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

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**DIRECTORATE: HUMAN RESOURCE MANAGEMENT**

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ADVERTISED DATE: 23 OCTOBER 2020

**VACANCY, CIRCULAR NO. 1 OF 2020/2021**

*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 Males and Females, in the Department through the filling of these posts. People with disability are encouraged to apply. Candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.*

**APPLICATIONS**

: All applications must be forwarded to the following address:  
Human Resource Management: Dr Ruth Segomotsi Mompoti District,  
Private Bag X3, Vryburg, 8600 ~~Or~~ Hand delivery to registry office no:  
DGD 18A, Mini Garona Building, 2<sup>nd</sup> Corner South & Molopo Street,  
Vryburg, 8600

**FOR ATTENTION**

: HRA - Assistant Director: Ms O.S Cawe

**CLOSING DATE**

: 19 November 2020

**NOTES** : Applications must be accompanied by signed and dated Z83 Form; recent updated comprehensive curriculum vitae with at least names of three (3) contactable referees with contact details; application should include originally certified copies of all qualification/s, (not older than 12 months) including minimum requirement of the post School Report or Grade 12 (Senior Certificate); attached certified ID copy. All positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Failure to submit the requested documents will result in the application not being considered. 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). Candidates will be subjected to security screening and vetting. Previous background/checks or employment records will be verified. Candidates must indicate the post; Centre and reference number on the applications. Faxed and emailed applications will not be accepted. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interviews selection 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, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised posts must direct their enquiries to the relevant person indicated.

**NB:** 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	Groundman
SALARY	R 102 534per annum(SL 02)
REF. NO.	RSM01/2020
CENTRE	Taung
REQUIREMENTS	<b>Qualification and Experience:</b> Abetlevel 4 certificate or Grade 8/9 school report. No experience required. <b>Skills:</b> Team work. Problem solving. Planning & organizing. Punctuality. Safety & security. Good interpersonal skills. Technical skills. Communication skills (oral & written).
DUTIES	Render effective cleaning of the yard. Loading & off-loading of goods at the stores and office. Up keeping of the garden (cutting of grass, trees & refuse removal).
ENQUIRIES	Mr.T.M ModisaotsileTel No. 053 994 1792

POST	Cleaner (Property)
SALARY	R 102 534 per annum(SL 02)
REF. NO.	RSM 02/2020
CENTRE	Naledi
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 8 school report plus relevant cleaning experience. <b>Knowledge:</b> Basic knowledge of simple tasks relating to environmental cleaning services, handling of kitchen utensils, preparation for the meetings. Safety measures in terms of the Occupational Health and Safety Act and Batho Pele Principles.
DUTIES	Render cleaning services at the Department's sub-district offices. Assist in the preparation for the meetings and workshops. Implement safety measures in terms of the Occupational Health and Safety Act. Implement Batho Pele Principles.
ENQUIRIES	Mr M.S Loeto      Tel: 053 928 7200

POST	Tradesman Aid x2 (Building)
SALARY	R 122 595 per annum(SL 03)
REF. NO.	RSM03/2020
CENTRE	x1 Naledi; x1 Taung
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade 10 school report) or equivalent.6 months trade-related experience.
DUTIES	Provide assistance in the buildings maintenance (as per relevant trade), clean and safe keeping of equipments and tools according to OHS standards. Assist with loading and off-loading of materials.
ENQUIRIES	Mr M.P SetlhabeTel No.0539287200 Mr T.I Motlhabane    Tel No.053 994 1607

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POST	Tradesman Aid x4 (Mechanics)
SALARY	R 122 595 per annum(SL 03)
REF. NO.	RSM04/2020
CENTRE	x3 S/Reneke; x1 Naledi Workshop
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade 10 school report) or equivalent. 6 months trade-related experience.
DUTIES	Provide assistance in the maintenance vehicles. Assist with minor repairs. Repair of tyre puncture. Assist with records keeping of the machines. Clean and safe keeping of equipment and tools according to OHS standards.
ENQUIRIES	Mr B.V MosalaTel No.0539631318 Mr M.S Kgopodithata Tel: 053 928 7200

POST	Road Worker x3
SALARY	R 122 595 per annum(SL 03)
REF. NO.	RSM 05/2020
CENTRE	x1 Ganyesa, x3 Vryburg
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 1 or 2 certificate (Abet level 02 certificate or equivalent). No experience required.
DUTIES	Perform routine activities in respect of route maintenance and/or constructionthrough <i>inter alia</i> the following: Construction of culvert and side drains. Erectand maintain steel guardrails and gabions. Construction of road earth andlayer works. Clean and maintain roads, sidewalks and resting areas.Surfacingand pothole patching. Road fencing and pipe laying. Setting of road markingsand road studs. Install road signs, distance markers, and barricade the workarea. Crushing of road material. Bush clearing and grass cutting.
ENQUIRIES	Mr MS Goloamang Tel: 053 998 3338 Mr M.J Setlhare Tel No. 053 927 5914

