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

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DIRECTORATE HUMAN RESOURCE MANAGEMENT

Ref : 3/3/3
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**TO : ALL HEADS OF DEPARTMENTS
CHIEF DIRECTORS
REGIONAL/HEAD OFFICE DIRECTORS
HRM DIRECTORS
DISTRICT HEADS/MANAGERS**

FROM : DIRECTOR HRM

DATE : 19 June 2008

**SUBJECT : INTERNAL ADVERTISEMENT OF POSTS IN THE
ORGANISATIONAL STRUCTURE OF THE
DEPARTMENT OF PUBLIC WORKS - NORTH WEST
PROVINCE**

CIRCULAR NO. 2/2008

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 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** 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.
- 2.7** Forward your applications to the Head of Department as follows:

▪ **For posts at Bophirima Region**

**The Acting Regional Manager
Attention: Ms. A. Tsikwe Appolus
Department of Public Works
Private Bag X3
VRYBURG
8600**

▪ **For posts at Southern Region**

**The Acting Regional Manager
Attention: Ms. B. Mofulatsi
Department of Public Works
Private Bag X918
POTCHEFSTROOM
2520**

▪ **For posts at Central Region**

**The Regional Manager
 Attention: Ms. T.J. Mathibe
 Department of Public Works
 Private Bag X80
 MMABATHO
 2520**

Closing Date: 1 8 July 2008

Bophirima Region

- Post : Principal Personnel Officer: HR Planning**
- Salary : R106 335 per annum (Level 7)**
- Centre : Bophirima Regional Office**
- Post no : 01/18/07/08**
- Requirements :** Senior certificate or grade 12 certificate, relevant qualification in Human Resource Management and Development and/ or relevant experience* Report-writing and good communication skills
 *Organising and problem solving abilities*Computer literacy, ability to work under pressure* Good working knowledge of PERSAL.
- Duties :** *Facilitate recruitment and selection practices * Process appointments *Administer probationary appointments, allowance and benefits * Update and maintain personnel information on PERSAL* Administration of conditions of service * Administration of housing allowances *Facilitate and monitor selection, appointment, payment, termination of EPWP/ NYS process * Process interview travel claims * Compile monthly reports *Manage performance of staff.
- Post : Senior Personnel Officer**
- Salary : R68 955 per annum (Level 5)**
- Centre : Bophirima Regional Office**
- Post no : 02/18/07/08**
- Requirements :** Senior Certificate or grade 12 and at least extensive experience in HRM related matters. Applicant should have knowledge of Leave policy including incapacity leave and Ill Health Retirement (PILIR)* Knowledge of salary related prescripts*Coordination,

Communication and Negotiation skills*Ability to deal with conflict*Knowledge of PERSAL*Computer skills*Good interpersonal skills*A driver's license will be further advantage.

Duties : Capture leave on PERSAL*Responsible for reconciling all leave files and records*Assist supervisors with leave related issues and submission of monthly statistics * Rendering general administrative functions e.g. monthly reports, attending meetings as and when required.

Enquiries : **Mr. L.V Kgositlou, Tel: 053 928 7234/ 7219**
: **Ms. G. E Moiloa, Tel: 053 928 7252**

Central Region

Post : **Works Inspector: Contract and planning**

Salary : **R93 366 per annum (Level 6)**

Centre : **Central Regional Office**

Post no : **03/18/07/08**

Requirements : *National Diploma (T/N Stream) and / or Official Trade Test in the relevant trade *Computer literacy will be an advantage *A valid drivers license

Duties : * Responsible for ensuring that all work adheres to the prescribed OHS standards *Compile specifications/tender documents and obtain quotations *Compile comprehensive technical reports *Handle all relevant technical correspondence *Plan and execute maintenance on government assets *Attend site inspections and meetings *Compile payment to contractors *Quality control

