

PROVINCIAL DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

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 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 : SENIOR ADMIN CLERK – Grade II: (Tech Admin)

REF WES : RSM 04/2011

SALARY : R94, 575 p.a (SL0 5)

CENTER : Vryburg Local District

REQUIREMENTS : Grade 12 Certificate, and any experience will be an added advantage. **Knowledge:** Administration procedures and practices* Public Service Act* Public Service Regulations* Batho Pele Principles* Computer literacy* Basic letter writing
Skills: Good interpersonal relations* Good ability to work Independently and under pressure* Assertive and confident. Self-motivated and reliable.

DUTIES : Job Purpose: To administer Leave and Salary in the Sub-District.

Key Performance areas : To process leave applications *File leave application forms Interpret leave policy and procedures* Attend to Policy and Procedure on Incapacity Leave and Ill- health Retirement for Employees *Administer salary matters/queries* Complete and submit camping allowance.

ENQUIRIES : Mr D Miller Tel (053) 927 9514/21

POST : SENIOR ADMIN CLERK- Grade III: Tech Admin

REF WES : RSM 05/2011

SALARY : R113, 568 p.a (SL0 6)

CENTER : Vryburg Local District

REQUIREMENTS : Grade 12 Certificate, and Three years relevant experience. **Knowledge:** Administration procedures and practices * Public Service Act* Public Service Regulations* Batho Pele Principles* Computer literacy* Basic letter writing
Skills: Good interpersonal relations* Good ability to work Independently and under pressure* Assertive and confident. Self-motivated and reliable.

DUTIES : Job Purpose: Administer performance management Development system in the Sub-District (PMDS)
*administer transfers and Labour Relations issues.

ENQUIRIES : Mr D. Miller Tel (053) 927 9514/21

POST : **3 X Road Works foreman**

REF : **RSM 06/2011**

SALARY : **R94, 575. p.a (SL05)**

CENTER : **1 X Vryburg Regravilling, 2 X Schweizer- Reneke Sub- District**

REQUIREMENTS : Grade 10 certificate, Road maintenance and construction Certificate. Three years experience in road maintenance. Valid, code 08 Drivers License. **SKILLS:** Problem solving, decision making, team work, creativity, customer focus and responsiveness, good interpersonal relation, supervisory. **Communication:** ability to communicate at all levels, ability to interact with Provincial Departments at District level. Planning and organizing.

DUTIES : To render road maintenance in the sub- district * Maintain surfaced and gravel roads* Supervision and development of roads personnel
*Render administration services.

ENQUIRIES : **Mr TP. Motlhanke** **Tel (053) 998 3338/9**

POST : **Driver Operator (Roads Maintenance) (x 3 POSTS)**

REF : **RSM 07/2011**

SALARY : **R79, 104.p.a. (SL 04)**

CENTER : **Vryburg Regravelling (2X POSTS) Kagisano Molopo Sub-District (x 1 POST)**

REQUIREMENTS : Adult Basic Education and Training certificate, valid code 10/14 Driver's license and Public driver's Permit. Basic numeracy and Literacy, Interpersonal skill, Communication skill.

JOB PURPOSE : Transporting personnel, equipments and material within the district.

DUTIES : Transporting of personnel and equipments and materials from Workshop to place of work and vice versa. Ensure compliance to all OHS.

ENQUIRIES : **Mr M. J Setlhare** **Tel. (053) 927 5921/14**

POST : **Senior Road Worker Forman (x 4 POSTS)**

REF : **RSM 08/2011**

SALARY : **R94, 575.p.a. (SL 05)**

CENTER : **1X Kagisano Molopo Sub-District, 1X Vryburg
Regravilling, 2X Schweizer-Reneke**

REQUIREMENTS : Grade 10 certificate, Road maintenance and Construction Certificate. Three years experience in road maintenance. Valid code 08 Drivers License. **Knowledge:** Problem Solving, Decision Making, team work, Creativity, Customer focus and responsiveness, Good interpersonal Relation, Supervisory. **Communication:** Ability to communicate at all levels, Ability to Interact with Provincial Departments at district level. Planning and Organizing.

DUTIES : To render road maintenance in the sub-district * Maintain surfaced and gravel road *Supervision and Development of roads personnel
*Render administration services.

ENQUIRIES : **Mr P. C Gerber** **Tel: (053) 928 7200**

POST : **Driver Operator**

REF : **RSM 09/2011**

SALARY : **R79, 104. p.a (SL04)**

CENTER : **Naledi Sub-District**

REQUIREMENTS : Grade 4 Plus Code 10 Drivers License. One year relevant experience.
JOB PURPOSE : To render technical maintenance services under the supervision of An artisan.

DUTIES : Operating of all pool vehicles including trucks, JCB, Bakkies.
Transporting of all personnel and maintenance teams including Tools and materials.

