



# dpwrt

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

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## DIRECTORATE: HUMAN RESOURCE MANAGEMENT

### NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS, ROADS AND 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 Wprks, Roads and Transport, Private Bag X23, Vryburg, 8600**

**FOR ATTENTION** : **Mr T.I. Tlhageng : Office No. 119, Old OK Building – Market Street – Vryburg**

**NOTES** :

- (a) 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.
- (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) Candidates requiring additional information regarding an advertised post, must direct their enquiries to Mr Tlhageng T.I, : Recruitment
- (e) 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.
- (f) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (g) **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** : **ENGINEERING TECHNICIAN  
(Contracts and Pavement Management)**
- REF** : **WES 01/2010**
- SALARY** : **The salary will be between R148,818 p.a and R183,300 p.a based on the number of years' qualification experience in accordance with OSD for Engineering Technicians.**
- CENTER** : **Dr Ruth Segomotsi Mompati District: Vryburg.**
- REQUIREMENTS** : National Diploma in Civil Engineering. **Minimum of four(04) years' post qualification technical experience.** Valid Code 08 driver's License. Compulsory registration with ECSA as a Professional Engineering Technician. **Knowledge:** Project Management, Technical design and analysis. Research and development, Computer-aided engineering application, knowledge of legal compliance, Technical report writing technical consulting.  
**SKILLS:** Good communication and interpersonal relations. Problem solving and analysis, decision making, Team work, Customer focus and responsiveness, computer skills, people management, Planning and organizing and change management. **COMMUNICATION:** Sound report writing. Ability to interact with person on various levels. Presentation skills.
- DUTIES** : Manage, monitor and supervise all maintenance activities in the District. Manage Yellow Fleet. Assist District Office with Human Resource and Financial matters. Hold regular meetings and reporting system to the Control Technician (Maintenance). Supervise and evaluate staff in respect of performance management development system. Compile work plan for employees and maintain discipline.
- ENQUIRIES** : **Mr P.C. Gerber (053) 9270874**
- POST** : **PRINCIPAL ROADS SUPRITENDENT**
- REF** **WES 02/2010**
- SALARY** : **R161, 970 p.a (Level 8)**
- CENTER** : **Dr Ruth Segomotsi Mompati District: Vryburg.**
- REQUIREMENTS** : National Diploma in Civil Engineering or equivalent qualification or Roads Superintendent courses successfully completed with 3 years experience in a Road-related field. Drivers licence.  
**Knowledge:** Public Service Act, Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery

Documents. Standard specification for roads and bridges. Construction manual. Road Sign Manual. Roads Act. Roads Ordinance Act. Ribbon Development Act. Road Traffic Act. Public Finance Management Act **SKILLS:** Numeric. Good communication and interpersonal relations. Analytical and problem solving. Negotiation and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing Presentation skills.

**DUTIES** : Manage maintenance of surface and gravel roads. Maintain road construction equipment and vehicle safety stakeholders. Construct waterproof gravel roads. Rebuild surface road shoulders. Manage hired plant for road regravelling. Regravel roads in the District. Render selected support to local authorities. Supervise, evaluate and develop personnel in the division. Ensure the implementation of the Performance Management and Development System. Ensure compliance to Public Finance Management Act (PFMA). Maintain discipline within the division and negotiate with Road Safety stakeholders.

**ENQUIRIES** : **Mr P.C. Gerber (053) 9270874**

**POST** : **ASSISTANT DIRECTOR: TECHNICAL ADMIN**

**REF : Wes 03/2010**

**SALARY** : **R192, 540 p.a (Level 09)**

**CENTER** : **Dr Ruth Segomotsi Mompati District: Vryburg.**

**REQUIREMENTS** : National Diploma in Administration or equivalent. 5 (five) years relevant experience in administration matters. Valid Code 08 driver's License. **Knowledge:** Public Service Act, Supply Chain Management. Procurement Policy. Tender administration. All other Roads-related Acts, standard and norms. Advertising on Roads and related Ribbon Development Act, 1940. Occupational Health and Safety Act. Labour Relations Act. Relevant White Papers on Human Resource Management. Performance Management and Development System. Management of budget and expenditure control. Good knowledge of Public Finance Management Act (PFMA) and treasury Regulations. Good knowledge of Code of Conduct.  
**Skills:** Good communication and interpersonal relations. Analytical and problem solving skills. Negotiation and conflict resolution skills. Presentation skills. Ability to work under pressure. Independently and interact with people at various levels. Sound report writing skills.

**DUTIES** : Manage, monitor and control centralized stores. Manage "claims against Roads". Manage losses in the District. Assist Head of Roads

with personnel-related issues. Financial and procurement matters; especially budget control. Responsible for Cost Centre Clerks functions. Assist in the documentation of the management. Monitor and control all actions regarding Roads Protection and the Ribbon Development Act. Supervise, evaluate performance and development personnel in the unit. Maintain and manage discipline in the unit. Ensure compliance of subordinates to government policies. Compile monthly, quarterly and annual reports. Provide Roads Management support.

**ENQUIRIES : Mr P.C. Gerber (053) 9270874**

**Closing Date:** 19 March 2010