Enquiries : **Mr. Tshwene M.S. Tel no : 018 387 2502**

Post : **Control Works Inspector: District Manager**

Salary : **R196 815 per annum (Level 10)**

Centre : **Ditsobotla District Office (Central Region)**

Post no : **04/18/07/08**

Requirements : National Diploma in Building/Electrical/Mechanical Engineering or Trade Test Certificate, or equivalent qualifications with relevant extensive experience*Strong leadership and managerial skills*Knowledge of procurement system, procedures and regulations*Good interpersonal skills*Maintenance management skills*Computer literacy will be an advantage

- Duties** : * General administration and management of the District office
 * Assist Deputy Director: Buildings to identify and prioritise maintenance projects * Compile the buildings management programme of the District * Preparation and control of maintenance budget * Manage building maintenance programme and teams with regard to pressure vessels and other related equipments within the hospital and other government buildings * Prepare reports on materials control
- Enquiries** : **Mr. Tshwene M.S, Tel no: 018 387 2502**
- Post** : **Artisan A: Electrical**
Salary : **R68 955 per annum (Level 5)**
- Centre** : **Lehurutshe District Office (Central Region)**
- Post no** : **05/18/07/08**
- Requirements** : * Minimum of std 8 certificate * Electro-Technical * Wireman's license * Trade Test certificate or equivalent N/T qualifications * Relevant experience * code 8 drivers license will be an advantage.
- Duties** : * Assembly, Installation and maintenance of electrical equipments
 * Replacement, repairs and installation of lights, stoves, heaters etc
 * Tracing, repair or replacement of faulty cables * Distribution board wiring * Assist with wiring and rewiring * Maintenance of standby plants * Control panels * Requesting and quantifying material
 * General administration functions.
- Enquiries** : **Mr. R.S. Setshedi, Tel no: 018 363 3056**
- Post** : **Artisan B: Bricklayer**
Salary : **R68 955 per annum (Level 5)**
- Centre** : **Ditsobotla District Office (Central Region)**
- Post no** : **06/18/07/08**
- Requirements** : Minimum of standard 8 certificate * Trade Test certificate or equivalent experience * Code 8 drivers licence will be a recommendation
- Duties** : Maintenance work on houses and buildings * Read and interpret plans * Set out foundations * Lay bricks * Installation of frames and plastering
- Enquiries** : **Mr. T.D Leburu, Tel no: (018) 3381 520**
- Post** : **Administrative Clerk: Labour Relations**

- Salary** : R49 665 per annum (Level 3)
- Centre** : Central Regional Office
- Post no** : 07/18/07/08
- Requirement** : Grade 12 certificate or equivalent *Computer literacy *
Communication skills *Good Interpersonal skills
- Duties** : Responsible for administration of all labour relations issues
* Responsible for all logistical arrangements with regard to disciplinary hearings in the Region *Minutes taking during hearing and sectional meetings.
- Enquiries** : Mr. M.P. Bogosi, Tel No: 018 387 2501
- Post** : Assistant Director: PMDS
- Salary** : R157 686 per annum (Level 9)
- Centre** : Central Regional Office
- Post no** : 08/18/07/08
- Requirements** : An appropriate Bachelors Degree/ National Diploma or equivalent qualifications*Knowledge and experience in the field of training and development*In depth knowledge of legislative framework regarding skills development (eg. SAQA, SDA.LRA etc.)*Sound knowledge of policies and practices relating to HRD field* Facilitation and training skills*Excellent communication skills (spoken and written)*Sound interpersonal relations*Report writing skills* Analytical skills*Computer literacy
- Duties** : Coordination of PMDS implementation in the Region*Conduct impact analysis of PMDS*Represent the Region in the departmental training committee*Maintenance of comprehensive and updated Regional HRD database*Provide continuous policy advise on PMDS refinement*Initiate and manage Regional learnership and internship programme and processes*Promote multi skilling in the Region*Facilitate induction programme i.r.o all new Regional appointments and transfers*Compile and monitor proper implementation of the Regional HR Plan*Monitor and evaluate the transfer of skills from training interventions to the work place.
- Enquiries** : Mr. S.T.S. Monare, Tel No: 018 387 2490

