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

Modiri Molema Road
Provincial Head Office
Mmabatho, 2735
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Republic of South Africa
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Website: www.nwpg.gov.za/public_works

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

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 these posts 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, Public Works, Roads & Transport,
Private Bag X2080, Mmabatho, 2735
- FOR ATTENTION** : **Ms T. Motsamai: Office No. 160 1st floor,
New Head Office complex – Old parliament
Building – Modiri Molema Road, Mmabatho**
- NOTES** : (a) Applications must be accompanied by signed Z83 form 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) 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.
(e) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
(f) **Correspondence will be limited to short-listed candidates only. If you have not hear from us within three months after the closing date, please accept that your application has been unsuccessful.**

CLOSING DATE : 15 OCTOBER 2010

POST : Deputy Director: Internal Communication

Ref. : 55/2010

SALARY : R 378 456 p.a (inclusive remuneration package) (SL 11)

CENTRE : **Head Office (Mmabatho)**

REQUIREMENTS : Three year post-matric qualification in Communication/Public Relations/ Journalism. At least five years experience in communication/ public relations coupled with supervisory/ managerial experience. Valid code 08 drivers license. Good communication skills (written and verbal). Knowledge and understanding of government policies. Good negotiation and networking skills. Good project management skills and ability to manage people and communication campaigns. Proven managerial skills. Computer skills (MS Word, Excel and Power Point). Ability to work under pressure and within strict deadlines and still produce good results. Good analytic skills. Experience in communication related research will be an added advantage.

DUTIES

- :
- Develop and implement departmental internal communication strategy, plans and policies
 - Manage production and distribution of internal newsletter
 - Write articles for external newsletter and for the departmental website
 - Provide web development and web graphic design services for the Department
 - Engage in public relations exercises to market departmental services.
 - Facilitate Speechwriting
 - Manage the Sub-directorate

Enquiries : Ms NMG Mfikwe (018) 3874746

POST : Deputy Director : Assets Management – Registers

Ref : 56/2010

SALARY : R 378 456 p.a (inclusive remuneration package) (SL 11)

CENTRE : Head Office (Mmabatho)

Requirement:

An appropriate Bachelor's degree and/ or diploma or equivalent qualification * Two (2) years experience in a managerial position * Strong negotiation and communication skills* Knowledge of Walker System and sound understanding of Basic Accounting system * Thorough knowledge, interpretation and application of prescripts, guidelines and Government circulars regarding Asset Management. Computer literate in Microsoft Word, Excel and Presentations

DUTIES

- Development, implementation and monitoring of departmental policies regarding movable assets in line with the Provincial Asset Management Framework and Departmental Policy and Procedure Manual.
- Development of Departmental Asset Management and Disposal Policy
- Conducting workshops and presentation to staff
- Ensure effective integration and working procedure between Asset Management and Supply Chain Management in the department
- Ensure regular Stock Count and Verifications of Movable Assets at Head Office and Districts (office and household furniture, white and yellow fleet ICT Equipment and personalized assets)
- Ensure monthly updating and reconciliation of Asset Registers and bar-coding of movable assets in the department
- Management of losses and disposals
- Co-ordinate effective functioning of Disposal committees in the department
- Manage the Sub-directorate

Enquiries: Ms S. Makgetla (018) 3881481