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

Assistant Director: Labour Relations
Salary: R174 243 p.a. (Level 9)
Centre: (Head Office) Mmabatho

Requirements: Diploma/Degree in Labour Relations or appropriate M+3 or appropriate equivalent qualification. 3 years practical experience in the field of Labour Relations gained after qualification* Good verbal and written communication and Computer literacy (Microsoft package) skills * valid driver's license.

Competencies: Knowledge of the relevant Labour legislation and Public Service policies on Labour Relations* Knowledge of and ability to interpret directives and guidelines on Labour Relations* Research, communication, negotiation and project management skills.

Duties: Represent the Department in relevant bargaining structures* Develop, consult and monitor Labour Relations policy framework and procedure* Ensure management and staff awareness of Labour legislation, policy and procedure* Initiate, facilitate and coordinate processes regarding collective bargaining, liaise with employee Labour Unions* Supervise and train subordinates and other employees in the Directorate* Represent the Department at various dispute resolution structures.

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

Artisan A: Welder
Salary: R76 194 per annum (level 5)
Central Regional Office, (Ditsobotla District Office)

Requirements* Grade 10 or 12 certificate* A completed apprenticeship in the welding trade* Trade Test certificate* Appropriate experience.

Duties* Maintenance work on government buildings* Ability to do arch work, mig welding and gas welding* Bronze brazing, gas cutting and other duties related to welding* Code 8 driver's licence.

Artisan A: Plumber
Salary: R76 194 per annum (level 5)
Central Regional Office, (Ditsobotla District Office)

Requirements*Grade 10 or 12 certificate*Completed apprenticeship in the plumbing trade*Proof of Trade Test certificate*Appropriate experience in the plumbing trade*Code 8 driver's licence.

Duties*Maintenance work on houses and buildings*Installation of plumbing equipments*Repair and placement of kitchen and laundry equipments*Request and quantify material.

ENQUIRIES: Mr. T.D. Leburu, Tel. No: 018 338 1520

Artisan A: Bricklayer

Salary: R76 194 per annum (level 5)

Central Regional Office, (Lehurutshe District Office)

Requirements*Grade 10 or 12 certificate*Trade Test certificate*Experience in the building trade*Code 8 drivers licence*Ability to read and interpret plans.

Duties Read and interpret plans*Setting out of foundations* Laying bricks* Installation of frames and plastering.

Telekom Operator

Salary: R47 787 per annum (level 2)

Central Regional Office (Lehurutshe District Office)

Requirements*Minimum requirement Grade 10 and or relevant qualifications

Duties: *Knowledge of operating telephones *Good communication and interpersonal skills *Be able to work under pressure *Ability to read and write

ENQUIRIES: Mr R.. S. Setshedi,Tel. No: 018 363 3916

Artisan Foreman: Mechanical

Salary R117 501 (Level 07)

Southern Region Office, Witrand Hospital

Requirement : National Diploma in Mechanical or Trade test certificate as Fitter & Turner coupled with experience, or Grade 10/12 coupled with extensive relevant mechanical experience*Knowledge of OHS Act, Public Service Act and Regulations*Valid Driver license*Knowledge of boiler operations will be an added advantage.

Duties : Solve technical problems in accordance with policy and priority with regard to production and planning*Estimate cost of services*Identify technical needs*Ensure compliance with safety codes and regulations* Manage and monitor production of division*Initiate corrective action when required* Contribute to strategic planning*Constant liaising with other divisions or

clients*General administration functions (eg. Monthly reports, leave administration, workplans)*Application of policy and procedures, and allocation of resources within the section*Rendering of technical advice and guidance to lower level personnel.

Artisan Foreman

Salary R117 501 (Level 07)

Southern Region Office, Potchefstroom Hospital

Requirement : National Diploma in Mechanical or Trade test certificate as Fitter & Turner coupled with experience or Grade 10/12 coupled with extensive relevant mechanical experience*Knowledge of OHS Act, Public Service Act and Regulations*Valid Driver license*Knowledge of boiler operations will be an added advantage.

Duties: Solve technical problems in accordance with policy and priority with regard to production and planning*Estimate cost of services*Identify technical needs*Ensure compliance with safety codes and regulations* Manage and monitor production of division*Initiate corrective action when required*Contribute to strategic planning*Constant liaising with other divisions or clients*General administration functions (eg. Monthly reports, leave administration, workplans)*Application of policy and procedures, and allocation of resources within the section*Rendering of technical advice and guidance to lower level personnel.

General Foreman

Salary R64 410 (Level 04)

Southern Region Office, Potchefstroom

Requirement: Trade test certificate or Grade 10 or equivalent with relevant working experience in various sections (mechanical, electrical, civil and machinery)*Communication, observation and planning skills *Code 08 driver license.

Duties :*Responsible for minor and simple maintenance tasks on his own *Requesting and quantifying of material and compile VA2s'*Supervision of Tradesman Aids*Assist artisans in the execution of their duties (mechanical, electrical and civil)*Training and development of assistants as and when the need arise*Report to Artisan Foreman on a daily basis*General administration functions (eg Monthly reports and personnel management).

Enquiries : Mr. O. D. More,Tel No. 018 – 293 9000

The provincial Department of Public Works is an Equal Opportunity, Affirmative Action Employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

People with Disabilities are strongly encouraged to apply.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). Short-listed candidate will be subjected to a process of security clearance and qualification and reference verification. Interested persons may submit applications on form Z83 obtainable from any Public Service department, together with certified copies of qualifications, a detailed CV and certified copy of ID, to the addresses below.

* For Posts at Central Region, send applications to: The Regional Director: Central Region, Department of Public Works, Private Bag X80, Mafikeng 2745, for attention Ms. T.J. Mathibe.

* For Posts at Southern Region, send applications to: The Regional Director: Southern Region, Department of Public Works, Private Bag X918, Potchefstroom 25420, for attention Mr. K. K. Gill.

* For Posts at Head Office, send applications to: The Director: Human Resource Management, Department of Public Works, Private Bag X2037, Mmabatho 2735, for attention Ms N. Y. P. Mocheko.

Please note: Late and faxed or e-mailed applications will not be accepted. If you have not heard from the Department within three months of the closing date, please regard your application as unsuccessful.

NB: the Department reserves the right not to make an appointment. Short-listed applicants must avail themselves on the date, time and venue as determined by the Department

Closing Date: February 2009