ENQUIRIES : **Mr G. L Leseyane** **Tel: (053) 928 7200/47**

POST : **1X General Foreman**

REF : **RSM 10/2011**

SALARY : **R66, 750 p.a (SL 03)**

CENTER : **Naledi Sub-District**

REQUIREMENTS : Grade 4 with appropriate experience in building maintenance.

JOB PURPOSE : Maintenance of building Infrastructure and Construction.

DUTIES : Perform routine maintenance task for building infrastructure

*Conduct general routine inspections *Supervise and evaluate All Cleaners and grounds man * Ensure compliance to all OHS

ENQUIRIES : **Mr G. L Leaseyane** **Tel:(053) 928 7200/47**

POST : **Chief Administration Clerk**

REF : **RSM 11/2011**

SALARY : **R140, 208 p.a (SL 07)**

CENTER : **Vryburg District Office (property management)**

REQUIREMENTS : Grade 12 certificate with appropriate experience. Knowledge of the PFMA, Supply chain and property management. **Skills:** Computer literacy, Report writing skills, Planning and Organizing. Communications, Interpersonal skills. Supervisory skills.

DUTIES : Administering of lease agreements and Submission of rental reconciliation Reports. Issuing of rental reminders, prepare eviction of Illegal tenants and rental defaulters. Regular updates of the fixed asset register. Manage the private security attendance register and reports pertaining to security. Supervision of cleaners and Groundsman.

ENQUIRIES : **Mr. S. M. Loeto** **Tel: (053) 927 2202/05**

POST : **Senior Administration Officer**

REF : **RSM 12/2011**

SALARY : **R174,117 p.a (SL 08)**

CENTER : **Vryburg District Office (Property Management)**

REQUIREMENTS : An appropriate relevant B Degree or equivalent qualification With relevant experience in property management. Knowledge of the PFMA, Supply chain and Property Management. **Skills:** Computer literacy, Report writing skills, Planning and Organizing. Communications, Interpersonal skills. Supervisory skills. Presentation skills. Understanding of Policies, Strategic thinking and leadership skills, problem Solving.

DUTIES : Administering of lease agreements and rental reconciliation Reports. Issuing of rental reminders, prepare eviction of

Illegal tenants and rental defaulters. Regular update of the Fixed asset register (Premis or IE-Works) Control and Manage all service payments. Implementation of GIAMA. Management of office accommodation, Attend to reports Pertaining to securities. Supervision and development of Staff.

ENQUIRIES : Mr S.M Loeto Tel: (053) 927 2202/05

POST : Senior State Accountant

REF : RSM 13/2011

SALARY : R174,117 p.a (SL 08)

CENTER : Vryburg District Office (Finance Directorate)

REQUIREMENTS : Grade 12 certificate and five years relevant experience Or Degree/Diploma in financial management plus two years Relevant experience. **Knowledge:** Supply chain management, Public Finance Act, Walker and Bas.**Skills:** Report writing, Conflict management, Asset Management and inventory control. Skills: Accounting skills, Computer skills, Communication and presentation.

JOB PURPOSE : To provide Supply Chain Management Service in the District.

DUTIES : Procurement of goods and services in the district.
*Contract administration *Asset management and Inventory Control, Supervision and evaluation of staff.

ENQUIRIES : Mr. H. Harvy Tel: (053) 927 2202/05

POST : CHIEF PERSONNEL OFFICER: LEAVE ADMINISTRATION

REF : RSM 14/2011

SALARY : R174, 117 p.a (SL 08)

CENTER : Dr Ruth Segomotsi Mompati District: Vryburg

REQUIREMENTS : A recognized 3-year degree/diploma in Human Resource Management, coupled with proven experience in Human Resources/or Grade 12 coupled with a minimum of five (05) years experience in leave administration. **Knowledge:** Excellent Persal knowledge as a reviser. Knowledge of legislation and prescripts governing HR practices in Public Service. Managerial and leadership. **Knowledge:** Knowledge of interpretation of policies

and procedures. **SKILLS:** Ability to work under pressure, Negotiations skill and ability to resolve conflict and solve labour related problems. Extensive communication skill both verbal and written, listening and analytical skill, Good interpersonal relation, Presentation skills **Communication:** Sound report writing, Ability to interact with persons on various levels.

DUTIES : Provide and manage sound leave administration* Conduct inspections and auditing on leave administration, in compliance with the leave administration policy in terms of the Public Service Act* Certify leave administration on a monthly basis* Be responsible for quantity audit reports (General/National Audit Report) Check, control and administer all types of leave* Update leave on Persal System* Control and administer long service recognitions*Control and administer leave without salary* Administer Piller.Administer leave gratuity payments with service terminations* Compile assessment for subordinates and set long-short term goals* Compile work plans; evaluate and Supervise subordinates *Compile monthly reports.

ENQUIRIES : **Mrs J.L Swarts** **Tel (053) 927 2202/05**

Closing date : **27 MAY 2011**