Southern Region

Post	: Chief Works Inspector: Mechanical
Salary	: R144 426 per annum (Level 8)
Centre	: Southern Regional Office
Post no	: 09/18/07/08
Requirement	: *Minimum National Diploma (T/N/S stream) or N3 plus Trade Test * Valid Driver license will be a recommendation.* Deep knowledge of Safety, Tools, Machinery, Norms and standards, planning and organizing, Computer, Equipment and Survey instruments. * Basic skills regarding performance of engineering technical duties and maintenance of various equipment. * Physical skills. * Interpersonal relations. Knowledge of EPWP/NYS policies including IPMP and IPIP.
Duties	: * Inspection of new/existing works in order to ascertain progress is according to plan/specification and/or conforms to prescribed (OHS) standards.*Analysing/compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works * Advice in regard to usage/purchase of new/existing technical systems, techniques, materials, equipment and components.*Handle all relevant technical correspondence.*Plan and execute maintenance on government buildings. * Liaise with professional, technical and other officials and/or persons from private sector in regard to problems experienced during planning, finalisation and/or taking over of projects/works.*Compile comprehensive technical reports. *Quality control* Supervise and mentor subordinates including preparing workplans and completion of PMDS.
Enquiries	: Mr. O. More,Tel no (018) 293 9000
Post	: Works Inspector: Buildings Execution
Salary	: R93 366 per annum (Level 6)
Centre	: Southern Regional Office
Post no	: 10/18/07/08
Requirements	: *Minimum National Diploma (T/N/S stream) or N3 plus Trade Test. Valid Driver license will be a recommendation. * Deep knowledge of Safety, Tools, Machinery, Norms and standards, planning and organizing, Computer, Equipment and Survey instruments. * Basic skills regarding performance of engineering technical duties and maintenance of various equipment. * Physical skills. * Interpersonal relations* Knowledge of

EPWP/NYS policies.

Duties : * Inspection of new/existing works in order to ascertain progress is according to plan/specification and/or conforms to the prescribed (OHS) standards.*Analysing/compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works.
*Handle all relevant technical correspondence.*Plan and execute maintenance on government buildings.*Liaise with professional, technical and other officials and/or persons from private sector in regard to problems experienced during planning, finalisation and/or taking over of projects/works.* Compile technical reports *Quality control.

Enquiries : **Mr. O. More,Tel no (018) 293 9000**

Post : **Works Inspector: Contracts and Planning**

Salary : **R93 366 per annum (Level 6)**

Centre : **Southern Regional Office**

Post no : **11/18/07/08**

Requirements : National Diploma (T/N stream) or an appropriate N6 qualification plus an appropriate apprenticeship/ trade test certificate or equivalent qualification with relevant extensive experience * procurement systems, procedures and regulations * Good interpersonal skills * Computer literacy will be an advantage.

Duties : * Responsible for ensuring that all works adhere to the prescribed OHS standards * Compile quotations/tender documents and specifications * Compile comprehensive technical reports * Handle all relevant technical correspondence* Plan and execute maintenance on government buildings * Attend site inspections and meetings * Compile payment to contractors * Quality control.

Enquiries : **Mr. O. More,Tel no (018) 293 9000**

Post : **Artisan Foreman (Mechanical)**

Salary : **R106 335 per annum (Level 7)**

Centre : **Potchefstroom Hospital (Southern Region)**

Post no : **12/18/07/08**

Requirement : * National Diploma or Trade test certificate coupled with extensive relevant mechanical experience * Knowledge of boiler operations * Driver's license will be a recommendation* Knowledge of OHS, Public Service Act and regulations.

