



dpwrt

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

Modiri Molema Road
Provincial Head Office
Mmabatho, 2735
Private Bag X 2080, Mmabatho, 2735
Republic of South Africa
Tel.: +27 (18) 388 1227
Fax: +27 (18) 388 1988
Website: www.nwpg.gov.za/public_works

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS,ROADS & TRANSPORT

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 and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

An indication in this regard will facilitate the processing of applications

APPLICATIONS : The Head of Department, Department of Public Works,
Roads & Transport, Bag X2080, Mmabatho, 2735

FOR ATTENTION : Ms T Motsamai : Office No. 160, 1st Floor, New Head Office
Complex- Old Parliament Building – Modiri Molema Road

NOTES : Applications must be accompanied by signed 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. 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 must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms T Motsamai,

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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

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 : 26 FEBRUARY 2010

POST : Senior Administrative Officer: Rail and Inland Waterways (X 1 Post)

REF : 01/2010

Chief Directorate : Transportation

Directorate : Transport Planning and Policy Development

Sub-Directorate: Promotion of Public Transport

Salary : R161 970,00 p.a. Salary Level (08)

Centre : Head Office, Mmabatho

Requirements : Appropriate recognised three year Degree/Diploma or equivalent qualifications. Experience in transport related functions. Supervisory experience. **Knowledge:** Knowledge of Public Transport legislation, Public Service policies, rules and regulations. Be able to demonstrate sufficient knowledge of public transport operations in the province. Must have an ability to work independently and/or with little supervision and under pressure. Have the ability to generate new ideas and improve where circumstances require. Must be computer literacy. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive Interpersonal relations and be able to work well as part of a team as well as an individual. Must have good verbal communications skills.

Duties : To coordinate Inland Waterways transport related functions. To promote Inland Water Transport in the Province. To liaise with Rail Operators for the purpose of maintaining rail operations in the Province. To Research and advice on the development of Rail operations in the Province. To assist with inputs into the rail transport policy.

ENQUIRIES : Mr J Methikge

Tel.No: (018) 388 1132

POST : Administrative Officer (x3 POSTS): Transport Planning & Co-ordination

REF : 02/2010

SALARY : R130 425, 00 p.a (SL 07)

CENTRE : Head Office

REQUIREMENTS : An Appropriate recognized three year degree/Diploma in Transport Management or Transport Economics, Computer Literacy (Microsoft Office Package)
Knowledge : Understanding of Public Service Act, Public Finance Management Act, National Land Transport Act and related Legislations and Policies, Knowledge and understanding of Transport Planning Processes i.e Preparations and understanding of Transport Plans. **Skills:** Excellent planning and organizing skill, Good interpersonal relations and communication skills, Report writing skill and Team working. **Creativity:** Creative, initiative, visionary, assertiveness

and confident, self motivated, reliable and with independent work ethics and maintenance of professionalism.

DUTIES : Provide support to the Assistant Director: Transport Planning and Coordination. Facilitate meeting and Workshops. Facilitate and coordinate projects. Coordinate Transport Planning processes between the different levels of Government. Resolve Job related problems that occur in the Office. Coordinate Sub-Directorate performance. Compile presentations for Sub-Directorate. Consolidate claims for Sub-Directorate every Month. Perform Functions that may be prescribed.

ENQUIRIES : **Ms T Molapo** **Tel.No: (018) 388 1143**

POST : **Personal Assistant (x 1 post)**

REF : **03/2010**

SALARY : **R130 425. 00 p.a (SL 07)**

CENTRE : **Head Office**

DUTIES : Provide a secretarial/receptionist support services to the Director. Screening telephone calls. Enquiries and requests and handling them appropriately. Manage the diary of the Director. Receiving Director's visitors. Draft and type documents for the director. Handle incoming and outgoing correspondence. Liaise with all clients and stakeholders of the directorate at all times. Co-ordinate and consolidate submissions of reports that have to be prepared by the Directorate. Arranging and coordinating meetings for the director and the staff in the Directorate. Take minutes in all directorate meetings. Make travel arrangements and handle the travel and subsistence claims for the Director. Ensure the safekeeping of all documents for the Director. Handles the procurement of stationery, refreshments for the Director, and office equipments for the directorate.

REQUIREMENTS : An appropriate tertiary qualification in Office Administration/Transport Management or Transport Economics. Computer Literacy (Microsoft Office Package) **Knowledge:** Knowledge of interpreting documents, Understanding of Public Service Act, Public Finance Management Act, and other related prescripts and policies. **Skills:** Excellent planning and organizing Skill, Problem solving, Ability to work under pressure and Independently, Good interpersonal relations and communication Skills, Ability to formulate and write submissions and memorandums. Ability to work with confidential information. Good telephone etiquette, Report writing skill and Team work ability. **Creativity:** Creative, initiative, visionary, assertiveness and confident, self motivated, reliable and with independent work ethics and maintenance of professionalism.

ENQUIRIES : **Ms M.V Dayel** **(018) 388 1134/5**