



dpwrt

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

Modiri Molema Road
Provincial Head Office
Mmabatho, 2735
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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

***This Department Is an Equal Opportunity Affirmative Action Employer.
It is our intention to promote representativity (race, gender and disability) in the Department through
the filling of this post and candidates whose transfer/promotion/appointment will promote
representativity 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 N.V Sebitloane: 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 advertised post
must direct their enquiries to Ms N.V Sebitloane,
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.**

POST : **PERSONNEL PRACTITIONER –Recruitment & Selection**

SALARY : **R 130 425 p.a (Level 07)**

CENTRE : **Head Office (Mmabatho)**

REF NO. : **25/2010**

- REQUIREMENTS :** **QUALIFICATIONS AND EXPERIENCE:** A degree/diploma in Human Resource Management or appropriate equivalent qualification coupled with 3 yrs experience in Human Resource Management field (preferably in recruitment and selection). Knowledge of the Public Service Regulations and the White Paper on Public Service Delivery (Batho Pele)*Ability to perform within the set standards* Computer Literacy * Good report writing skills * Presentation skills* Ability to work as a team.*Ability to work with confidential information* Ability to work under pressure.
- DUTIES :** Render the recruitment services* Provide administration support for recruitment and selection * Compile applicant's profiles* Attend short-listing and interviews as a scribe and prepare submissions for appointment* Prepare appointment letters*Present management reports on recruitment trends within the department* Attend to all other office administration duties.
- ENQUIRIES :** **Ms N.V Sebitloane** **Tel (018) 388 1223**
- CLOSING DATE :** **18 JUNE 2010**