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

Waterval Avenue, Old Industrial Site

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Republic of South Africa

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CHIEF DIRECTORATE: CORPORATE SERVICES

Directorate: Human Resources Management – Bojanala District

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

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 this post. Candidates whose transfer/ promotions/ appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Department of Public Works, Roads and Transport, Directorate-Human Resource Management: Bojanala District, Stand No. 1697, Waterfall Avenue Street, Private Bag x 82063 Rustenburg 0300

FOR ATTENTION: Ms Makgala NC

NOTE: Applications must be completed in Z83 and recent updated comprehensive C.V, 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 person as indicated in the advertisement. Applications received after closing date will not be considered.

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

POST : Accounting Clerk Snr (x1)

SALARY : R105 645 p.a (SL 06)

REF NO : BOJ 05/2010

CENTRE : Bojanala District (Financial Management)

REQUIREMENTS: Qualifications: Grade 12 certificate/ Degree/ National Diploma in Financial Management, 3 years experience in Finance field including creditor's payments. **Knowledge:** PFMA, Treasury Regulations, Public service Act, PMDS & LRA. Computer (Ms Word, Power Point, Excel, Walker Financial System, Accounting principles, Tender Regulations, Supply Chain Management. **Skills:** Problem solving, Typing Analytic skill, Communication & interpersonal relation skill and innovative skill, Negotiation and conflict resolution, Ability to work independently, Sound report writing, interact with stake holders in various levels, Presentation skill

DUTIES: Allocate work to subordinates, establish measures to ensure compliance, attend to Audit queries, and attend to Suppliers queries, replenishment of petty cash, distribution of petty cash per request, submission of petty cash monthly report.

ENQUIRIES: Mr N.M Molatlhegi

Tel.: (014) 592 1001-6

POST : Provisioning Administration Clerk Snr (x1)

SALARY : R105 645 p.a (SL 06)

REF NO : BOJ 06/2010

CENTRE : Bojanala District (Financial Management)

REQUIREMENTS: Qualifications: Grade 12 certificate/ Degree/ National Diploma in Logistics Management/ Supply Chain, 1 year experience. **Knowledge:** Supply Chain Management, PFMA, Treasury Regulations Act & LRA. Computer (Ms Word, Power Point, Planning, Prioritizing, Reporting, Supervision. **Skills:** Problem solving, Typing Analytic skill, Communication & interpersonal relation skill and innovative skill.

DUTIES: Conduct quarterly and annual stock count (stores, fuel), Compile monthly and quarterly reports on inventory i.e. issuing, receiving and expenditure of material, conduct random inspections in stores and filling stations, Prepare and submit contractual obligations documents, for payment, Monitor Security, Maintain and update loss control register, Conduct quarterly and annual assessment for the managed.

ENQUIRIES: Mr N.M Molatlhegi

Tel.: (014) 592 1001-6

CLOSING DATE: 13 August 2010