

Ref: 3/3/3
Enq: Mr. D.L. Smith
Tel: 018-387 2043

TO : ALL HEADS OF DEPARTMENTS
CHIEF DIRECTORS
REGIONAL/HEAD OFFICE DIRECTORS
HRM DIRECTORS
DISTRICT HEADS/MANAGERS

FROM : DIRECTOR HRM

SUBJECT : INTERNAL ADVERTISEMENT OF POSTS IN THE
ORGANISATIONAL STRUCTURE OF THE
DEPARTMENT OF PUBLIC WORKS - NORTH WEST
PROVINCE

CIRCULAR NO. 4/2007

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 the Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and ID.
- 2.2** It is the responsibility of applicants to ensure that qualifications obtained from foreign countries are evaluated by the South African Qualifications Authority (SAQA).

- 2.3** Enquiries regarding any advertised posts in this circular must be directed to the relevant persons as indicated in the advertisement.
- 2.4** Faxed, emailed and late applications will not be accepted.
- 2.5** The Department reserves the right not to appoint and if you shall not have heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to shortlisted candidates.
- 2.6** The Department is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity. People with Disabilities are encouraged to apply.
- 2.7** Forward your applications to the Head of Department as follows:

▪ **For posts at Head Office:**

**The HRM Director
Attention: Mr D. L. Smith
Department of Public Works
Private Bag X2037
MMABATHO
2735.**

▪ **For posts at Southern Region:**

**The Regional Director: Southern Region
Attention: Ms P. Monnapula-Mazabane
Department of Public Works
Private Bag X918
POTCHEFSTROOM
2520**

▪ **For posts at Bophirima Region:**

**The Regional Director: Bophirima Region
Attention: Mr R. E. Mafoko
Department of Public Works
Private Bag X3**

**VRYBURG
8600**

3. CLOSING DATE: 20 JULY 2007

Head Office: Mmabatho

Post No 1 : Assistant Director: Legal Support Services
Salary : R 146 685 p.a. (Level 9)
Centre : Head Office (Mmabatho)

Requirements : A recognized B degree in Law, while a postgraduate degree will be an added advantage *Applicants are required to have hands-on practical experience in the field of Legal Administration gained after qualification *Good report-writing skills and the ability to communicate at all levels *Knowledge of a Microsoft package is essential.

Duties : Develop, review and edit policies and procedure manuals in the Department *Draft, edit and review legislation and subordinate legislation for the Department *Provide both oral and written legal opinions on a variety of issues *Draft and review various legal instruments *Attend to litigation involving the Department *Manage unit staff *Ensure prudent Financial Management in the directorate.

Enquiries : Mr. X. Nyoka, Tel: (018) 387 2054

Post No 2 : Assistant Director: Administrative Support
Office of the Head of Department

Salary : R 146 685 p.a. (Level 9)
Centre : Head Office (Mmabatho)
Requirements : Three years Bachelors Degree/Diploma/Equivalent qualification or standard 10 (grade 12) with extensive relevant experience *Report writing, negotiation and problem solving skills *Good verbal and written communication skills *Good interpersonal relations *Should be a team player *Report writing skills *Knowledge of PFMA *Ability to analyse and evaluate information and make conclusions *Computer literacy.

Duties : To provide Administrative support to the HoD's Office with regard to the following: Arrange standing meetings and those as may be directed by the HoD *Keep relevant Legislation/Policy Documents *Handle logistical arrangements for meetings of the HoD *Render alternate secretariat functions to Committees chaired by the HoD *Extract and distribute action lists and make follow-ups *Contribute to budgeting and expenditure of Office budget *Facilitate payment of Hod`s travel claims *Handle the flow of records in the HoD`s Office *Uphold confidentiality of classified records *Manage unit staff *Attend to all matters as may be instructed by the HoD and MEC from time to time.

