



# dpwrt

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

Modiri Molema Road  
Provincial Head Office  
Mmabatho, 2735  
Private Bag X 2080, Mmabatho, 2735  
Republic of South Africa  
Tel.: +27 (18) 388 1227  
Fax: +27 (18) 388 1988  
Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public%20works)

## DIRECTORATE: HUMAN RESOURCE MANAGEMENT

### NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS,ROADS & 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 Works, Roads & Transport, Directorate- Human Resource Management: Bojanala District, Stand N0. 1697, Waterlaan Straat, Private Bag X82063 Rustenburg, 0300

**FOR ATTENTION** : Mr Pilane TE

**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).

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.**

**CLOSING DATE** : 29 JANUARY 2010

**REF NO.** : **BOJ.01/2010**

**POST** : **Telkom Operator**

**SALARY** : **R105 645,00 p.a (SL.06)**

**CENTER** : **Bojanala District: (1x post)**

**REQUIREMENTS** : **Qualifications:** Grade 12 and 2 – 5 years appropriate experience. **Knowledge:** Public Finance Management Act (PFMA). **Skills:** Good Communication skills and interpersonal relations. Analytical and problem solving skills. Negotiation, creative and innovation skills. Ability to work independently. Sound report writing. Ability to interact with stakeholders on various levels. Ability to work on a fax machine. Planning and organizing skills, Numeracy skills and computer literacy.

**DUTIES:** Answer the incoming calls and forward calls to the relevant divisions/officials. Record calls that are made through the switchboard. Print and distribute monthly telephone accounts. Keep register for all telephone accounts. Record messages received. Compile monthly report. Handle incoming and outgoing faxes. Ensure that the switchboard is managed at all times and clients are attended immediately.

**CLOSING DATE** : **29 JANUARY 2010**

**ENQUIRIES** : **Molatlhegi MN** **(014) 5921001-6**