POST	Road Worker x3 (Roads)
SALARY	R 122 595 per annum(SL 03)
REF. NO.	RSM 06/2020
CENTRE	x1 S/Reneke; x1 Naledi-Stella Camp; x1 Ganyesa
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 1 or 2 certificate (Abet level 02 certificate) or equivalent. No experience required.
DUTIES	Perform routine activities in respect of route maintenance and/or construction through <i>inter alia</i> the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers, and barricade the work area. Crushing of road material. Bush clearing and grass cutting.
ENQUIRIES	Mr N. Makgwa Tel. 053 963 1318 Mr M.J Setlhare Tel. 053 927 5914 Mr M.S Goloamang Tel. 053 998 3338

POST	Road Works Foreman x2(Roads)
SALARY	R 173 703 per annum(SL 05)
REF. NO.	RSM 07/2020
CENTRE	x1 Ganyesa; x1 S/Reneke
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 10 school report plus National certificate in road construction (NQF level 1). Five (5) years' experience in a roads- related fields. Valid Driver's license (Code C, ECI, C1 with valid PDP). <b>Knowledge:</b> Diversity, Teamwork, Problem Solving, Planning & Organizing, Punctuality, Safety and Security, Planning and organizing. <b>Skills:</b> Technical skills, Interpersonal, Communications-Oral and Written and Customer Service. Knowledge of road materials. Standard specification of roads and bridges. Ability to operate elementary equipment's and machines.
DUTIES	Maintain roads and supervision. Maintain gravel road, shoulders on tar roads. Road marking. Erect and maintain road signs. Cleaning roads reserves. Maintain drainage structure. Supervise and mentor staff. Planning of resources. Scheduling of works. Continuous individual development to keep up with new technologies and procedures. Compile and submit reports as required. Provide inputs to the operational plan. Perform administrative and related function-Update register of maintained register of maintained and repaired faults.
ENQUIRIES	Mr MS Goloamang Tel: 053 998 3338 Mr N. Makgwa Tel: 053 963 1318

POST	Works Inspector-ElectroMechanics (Building)
SALARY	R 208 584 per annum(SL 06)
REF. NO.	RSM 08/2020
CENTRE	Naledi
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 12 certificate plus National Diploma (T/N/S STREAMS /N6 with Trade test certificate in mechanical environment. Registration as Candidate Engineering Technician will be an added advantage. Valid Driver's license. <b>Knowledge:</b> In depth knowledge public service act, Public service regulations, Labour relations Act, Resolutions, Public service delivery documents, Knowledge of Performance Management Development Act system, PFMA Act, OHS Act. <b>Skills:</b> Numeracy skills, Communication skills and interpersonal relations Analytical and problem solving skills, Negotiation and conflict resolutions. The ability to interact with stakeholder various levels. Sound report writing skills, presentations skills. Computer literacy.
DUTIES	Ensure quality control on renovations and construction of public infrastructure. Manage the execution of preventative maintenance.

	Manage the execution of day to day maintenance. Maintenance of mechanical equipment's and building structure. Provide technical support and advice in the procurement of services rendering by external contractors. Inspection of construction and maintenance work performed by in-house team or external construction.
ENQUIRIES	Mr J.M MosarwaneTel No.0539287200

POST	Artisan Grade A x2 (Mechanical)
SALARY	R 190 653 per annum(OSD)
REF. NO.	RSM 09/2020
CENTRE	Taung
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 10 School report PLUS an Appropriate Trade Certificate. Valid driver's license.Learner/Apprentice experience will be an added advantage. <b>Knowledge:</b> Technical analysis and applications, Technical report, OHS Act. <b>Skills:</b> Analytical skills, Creativity, Self-management, Customer focus and Team work, Problem-solving and Decision making.
DUTIES	Perform and supervise technical design production. Perform mechanical services. Perform administration and related functions. Manage human and capital resources. Maintain and advance expertise. Perform and supervise technical design production. Operation of maintenance services.
ENQUIRIES	Mr M.J Chabaesele Tel No.053 994 1029 Mr M.S Molapisi Tel No.053 928 7200

