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

Modiri Molema Road  
DPW Provincial Head Office  
Mmabatho, 2735  
Private Bag X 2037, Mmabatho, 2735  
Tel.: +27 (18) 387 2002  
Fax.: +27 (18) 387 2868

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## DIRECTORATE: HRM

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

### CIRCULAR NO. 03/2008

#### 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 certified 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 **Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification.**

**2.7** 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.

**2.8** Forward your applications to the Head of Department as follows:

**The Regional Director  
Attention: Mrs. D. Sedumedi  
Department of Public Works  
Private Bag X82336  
RUSTENBURG  
0300**

**Closing Date: 25 July 2008**

**Bojanala Region: Rustenburg**

**Post : Senior Admin Officer: PMDS**

**Salary : R145 920 p.a. (Level 8)**

**Centre : Bojanala Regional Office (Rustenburg)**

**Post No : 1/25/07/2008**

**Requirements :** \*An appropriate Bachelor's degree or equivalent qualification or Senior certificate with extensive experience in HRM \*Computer literacy \*Presentation skills, creativity and report writing skills \*PERSAL knowledge will be added advantage \*Valid Driver's license.

**Duties :** \*Implementation of PMDS policy \*Provide training on PMDS to Directorates, Regions and District \*Coordinate and monitor the review of job descriptions, workplans and signing of performance agreements \*Monitor and coordinate the assessment process \*Process assessment reports \*Ensure that Personnel are assessed within the target period \*Attend to queries, write submissions and reports \*Manage resources of the unit.

**Enquiries : Mrs. D. Sedumedi, Tel number: (014) 594 0990**

**Post : Admin Clerk: Property Management**

**Salary** : R54 879 p.a. (Level 3)  
**Centre** : Bojanala Regional Office (Rustenburg)  
**Post No** : 2/25/07/2008  
**Requirements** : \*Grade 12 \*A responsible, reliable and punctual person.  
**Duties** : \*Administer Government assets \*Handling correspondence relating to official quarters \*Inspection of Official houses and offices  
\*Supervise gardeners and cleaners.  
**Enquiries** : Mrs. D. Sedumedi, Tel number: (014) 594 0990

**Post** : Cleaner  
**Salary** : R47 787 p.a. (Level 2)  
**Centre** : Bojanala Regional Office (Rustenburg)  
**Post No** : 3/25/07/2008  
**Requirements** : \*Ability to read and write \*Verbal communication and ability to operate elementary machinery \*A responsible, reliable and punctual person.  
**Duties** : \*Responsible for the cleaning of the toilets daily \*Place toiletries in the toilets \*Wash and polish corridors and hall \*Cleaning of the windows and floors \*Assist other cleaners with cleaning of offices  
\*Responsible for the movement of office furniture as and when necessary \*Clean and create an orderly working environment  
\*Assist with cleaning of workshops \*Placement of clean water.  
\*Reporting to supervisor.  
**Enquiries** : Mrs. D. Sedumedi, Tel number: (014) 594 0990

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**DIRECTOR: HRM**  
**MR. P.J. MOREMEDI**

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**DATE**