tertiary qualification(s) must be accompanied by certified copies of academic record / transcript(s). Certified ID copy. Failure to submit the requested documents will result in the application not being considered. 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).

Candidates will be subjected to security screening and vetting. Previous school, university, college or employment the records will be verified. Faxed and emailed applications are not accepted.

Applications should be forwarded on time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments. Candidates requiring additional information regarding an advertised post, must direct their **enquiries to the different Enquiries of the posts**

Advertised Date: 24 November 2019 **and Closing Date:** 20 December 2019

Closing Time: 15H00

NB: 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.

NOTE: The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest.

All applications must be forwarded to the following address Indicated:

Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735

OR

Hand deliver-Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building,
Modiri Molema Road.

Post : Senior Administrative Officer: Planning and Portfolio Analysis x2
Salary : R 316 791.00 pa (SL8)
Ref no. : H/O 06/2019
Centre : Head Office - Mmabatho

Requirements : **Qualification and Experience:** A National Senior Certificate (Grade 12) with a National Diploma or Bachelors degree in Real Estate / Property Studies / Property Law / Immovable Asset Management. A 2 - 3 years experience in the Immovable Asset Management within a public / private sector environment * At least Code B (8) Driver's license is a requirement.

Knowledge: Knowledge and understanding of the following act: *The North West Land Administration Act *The Government Immovable Asset Management Act (GIAMA)* Public Finance Management Act (PFMA) and *Division of Revenue (DoRA), North West Infrastructure Delivery Management System (IDMS)

Skills: Computer Skills (Ms Word, PowerPoint and Excel), problem solving and analytical skills are important. Good communication and interpersonal skills, Report writing skills, Presentation and facilitation skills

Duties : Develop and maintain Departmental Assets Portfolio (Portfolio Management) Develop User Asset Management Plan (U-AMP) and Custodian Asset Management Plan (C-AMP) * Coordinate and facilitate departmental user asset management forum* Ensure compliance of U-AMPs and C-AMP with GIAMA minimum requirements * Undertake report writing and perform general office administration in filing and record keeping * Liaise with user departments regarding the submission of U-AMPs. * Prepare monthly and quarterly reports to Senior Management and to various committees* Assist the Office of the Director: Strategic Asset Management by performing ad hoc activities/duties as and when requested * Attend meetings, take minutes and provide feedback *Manage all enquires/queries and requests from internal and external clients.

Enquiries: Ms. Beauty Letsholo Tel: 018-388 4642 / Mr. Archie Lefifi Tel: 018-388 4627

Post : General Admin Clerk: Planning and Portfolio Analysis x1
Salary : R 173 703.00 pa (SL5)
Ref no. : H/O 07/2019
Centre : Head Office - Mmabatho

Requirements : **Qualification and Experience:** A National Senior (Grade 12) Certificate or an equivalent qualification. Appropriate immovable asset management experience. **Knowledge and**

Skills: Government procurement system, Computer literacy (Ms Word, PowerPoint and Excel) will be an added advantage, Problem solving and analytical skills are important, Good communication and interpersonal skills, Report writing skills, Ability to communicate effectively, Good Interpersonal skills.

Duties : Keep and maintain incoming and outgoing registers* Administer the filing system. Handle and render support to the office administration component, type office documents, make photocopies and send facsimiles and emails. Handle and make follow-ups and monitor routine enquiries/queries from internal and external clients. Render an effective Portfolio Analysis advisory services to management* Assist with preparations of reports* Make travelling arrangements and prepare VA2s, payments as well as travel and subsistence claims. Prepare documentation for the meetings and record meetings when required. Manage office equipment's and order stationary for the component. Assist with compilation of Departmental Strategic documents e.g. U-AMPS, C-AMPS, IPMP and PPS. Assist the Office of the Director: Strategic Asset Management by performing ad hoc activities/duties as and when requested * Attend meetings, take minutes and provide feedback.

Enquiry: Ms. Lerato Tshenkeng - Tel: (018) 388 4159

Post : Senior Administrative Officer: Land Administration x2
Salary : R316 791.00 pa (SL8)
Ref no. : H/O 08/2019
Centre : Head Office - Mmabatho

Requirements: Qualification and Experience: A National Senior Certificate (Grade 12) with a National Diploma or Bachelors degree in Real Estate / Property Studies / Town & Regional Planning Management / Property Management / Property Law. A 2 - 3 years experience in the Property Management within a public / private sector environment * At least Code B (8) Driver's license is a requirement. **Knowledge:** Knowledge and understanding of the following act: *The North West Land Administration Act *Division of Revenue (DoRA) * Government Immovable Asset Management Act, No.19 of 2007, Public Financial Management Act, No.1 of 1999, as amended, National Treasury, Deeds Registries Act, Act 47 of 1937, Spatial Planning Land Use Management Act, No. 16 of 2013, Restitution of Land Rights Act, 22 of 1994, Alienation of Land Act, No. 68 of 1981, and other government property and land policies and prescripts. **Skills:** Computer Skills (Ms Word, PowerPoint and Excel), problem solving and analytical skills are important. Good communication and interpersonal skills, Report writing skills, Presentation and facilitation skills