Duties : * Solve technical problems in accordance with policy and priority With regard to production and planning * Estimate cost of services * Contribute to strategic planning * Identification of engineering technical needs * Liaise with employees in order to guide them with relevant legislation * Ensure compliance with safety codes and regulations* Manage and monitor production of division *Initiate corrective action when required.* Constant liaising with other divisions or clients * General administration functions (eg. Monthly reports leave administration, workplans).

Enquiries : Ms. B.V. Mofulatsi, **Tel no (018) 293 9000**

Post : **Artisan A: Plumber**

Salary : **R68 955 per annum (Level 5)**

Centre : **Potchefstroom Hospital (Southern Region)**

Post no : **13/18/07/08**

Requirement : * Trade Test certificate. * Grade 10 or equivalent and relevant working experience. *Code 08 driver licence will be a recommendation*.

Duties : * Maintenance and construction related to plumbing and sheet metal work. *Fitting and maintenance all types of toilets. * Lay and maintain storm, sewerage pipes. *Construct, repair and install all types of gutters. * Install and repair taps. *Requesting and quantifying of material: V A 2. *General administration functions (eg. Monthly reports and personnel management).

Enquiries : **Mrs. B. V. Mofulatsi, Tel no:(018) 293 9000**

Post : **Senior Administrative Clerk: Secretary To DD: Buildings**

Salary : **R58 290 per annum (Level 4)**

Centre : **Southern Regional Office**

Post no : **14/18/07/08**

Requirements : Grade 12, coupled with experience in office administration.* Works under pressure and extended hours are essential. * Professional training in typing with knowledge of computer programmes.* Knowledge of work procedures with regard to management of correspondence and distribution thereof, diary management, data capturing, planning and organising the office, filing systems, report writing , basic research, and computer literacy. *Knowledge of government policies will be to the advantage of the candidate.

Duties : Management/Distribution of all correspondence/ Documentation/memo's. *Guide and advice clients. *Procurement of office. *Dairy management and arrangements of meetings. *Handle arrangements for journeys and accommodation/ engagements/functions. *Manage day-to-day allocations. *Updating of records and management of file system. *Preparation of documentation, agendas and minutes. *Assist with technical administration functions. *Leave administration. *Submission of EPWP information and statistics. *Liaise between Deputy Director and relevant stakeholders and clients. * Receives telephone calls and refers calls to the correct role players. * Type documents for manager and other staff within the unit. * Operate office equipment i.e. fax and photocopiers.

Enquiries : **Mr. O. More, Tel no (018) – 293 9000**

Post : **Cleaner (2 posts)**

Salary : **R43 245 per annum (Level 2)**

Centre : **Wolmaranstad Hospital (1 post)**
Southern Regional Office (1 post)

Post no : **15/18/07/08**

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. B. V. Mofulatsi, Tel no: (018) 293 9000

Post : Groundsman: Property Management

Salary : R43 245 per annum (Level 2)

Centre : Southern Regional Office

Post no : 16/18/07/08

Requirements : *Ability to read and write * Verbal communication and ability to operate elementary machinery *A responsible, reliable and punctual person.

Duties : * Cleaning of premises and pavement * Cutting of trees and grass when necessary * Assist with the movement of office furniture and equipment when necessary * Operate cleaning machines and basic maintenance thereof. * Watering of the garden and lawn * Daily and monthly report to supervisor.

Enquiries : Mr. O. More Tel no: (018) – 293 9000

**Post : Provisioning Administrative Clerk:
Supply Chain Management**

Salary : R49 665 per annum (Level 3)

Centre : Southern Regional Office

Post no : 17/18/07/08

Requirements : * Grade 10 with experience or Grade12 or equivalent. *Basic knowledge of data capturing, admin procedures, planning and organization and computer skills.

Duties : * Procurement of goods and services in line with SCM prescripts.*Assist with stock reports. * Board of Survey activities. * Inventory management activities * Report on money values. *Report to supervisor.

Enquiries : Mrs. B .V. Mofulatsi, Tel no (018) 293 9000

P.J. MOREMEDI
DIRECTOR HRM

DATE