

NORTH WEST PROVINCIAL DEPARTMENT

This Department Is an Equal Opportunity Affirmative Action Employer.

It is our intention to promote representatively (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

ALL APPLICATIONS MUST BE FORWARDED TO THE FOLLOWING ADDRESS:

**The District Director: Ngaka Modiri Molema
Department of Public Works, Roads and Transport
Private Bag x 80, Mmabatho, 2735
OR hand deliver to Registry office No. 168, Modiri
Molema Road, Old Parliament Building, Mmabatho,
2735**

FOR ATTENTION : Mrs. T.J. Mathibe

- 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 heard from us within three months after the closing date, please accept that your application has been unsuccessful

POST : **Chief Works Inspector (Mechanical Engineering)**

REF NO : **NMMD 03/2010**

SALARY : **R 161 970 p.a (SL08)**

CENTRE : **Ngaka Modiri Molema District**

REQUIREMENTS : **Qualification and Experience:** National Diploma (N/T/S Stream) or Degree in Technical or Electrical Engineering or equivalent qualification plus extensive experience in the building environment.*Leadership and managerial skills*Knowledge of procurement systems and procedures*Good interpersonal skills*Computer literacy*A code 08 driver's license

KNOWLEDGE : Knowledge of PFMA * Knowledge of Project Management * Report writing skills *Knowledge of procurement systems and procedures* Knowledge of the OHS standards. **SKILLS:** Excellent communication and interpersonal skills, motivational skills, good conflict resolution and mediation skills * Computer literacy.

DUTIES : Responsible for ensuring that all works adhere to prescribed OHS standards*Compile specification/tender documents and obtain quotations.*Compile comprehensive technical reports.*handle all relevant technical correspondence regarding maintenance, repairs and inspection of steam reticulation, air conditioning and other related equipment.*Attend site meetings and inspections.*prepare payment of contractors.*Quality control

ENQUIRIES : Ms M.V More **Tel No:** (018) 387 2502

POST : **Works Inspector (Mechanical Engineering) X 6 posts**

REF NO : **Ref NMMD 04/2010(SL06)**

SALARY : **R105 645 p.a (SL06)**

CENTRE : **Ngaka Modiri Molema**

REQUIREMENTS : **Qualification and Experience:** National Diploma (T/ N /S stream) and official trade test in the relevant trade. Computer literacy will be an added advantage. Code 08 Driver's license. Good interpersonal and problem solving skills. Knowledge of project management.

DUTIES : Responsible for ensuring that all works adheres to prescribed OHS standards.* Compile specifications/tender documents and obtain quotations.*compile comprehensive technical reports.*Handle all relevant technical correspondence.*Maintenance ,repairs and inspection of steam boiler, air conditioners, refrigerators and other related equipment.*Compile payment to contractors.*Quality control.

ENQUIRIES : Ms M.V More **Tel No:** (018) 387 2502

POST : **Works Inspector (Building)**

REF : **NMMD 05/2010**

SALARY : **R105 645 p.a (SL06)**

Centre : **Ngaka Modiri Molema**

REQUIREMENTS : National Diploma (T/N stream) or an appropriate N6 qualification plus appropriate apprenticeship. Trade test certificate or equivalent qualification with extensive relevant experience. Strong leadership and managerial experience. Knowledge of procurement system and regulations. Good interpersonal skills. Computer literacy will be an added advantage.

DUTIES : Ensure that all works adhere to prescribed OHS standards. Compile quotations/tender documents and specifications. Compile comprehensive technical reports. Handle all relevant technical correspondence. Plan and execute maintenance on government assets. Attend site meetings and inspections. Compile payment to contractors. Quality control.

Enquiries: Ms M.V More **Tel No:** (018) 387 2502

POST : **Works Inspector (Electro Mech)**

REF : **NMMD 06/2010**

SALARY : **R105 645 p.a (SL06)**

CENTRE : **Ngaka Modiri Molema**

REQUIREMENTS : National Diploma (N/T/S stream) in Electrical engineering or equivalent qualification plus extensive experience in electrical environment and trade test. Good interpersonal and problem solving skills. Computer literacy and code 08 driver's license will be an added advantage.

DUTIES : Responsible for ensuring that all works adhere to OHS standards. Compile specifications/tender documents and quotations. Compile comprehensive technical reports. Handle all relevant technical correspondences. Maintenance, repair and inspection. Attend site Meetings and inspections. Prepare payment to contractors. Quality control.