Duties : Compile and maintain register of provincial accommodation needs and redundant state- owned fixed properties (land and buildings). Manage commercial lease database and revenue collection reports. Ensure optimum utilization of unutilized State- owned immovable assets e.g facilities and buildings. Manage disposal of redundant State-owned properties and conduct land audit in all the districts. Submit acquisition and disposal plans and reports of redundant properties. Liaise and attend dispute resolution with relevant stakeholders regarding acquisition and disposals. Identify un-surveyed and unregistered State-owned immovable assets and create data base / register. Prepare submissions for appointment of Professional and Registered Town Planners, Property Valuers and Land Surveying to relevant Committees for approval. Rectification of encroachments of some State-owned properties. Provide feedback on all matters relating to land disputes, land claims and other matters relating to registration of servitudes, way-leave agreements and removal of restrictive title deeds conditions. Administer sub-division, consolidation and registration of State-owned immovable assets with State Attorney / Deeds Offices. Consult with municipalities regarding the town planning projects and facilitate the zoning and re-zoning of properties when required. Serves as "Advisor" on all matter relating to property administration and monitor compliance. Liaise with the Office of the Surveyor General regarding the outstanding SG Diagrams approvals. Assist the Chief Directorate / Asset Register Management Unit on acquiring Tribal Resolutions on all properties developed in communal land. Prepare monthly / quarterly reports for Senior Management. Assist the Office of the Director: Strategic Asset Management by performing ad hoc activities/duties as and when requested * Attend meetings, take minutes and provide feedback. *Manage all enquires/queries and requests from internal and external clients.

Enquiries: Mr. Pule More tel: 018-388 4629 / Ms. Tshegang Matsietsa tel: 018-388 4643

Post : Assistant Director - Organisational Structure and Job Design x1
Salary : R376 596.00 pa (SL9)
Ref no. : H/O 09/2019
Centre : Head Office - Mmabatho

Requirements: Qualification and Experience: Grade 12 and Bachelor Degree or National Diploma in Management Services/Operations Management/Production Management/Industrial Organisational Psychology/Human Resource Management. Work Study and Job Evaluation Certificates will be added advantage. 3 (three) year's relevant experience in Organisational Development and Job Evaluation environment of which 2 (two) years should be at supervisory level. **Knowledge:** Knowledge of applicable Public Service Prescripts, Acts, Regulations and Ministerial Directives and government transformation imperatives. **Skills:** Good communication and presentation skills. Good sense of duty. Ability to interpret and apply policies. Computer literate. Good report writing skills. Problem solving and conflict resolution skills. A valid driver's license.

Duties : Facilitate the development and implementation of the organizational structure. Coordinate and manage the development of job descriptions. Provide job evaluation services and implementation of Ministerial directives on job grading. Coordinate development of business processes. Coordinate development and management of standard operating procedures. Manage the performance and development of the unit.

Enquiries: Ms. B.L. Nkopo Tel. No.: 018 3884250

Post : Assistant Director – Financial Reporting x1
Salary : R376 596.00 pa (SL9)
Ref no. : H/O 10/2019
Centre : Head Office - Mmabatho

Requirements: Qualification and Experience: A National Senior Certificate (Grade 12) with an appropriate recognized Bachelor's degree / National Diploma in Financial Management. 3 to 5 years relevant experience in Financial Reporting, 3 years as a supervisor. **Knowledge:** In-depth knowledge of the Public Finance Management Act and Treasury Regulations and its application. Working knowledge of the Basic Accounting System; Good knowledge of GRAP and MCS. **Skills:** Computer literate in Microsoft Excel, Microsoft Word; Basic Accounting System (BAS); Sound Accounting skills. Good communication skills (verbal and written), Interpersonal Relations, Numerical accuracy, analytical and problem solving skills. Good organizational and planning skills. Ability to work independently and under pressure towards predetermined deadlines. Valid driver's license.

Duties : Compilation of Annual Financial Statements (AFS) / Interim Financial Statements (IFS); Reviewing of all disclosure notes of AFS / IFS; Assist with the preparation of the In-Year Monitoring Report. Compilation of the Adjustments Estimate. Correction of expenditure and revenue misallocations; Compile financial reports to management as well as reports to Provincial Treasury and the Legislature; Management of the cash flow management database; Budget maintenance on the Basic Accounting System (BAS); Compile Appropriation Statement and final virement for the Annual Financial Statements; Prepare and submit financial reports in line with Treasury Requirements; Ensure compliance with policies and procedures; Liaise with customers and stakeholders.

Enquiries: Mr M.J Madienyane Tel. No.: 018 388 1441 / 1463