Enquiries : Mr. P.J. Moremedi, Tel: (018) 387 2460

Southern Region

Post No 3 : Works Inspector: Electrical /Technician

**Salary
Centre
Requirements**

: R79 407 p.a. (Level 6)
: Southern Regional Office (Potchefstroom)
: National Diploma (T/N stream) or an appropriate N6 qualification plus an appropriate apprenticeship, trade test certificate or equivalent qualification with relevant experience *Strong leadership and managerial skills *Knowledge of Procurement systems, procedures and regulations *Good interpersonal skills *Computer literacy will be an added advantage.

Duties
prescribed

: Responsible for ensuring that all works adhere to the OHS standards *Compile quotations/tender specifications *Compile comprehensive technical reports *Handle all relevant technical correspondence *Plan and execute maintenance on Government buildings *Attend site inspections and meetings *Compile payment to contractors

*Quality control.

Enquiries

: Mr J Tsoku, Tel: (018) 293 9000

**Post No 4
Salary
Centre
Requirement**
appropriate N6

: Works Inspector: Technician Buildings Execution
: R 79 407 p.a. (Level 6)
: Southern Regional Office (Potchefstroom)
: National Diploma (T/N stream) or an

trade test

qualification plus an appropriate apprenticeship,

certificate or equivalent qualification with relevant experience *Procurement systems, procedures and

regulations

*Good interpersonal skills *Computer literacy will be

an added

advantage.

Duties : Responsible for ensuring that all works adhere to the prescribed OHS standards *Compile quotations/tender documents and specifications *Compile comprehensive technical reports *Handle all relevant technical correspondence*Plan and execute maintenance on Government buildings *Attend site inspections and meetings *Compile payment to contractors
*Quality control.
Enquiries : **Mr. J. Tsoku, Tel: (018) 293 9000**

Post No 5 : **Senior Administration Clerk: Finance (Support Services)**
Salary : **R 54 222 p.a. (Level 4)**
Centre : **Southern Regional Office (Potchefstroom)**
Requirements : Grade 12, coupled with experience in Office Administration *Understanding of PFMA and PPPFA *Knowledge of BBBEE *Tender Administration processes *Knowledge of Supply Chain Management *Ability to work under pressure *Written and verbal communication skills *Good Interpersonal Skills *Computer literacy.

Duties : Manage all correspondence and distribution thereof
*Diary management and preparation of documentation
*Manage day to day task allocation, distribution thereof and updating of record and file tracking system *Preparation of documentation, agendas and minutes *Assist with all other administrative functions *Leave Administration and Management
*Liaise between Deputy Director and relevant stakeholders and clients.
Enquiries : **Mr. J. Tsoku, Tel: (018) 293 9000**

Post No 6 : **Boiler Operator: Auxiliary Service Officer (2 Posts)**
Salary : **R 46 200 p.a. (Level 3)**
Centre : **Southern Region**
(Klersdorp Hospital) (1 Post)
(Wolmaranstad Hospital) (1 Post)

Requirements : Grade 10 plus certificate in steam boiler operation, or in-house training *Applicants must be physically fit, and are of sober habits *Willing to work shifts on weekends and public holidays.

Duties : Operate the boiler *Log all tests and readings
 *Supervise Assistants *Keep boiler house and boiler clean *Mix chemicals, trim coal from bunker and add salt to softener
 *Remove ash and root from boiler *Report to hospital foreman.

Enquiries : **Mr. J. Tsoku, Tel: (018) 293 9000**

Post No 7 : **Tradesman Aid II**
Salary : **R 40 227 p.a. (Level 2)**
Centre : **Southern Region (Witransdorp Hospital)**
Requirements : ABET or relevant working experience *Basic knowledge of simple tasks on civil fitting, plumbing, etc
 *Interpersonal skills.

Duties : Assist artisan where required in the execution of their daily duties
 *Cleaning and maintaining of tools *Carry tools, equipment, spares and material which are required to perform duties
 *Performing simplistic artisan, technician and handyman tasks.

