



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

PROVINCIAL ADMINISTRATION: NORTH WEST DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

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

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

CLOSING DATE : 30 JULY 2010

NOTE :

- (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 their 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 the closing date, accept that your application has been unsuccessful.

POST : **Senior Personnel Practitioner (REF 37/2010)**

SALARY : **R161 970 p.a (SL 08)**
CENTRE : **Head Office (Mmabatho)**

REQUIREMENTS :

An appropriate and recognized 3-year tertiary qualification or equivalent qualification in Human Resource Management or related discipline. Certificate in Management Services will be an added advantage. Appropriate work experience. A valid Code 08 driver's license. **Competencies:** Demonstration of the required knowledge of the applicable Public Service Legislations; Sound verbal and written communication skills (including report writing and presentation skills); Ability to interpreter and apply policies; Good analytical skills and problem –solving abilities. Computer literacy in MS Office package and application of Org Plus.

DUTIES:

- Review, re -design and maintain departmental organisational structure
- Advise Managers on the proper configuration of the structure and alignment to strategic programmes
- Develop, review and maintain departmental Human Resource Plan
- Monitor implementation of departmental HR Plan and provide regular reports.

Enquiries: Ms N. V. Matlapeng (018) 3881229

POST : **Personnel Practitioner (Job Analyst) (REF 38/2010)**

SALARY : **R130 425 per annum (SL 07)**

CENTRE : **Head Office (Mmabatho)**

REQUIREMENTS : Grade 12 qualification and appropriate experience;
Job Evaluation certificate; Knowledge of Job Evaluation and Human Resource Public Service legislations and prescripts;
Presentation, facilitation, report writing, research and good communication skills; MS Word, Excel and PowerPoint computer skills. A driver's license will be an added advantage.

DUTIES :

- Conduct job evaluations for the Department
- Compile reports and keep the records
- Provide secretarial services in all Job Evaluation meetings
- Prepare logistics for Job Evaluation sittings
- Inform the stakeholders accordingly
- Develop Job Evaluation database

Enquiries: Ms C. Sekgetle (018) 3872185/2023