POST	Artisan Painter Grade A x2 (Building)
SALARY	R 190 653 per annum(OSD)
REF. NO.	RSM 10/2020
CENTRE	Naledi
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 10 School report plus an Appropriate Trade Certificate. Valid driver's license.Learner/Apprentice experience will be an added advantage. <b>Knowledge:</b> Technical analysis and applications, Technical report, OHS Act. <b>Skills:</b> Analytical skills, Creativity, Self-management, Customer focus and Team work, Problem-solving and Decision making.
DUTIES	Perform and supervise technical design production. Perform painting functions during maintenance services. Perform administration and related functions. Maintain and advance expertise. Perform and supervise technical design production.
ENQUIRIES	Mr M.S Molapisi Tel: 053 928 7200 Mr J.M Setlhare Tel: 053 927 5914

POST	Artisan Carpenter Grade A (Building)
SALARY	R 190 653 per annum (OSD)
REF. NO.	RSM 11/2020
CENTRE	Naledi
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 10 School report plus an Appropriate Trade Certificate. Valid driver's license. <b>Knowledge:</b> Technical analysis and applications, Technical report, OHS Act. <b>Skills:</b> Analytical skills, Creativity, Self-management, Customer focus and Team work, Problem-solving and Decision making.
DUTIES	Perform and supervise technical design production. Perform carpentry services. Perform administration and related functions. Manage human and capital resources. Maintain and advance expertise.
ENQUIRIES	Mr M.S Molapisi Tel No. 053 928 7200

POST	Artisan Foreman (Building)
SALARY	R 364 143 per annum(OSD)
REF. NO.	RSM 12/2020
CENTRE	Taung
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 10 school report or Grade 12 certificate.AppropriateTrade TestCertificate.Five (05) years post – qualification experience as an Artisan. <b>Knowledge:</b> OHS Act, LRA & Public Service Regulations. Technical analysis. Computeraided application. Knowledge of legal compliance, technical report, Production process knowledge and skills. <b>Skills:</b> Basic supervisory skills, interpersonal relations, problem solving, Technical skills, Customer Service, Team work. Decision making, Creativity, Change management, financial management. Customer focus and responsiveness. Communications and computer skills. Planning and organizing.
DUTIES	To perform and /or supervise technical design, production, operationand maintenance services. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and / or facilities according for technical faults. Repair equipment's and facilities according to standards. Qualities assure serviced and maintained equipment and / or facilities. Perform administrative and related function-Update register of maintained and repaired faults .Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources. Scheduling of works. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES	Mr T.I Motlhabane	Tel No.053 994 1607
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POST	Chief Artisan Grade A (Mechanical)
SALARY	R386 487 per annum(OSD)
REF. NO.	RSM 13/2020
CENTRE	Naledi-Workshop
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 12 certificate plus anAppropriate Trade Test Certificate. Ten (10) years post qualification required as an Artisan Foreman. Valid Driver's license. <b>Knowledge:</b> Diversity, Teamwork, Problem Solving, Ethics. Organizational Support, Planning & Organizing, Attendance/Punctuality, Safety and Security. Financial management. Customer focus and responsiveness. Change Management. <b>Skills:</b> Technical skills, Interpersonal, Communications-Oral and Written and Customer Service. Technical report writing. Production process knowledge and skills. Project management.
DUTIES	Manage technical services and support in conjunction withTechnicians/Artisans and associates in field, workshop and technical officeactivities. Ensure the promotion of safety in linewith statutory and regulatoryrequirements. Provide inputs into existing technical manuals,standarddrawings and procedures to incorporate new technology and ensure qualityassurance inline with specifications. Manage administrative and related functions provide inputs into thebudgeting process. Compile and submitreports as required. Provide and consolidate inputs to thetechnical operation plan. Update database. Manage Artisans and related personnel and assets.Control and monitor expenditure according to the budget to ensure efficientcash-flowmanagement. Manage the commercial value add of the discipline-related activities andservices. Manage the development, motivation and utilization of human resources. Ensurecompetent knowledge base for the continued success of technical services according toorganizational needs and requirements. Manage subordinates' key performance areasLiaise with relevant bodies/councils on technical/engineering-related matters.
ENQUIRIES	MrM.S KgopodithataTel No.053 9287200

POST	Driver Operator x3
SALARY	R 122 595per annum(SL 03)
REF. NO.	RSM 14/2020
CENTRE	x2 Taung; x1 Naledi
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade10 school report) or equivalent. Valid Code 14(EC) Driver License. Operating certificate. Five (05) years' experience in driving and

	operating specialized equipment.
<b>DUTIES</b>	Operating specialized equipment's. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-gravelling /shoulder maintenance.
<b>ENQUIRIES</b>	Mr M.C Madondo Tel: 053 994 1607 / 4510