Enquiries: Ms M.V More

Tel No: (018) 387 2502

POST : **Assistant Director (Property Management)**

REF : **NMMD 07/2010**

SALARY : **R 192 540 p.a (09)**

CENTRE : **Ngaka Modiri Molema**

Requirements: An appropriate three year National Diploma/Degree or Grade 12 with extensive appropriate experience. Working knowledge of PFMA. Report writing skills, good communication skills and computer literacy. Strong interpersonal relations, planning and organizing skills and problem solving skills. Ability to work under pressure. Managerial experience. A valid code driver's license.

Duties: Render administration and liaise with the training division regarding training services. Provide Human Resource and administration support services. Contract administration. Manage project register. Supervise staff.

Enquiries: Ms M.V More

Tel No: (018) 387 2502

POST : **Admin Clerk (Technical Admin) X 3 posts**

REF : **NMMD 08/2010**

SALARY : R62 094 p.a(SL03)

CENTRE : Ngaka Modiri Molema

Requirement: Senior certificate or Grade 12 certificate and appropriate experience in clerical, office work or completion of experiential training. Ability to communicate verbally and in writing. Computer literacy.

Duties The provision of administration support. The rendering of tender administration services. The rendering of procurement services.

Enquiries: Ms M.V More

Tel No: (018)387 2502

POST : Control Works Inspector

REF : NMMD 09/2010

SALARY : R240 318 p.a (SL10)

CENTRE : Ngaka Modiri Molema

Requirement: National Diploma / N6 Quantity survey, Architecture, Civil engineer, Project knowledge management. Building regulations. Understanding of procurement prescripts and policies, Good interpersonal skills, Computer literacy. Communication skills. Extensive managerial skills and experience.

Duties : Administer term contracts. Compile budget. Compile monthly and annual reports. Compile bills of quantities / specifications. Monitor and Evaluate projects. Manage unit staff.

Enquiries: Ms M.V More

Tel No: (018) 387 2502

POST Works Inspector (Contract & Planning)

REF NMMD 10/ 2010

SALARY R105 645 p.a (SL 06)

CENTRE **Ngaka Modiri Molema**

Requirement: **National Diploma (T/N/ stream) and / or official trade test with relevant trade. Computer literacy will be of an advantage. A valid code 08 driver's license.**

Duties **:** **Responsible for ensuring that all works adheres to the prescribed OHS standards. Compile specification and Bill of Quantities for tendering procedures. Compile comprehensive technical reports. Handle all relevant technical correspondence. Plan and execute maintenance on government assets. Attend side inspections and meetings. Compile payment certificates to contractors. Quality control during execution of the projects.**

Enquiries: Ms M.V More

TEL NO: (018) 387 2502

POST **:** **ASSISANT DIRECTOR: HR Planning & Organisational Structuring**

REF NO. **:** 39/2010

SALARY **:** R 192 540 p.a

CENTRE **:** Head Office, Mmabatho

REQUIREMENTS: An appropriate and recognized 3-year tertiary qualification or equivalent qualification in Human Resource Management or related discipline. Certificate in Management Services will be an added advantage. At least 3 years appropriate work experience. A valid Code 08 driver's license.

Competencies: Demonstration of the required knowledge of the applicable Public Service Legislations; Sound verbal and written communication skills (including report writing and presentation skills); Ability to interpret and apply policies;. Good analytical skills and problem –solving abilities. Computer literacy in MS Office package and application of Org Plus.

DUTIES:

- Review, re -design and maintain departmental organisational structure
- Advise Managers on the proper configuration of the structure and alignment to strategic programmes.
- Develop, review and maintain departmental Human Resource Plan.
- Monitor implementation of departmental HR Plan and provide regular reports.
- Render management functions within the division.

NB: This is a re-advertisement. Previous applicants do not have to -apply.
Enquiries: Ms N. V. Matlapeng (018) 3881229

Applications for Ref:39/2010: The Head of Department, Public Works, Roads & Transport, Bag X2080, Mmabatho, 2735

**FOR ATTENTION :Ms Tshepi Motsamai: Office No. 160, 1st Floor,
New Head Office Complex- Old Parliament
Building – Modiri Molema Road. Mmabatho**

Closing Date: 13 August 2010