Enquiries : **Mr. J. Tsoku, Tel: (018) 293 9000**

Bophirima Region

Post No 8 : **Artisan "A" Painter**
Salary : **R 64 143 p.a. (Level 5)**

Centre : **Vryburg District Office**
Requirements : Std 8, trade test certificate or equivalent, or relevant experience and Code 8 drivers license will be an added advantage *Ability to work in a team as well as under pressure.

Duties : Maintenance of all Government institutions *Painting of new and existing structures *Tiling, glazing, quantifying and requesting material *Report writing and General Administration.

Enquiries : **Mr. T.N. Apolus, tel; (053) 928 7234**

Post No 9 : **Artisan "A" Welder**
Salary : **R 64 143 p.a (Level 5)**
Centre : **Ganyesa District Office**
Requirements : Std 8, trade test certificate or equivalent, or relevant experience *Code 08 driver's license will be an added advantage.

Duties : Ability to do arch, mug and gas welding *Bronze brazing and any other duties related to welding.

Enquiries : **Mr. T.N. Apolus, tel; (053) 928 7234**

Post No 10 : **Senior Accounting Clerk: Payments**
Salary : **R 64 143 p.a. (level 5)**
Centre : **Bophirima Regional Office**
Requirements : Grade 12 certificate *Studies towards a degree/national diploma in Accounting will be an added advantage
*Knowledge of WALKER System*Computer literacy *Ability to work under pressure *Knowledge of Public Finance Management Act (PFMA), Treasury regulations and Supply Chain Management.

Duties : Checking of validity of contracts *Verification of allocations
codes and payment calculations *Compiling checklists
*processing of payments on WALKER System *Writing motivations *Attend to CCP (Central Creditors Payments)
queries.
Enquiries : **Mr. T.N. Apolus, tel; (053) 928 7234**

Post No 11 : **Artisan “A”: Bricklaying (2Posts)**
Salary : **R 64 143 p.a. (level 5)**
Centre : **Ganyesa District Office (1 post)**
Vryburg District Office (1 post)

Requirements : Std 8, trade test certificate or equivalent, or relevant experience
*Code 08 driver’s license will be an added advantage.

Duties : Ability to read and interpret planning *Setting out of foundations
*Laying out of bricks *Installation of frames and plastering.
Enquiries : **Mr. T.N. Apolus, tel; (053) 928 7234**

Post No 12 : **Artisan A: Electrician**
Salary : **R 64 143 p.a. (level 5)**
Centre : **Taung District Office**
Requirements : Std 8, Electro-Mechanical Wireman’s license, Trade test
certificate/equivalent N/T qualification *Relevant experience
*Driver’s license will be an added advantage.

Duties : Assembly, installation and maintenance of electrical equipments
*Replace, repair and installation of lights, stoves, heaters etc

*Distribution *Tracing, repair or replacement of faulty cables
board wiring *Assist with wiring and rewiring
*Maintenance of standby plants *Control panel *Requesting and
quantifying material *General Administration.
Enquiries : Mr. T.N. Apolus, tel; (053) 928 7234

Post No 13 : Boiler Operator
Salary : R 46 200 p.a. (level 3)
Centre : Schweizer-Reneke

Requirements : Grade 10 plus certificate in steam boiler
operations, or in-house training *Basic knowledge of Occupational Health
and Safety Act *Be physically fit and must be of sober habits
*Willingness to work shifts on weekends and public holidays.

Duties : Operate the boiler *log tests and readings *Supervise
assistants *Keep boiler and boiler house clean *Mix chemicals,
trim coal from the bunker and add salt to softener *Remove
ash and soot from boiler *Report to hospital forman.

Enquiries : Mr. T.N. Apolus, tel; (053) 928 7234

DIRECTOR: HRM
MR. P.J. MOREMEDI

DATE