



the dpw

Department of Public Works
North West Provincial Government
Republic of South Africa

Ref : 3/3/3
Enq : Ms. N.Y. P.Mocheko
Tel : 018-387 2336

CIRCULAR NO. 1/2009

1. INTRODUCTION AND GENERAL MEASURES

- 1.1 The contents of this circular must be brought to the attention of all employees on the payroll of Departments in the Public Service.

2. DIRECTIONS TO APPLICANTS

- 2.1 Interested persons must submit applications on Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and copy of ID.
- 2.2 It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicant's educational qualifications will be verified, and references will be checked.
- 2.3 Enquiries regarding any advertised posts in this circular must be directed to the relevant person as indicated in the advertisement.
- 2.4 Faxed, e-mailed and late applications will not be accepted.
- 2.5 The Department reserves the right not to make an appointment. Short-listed applicants must be available on the date, time and venue as will be determined by the Department. If you have not heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to short-listed candidates only.

- 2.6** The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity. People with Disabilities are encouraged to apply.
- 2.7** **People with disability are strongly encouraged to apply.**
- 2.8** Forward your applications to:

▪ **Bophirima Region**

**The Regional Manager
Attention: Ms. S.G. Ncobo
Department of Public Works
Private Bag X 3
VRYBURG
8600**

Closing Date: 13 February 2009

Post	: SENIOR ADMINISTRATION OFFICER: PMDS
Salary	: R145 920 (Level 8)
Centre	: Bophirima Regional Office
Post no	: 01/18/07/08
Requirements	: An appropriate Diploma or senior certificate coupled with relevant PMDS working experience * Knowledge of Performance Management and Development policy * Good presentation and interpretation skills * Report writing and excellent communication skills * A valid driver's license is a recommendation.
Duties	: Co-ordinate and monitor implementation of Performance Management and Development System (PMDS) * Arrange meetings for assessments of personnel workplans * check personnel workplans and quality control * Guide Regional staff on the development of job descriptions, personnel workplans * Compile reports and make submissions to Management.

Post : **ASSISTANT DIRECTOR: HRP**
Salary : **R 174 243 (Level: 09)**
Centre : **Bophirima Regional Office**
Post no : **02/18/07/08**

Requirements : Diploma in HRM or senior certificate coupled with relevant HR Planning working experience * A generalist with in-depth understanding of enabling HR legislative framework (e.g. BCEA, EEA, OHSA, SDA, LRA etc.) * Knowledge of PERSAL system * Excellent communication skills, spoken & written * Knowledge of EPWP/ NYS, salary, leave and housing policy * Computer literacy * Strong leadership & managerial skills and experience * Sound interpersonal skill.

Duties : Handle service benefits and compensation practices * Control usage of PERSAL in the Region * Oversee implementation of Equate Job Evaluation System * Advise on matters related to Organizational Structure * Give technical advice on the development of job descriptions * Implementation of HR policies, prescripts & relevant legislations * Implementation of processes & systems to improve workflow within HRM * Assist in development of policies & programmes * Oversee recruitment & selection and leave processes * Administer salaries, EPWP/ NYS programmes and housing * Render HR advisory support to line management and staff in the Region * Manage unit staff.

Enquiries: Ms. S.G. Tsikwe-Apolus , Tel: 053 928 7210

Post : **ADMINISTRATIVE OFFICER: OFFICE OF THE REGIONAL DIRECTOR**
Salary : **R 117 501 (Level: 7)**
Centre : **Bophirima Regional Office**
Post no : **03/28/01/09**

Requirements : Grade 12 coupled with extensive experience in Office administration * Knowledge of HRM related policies * Good understanding of PFMA * Ability to work under pressure *

Knowledge of EPWP guidelines and policies * Report writing skill *
 Computer literacy * Effective organizing skills * Excellent
 interpersonal and team work * Coordination and Communication
 skills * Problem solving skill.

Duties: : Compile reports and make submission to management *
 Maintenance of proper filing system * Keep the Director's diary * Produce
 accurate and typed minutes * Carry out all administrative duties in respect
 of different programmes * Analyse all queries and compile reports * Liaise
 with Managers of different Directorates on work related issues * Arrange
 accommodation, venues and catering * Draft circulars and memos *
 Advise the Director on different work related issues.
Enquiries: Regional Director: Mr. S.G Ncobo, Tel: 053 928 7201

Post : **PROVISIONING ADMINISTRATION CLERK: FINANCE**
Salary : R 94 326. per annum (Level: 06)
Centre : Bophirima Regional Office
Post no : 03/18/07/08

Requirements : Degree/Diploma in Accounting or Grade 12 certificate with extensive
 experience * Knowledge of Walker System * Computer literacy * Ability
 to work under pressure * Knowledge of Public Finance Management Act
 (PFMA) * Treasury Regulation and Supply Chain Management.

Duties : Capture invoices on the Walker system * Capture vouchers on the
 Walker system * Update and monitor the commitment register *
 Pre-Audit orders before submission to Central Creditors
 Payments (CCP) * Verify walker expenditure reports and report
 discrepancies * Attend to all CCP queries.
Enquiries: Mr. M.J Madienyane, Tel: 053 928 7248

Post : **ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION**

Salary : R 94 326.per annum (Level 6)
Centre : Bophirima District Office
Post no : 04/18/07/08
Requirements : Grade 12 certificate * Computer literacy * Ability to work under pressure * Communication skills * Knowledge of Public Finance Management Act (PFMA) * Treasury Regulation and Supply Chain Management* Knowledge of Walker System will be an advantage

Duties : Checking validity of contracts and quotations * Completing funds certificates * Handle VA2 and VA4 copies * Administer inventory management system * Checking of material on Walker system * Issuing of material * Receive requisition forms Filing.

Enquiries: Mr. M.J Madienyane, Tel: 053 928 7248

Post : **ADMINISTRATION CLERK: PROPERTY & ASSET MANAGEMENT (IMMOVABLE ASSETS)**

Salary : R54 879 per annum (Level 3)

Centre : Bophirima District Office

Post no : 06/18/07/08

Requirements : Grade 12 and appropriate experience * Computer literacy * Communication skill * Ability to work under pressure.

Duties : Administer lease agreements and rental reconciliation.*
 Administer asset register, premis register and Allocation of offices *
 Handling of house inspections * Completion of inventory forms *
 Administer IT inventory and register.

Enquiries: Mr. M Loeto, Tel: 053 928 7243/7240

P.J. MOREMEDI
DIRECTOR HRM

DATE