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

Waterval Avenue, Old Industrial Site

Private Bag X 82063,

Rustenburg, 0300

Republic of South Africa

CHIEF DIRECTORATE: CORPORATE SERVICES

Directorate: Human Resources Management – Bojanala District

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PROVINCIAL ADMINISTRATION: NORTH WEST DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

The Department is an equal opportunity, affirmative action employer. It is our intent to promote. Representatively (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/ promotions/ appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS : The Department of Public Works, Roads and Transport,
Directorate- Human Resource Management: Bojanala District, Stand N0. 1697, Waterlaan
Straat, Private Bag X82063 Rustenburg 0300

FOR ATTENTION : Mr Pilane TE

NOTE : Applications must be completed in Z83 and recent updated comprehensive CV
Certified copies of all qualification (s) and ID documents as well as 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 foreign qualifications 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. Candidates requiring additional information regarding
advertised posts should direct their enquiries to the relevant person as indicated in the
advertisement. Applications received after the closing date will not be considered.

**If you have not received a response from the Department within three months
from the closing date, kindly consider your application to be unsuccessful.**

CLOSING DATE : 12 February 2010

REF N0. : BOJ 02/2010

POST : **CHIEF PERSONNEL OFFICER**

SALARY : **R 161 970,00 pa (SL.08)**

CENTER : Bojanala District: (1x) (Chief Personnel Officer)

DUTIES : Administering and managing of leave. Training and development of the managed. Manage discipline within the sections. Evaluate subordinates. Auditing of leave. Monitoring leave registers. Capturing of leave. Ensure filling. Managing records for personnel. Facilitating of archives. Provide information regarding remuneration and other salary issues.

REQUIREMENTS : **Qualifications:** Grade 12 Certificate and appropriate tertiary qualifications. 2 – 5 years relevant experience. **Knowledge:** Knowledge of HRM policies/practices. Knowledge of Public Service environment and HRM policies. Computer Literacy. **Skills:** Ability to interpret and apply policies. Report writing. Persal skills. Ability to operate Computer, Problem solving and Maintain discipline.

ENQUIRIES : **Mr Pilane T E** **(014) 5921001-6**