



public works & roads

Department:
Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

VACANCY, CIRCULAR NO. 3 OF 2024/2025 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735 Or Applications may also be **E-mail to:** DPWRHORRecruit@nwpg.gov.za. **For Attention: HR Recruitment - Mr. M.E Khaueo.**

Advertised Date: **16 August 2024** and Closing Date: **30 August 2024** (Posted Applications must have reached the Department by **15h30 pm**, otherwise they will not be considered)

Compliance :It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialed and dated. The form is obtainable at any National or Provincial Department, www.gov.za. Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal information, requirements of qualifications, competencies and experience with respective dates, including three (3) names of contactable referees.

Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from South African Qualifications Authority (SAQA). Post requiring tertiary qualification(s), applicants must include copies of academic record(s) or transcript(s) for reference and verification of modules. Only shortlisted candidates for the post will be required to submit certified documents of qualifications, ID and A valid driver's license on or before the day of the interview. Failure to submit the requested documents applicant will be disqualified and e-mailed applications will be accepted or considered.

Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits and asset records, qualifications verification and vetting. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department.

The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and 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.

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NW

Post : Registry Clerk: MEC Administration Services
Salary : R 216 417 per annum (SL5)
Ref No : H/O 03/2024
Centre : Head Office-Mahikeng

Requirements : *Qualifications:* National Senior Certificate or equivalent qualification.
Experience: No experience is required. *Knowledge:* Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. *Skills:* Computer literacy. Planning and organising. Communication (verbal and written). Interpersonal relations.

Duties : Provide registry counter services and a general support function in the Office of the Executive Authority. Handle telephonic and other enquiries received. Handle incoming and outgoing correspondence between the Office of the Executive Authority and other structures. Receive documents and sort, register also dispatch mail. Render an effective filing and record management service. Open and close files according to record classification system. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal. Control stocks and stationery as Chief User Clerk in the Office of the Executive Authority.

Enquiries : Mr M. Seheri Tel: (018) 388 1812

Post : Driver-Messenger: MEC Administration Services
Salary : R 183 279 per annum (SL4)
Ref No. : H/O 04/2024
Centre : Head Office-Mahikeng

Requirements : *Qualifications:* Grade 10 School Report or equivalent qualification. A valid driving license. *Experience:* Driving work experience. *Knowledge:* Knowledge of the city (ies) the function will be performed. Delivery services. Working procedures in respect of working environment and its application. Ability to uphold confidentiality in relation to work environment. Departmental SCM policies and regulations. *Skills:* Good communication (written and verbal). Numeracy Literacy. Organizing. Interpersonal relations.

Duties : Perform driving and messenger services to deliver other items when collected and verify documents to deliver in the Departments. Drive light and medium motor vehicles to transport passengers, employees in the office of the executive authority and special advisors. Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Render a general support function (e.g copy, fax documents and assist in the registry) in the work environment.

Enquiries : Mr M. Seheri Tel: (018) 388 1812

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NW

Post : Food Service Aid: MEC Administration Services
Salary : R 131 265 per annum (SL2)
Ref No. : H/O 05/2024
Centre : Head Office-Mahikeng

Requirements : Qualifications: NQF Level 1 or 2 (Abet level 2 certificate or equivalent qualification). *Experience:* No working experience is required. *Knowledge:* Knowledge of food aid services. Knowledge of hygiene, preparation safety measures and quality control relating to food. *Skills:* Ability to work according to schedule in the relevant environment. Operating equipment. Language skills.

Duties : Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

Enquiries : Mr M. Seheri Tel: (018) 388 1812