<b>POST</b>	Tradesman Aid x25 – Buildings (Re advert)
<b>SALARY</b>	R 122 595per annum(SL 03)
<b>REF. NO.</b>	RSM 15/2020
<b>CENTRE</b>	x15Taung; x10Ganyesa
<b>REQUIREMENTS</b>	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade 10 school report) or equivalent.6months trade-related experience.
<b>DUTIES</b>	Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean and safe keeping of equipment and tools according to standards
<b>ENQUIRIES</b>	Mr S.P SeeleTel No.053994 1607 Mr K.J Montshiwagae Tel No. 053 988 3338

<b>POST</b>	Tradesman Aid x10 -Mechanical (Re-advert)
<b>SALARY</b>	R 122 595per annum(SL 03)
<b>REF. NO.</b>	RSM16/2020
<b>CENTRE</b>	x3Naledi; x3S/Reneke; x2Taung; x2 Ganyesa
<b>REQUIREMENTS</b>	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade 10 school report) or equivalent.6 months trade-related experience.
<b>DUTIES</b>	Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean and safe keeping of equipment and tools according to standards
<b>ENQUIRIES</b>	Mr M.S KgopodithataTel. 0539287200 Mr B.V Mosala Tel. 053963 1318 Mr L.J Chabaesele Tel. 053 994 1029 Mr G.M Jonas Tel. 053 998 3606

<b>POST</b>	Tradesman Aid Sewerage Truck x4 -Buildings (Re-advert)
<b>SALARY</b>	R 122 595 per annum(SL 03)
<b>REF. NO.</b>	RSM17/2020
<b>CENTRE</b>	Ganyesa
<b>REQUIREMENTS</b>	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade 10 school report) or equivalent.6 months trade-related experience.
<b>DUTIES</b>	Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean and safe keeping of equipment and tools according to standards



ENQUIRIES	MrMontshiwagae	Tel No.053 9983338
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POST	Driver Operator-Sewerage Truck x2 - Buildings (Re-advert)
SALARY	R 122 595 per annum(SL 03)
REF. NO.	RSM 18/2020
CENTRE	Taung
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade10 school report) or equivalent. Valid Code 14 (EC) Driver License. Operating certificate. Five (05) years' experience in driving and operating specialized equipment.
DUTIES	Operating specialized equipment's. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-gravelling/shoulder maintenance.
ENQUIRIES	Mr L.M Tlhasedi Tel: 053 994 1792

POST	Driver Operator x3 (Re advert)
SALARY	R 122 595 per annum(SL 03)
REF. NO.	RSM 19/2020
CENTRE	Re-gravelling Team
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade10 school report) or equivalent. Valid Code 14 (EC) Driver License. Operating certificate. Five (05) years' experience in driving and operating specialized equipment.
DUTIES	Operating specialized equipments. Load and offload goods/equipments. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-gravelling/shoulder maintenance.
ENQUIRIES	Mr L. Tsawe                      Tel: 053 928 7200

POST	Driver Operator x15- Roads (Re-advert)
SALARY	R 122 595 per annum(SL 03)
REF. NO.	RSM 20/2020
CENTRE	x9, Taung; x5Ganyesa; x1 Naledi
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade10 school report) or equivalent. Valid Code 14 (EC) Driver License. Operating certificate. Five (05) years' experience in driving and operating specialized equipment.
DUTIES	Operating specialized equipments. Load and offload goods/equipments. Inspection and maintenance of equipment and

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	report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-gravelling/shoulder maintenance.	
ENQUIRIES	Mr I.T Mothabane	Tel: 053 994 1792
	Mr K.J Montshiwagae	Tel: 053 988 3338
	Mr M.S Goloamang	Tel: 053 998 3338
	Mr M.C Modondo	Tel: 053 994 0409
	Mr J.M Setlhare	Tel: 053 927 5914
	Mr M.S Molapisi	Tel: 053 927 7200

POST	Driver Operator Mechanical x3 (Re-advert)	
SALARY	R 122 595 per annum(SL 03)	
REF. NO.	RSM 21/2020	
CENTRE	x1 Naledi-Workshop; x1 Taung; x1 Ganyesa	
REQUIREMENTS	<b>Qualification and Experience:</b> NQF level 3 certificate (Grade10 school report) or equivalent. Valid Code 14 (EC) Driver License. Operating certificate. Five (05) years' experience in driving and operating specialized equipment.	
DUTIES	Operating specialized equipments. Load and offload goods/equipments. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-gravelling/shoulder maintenance.	
ENQUIRIES	Mr M.S Kgopodithata	Tel. 053 9287200
	Mr L.J Chabaesele	Tel. 053 994 1029
	Mr G.M Jonas	Tel. 053 998 3606

POST	Road Works Foreman - Roads (Re-advert)	
SALARY	R 173 703 per annum(SL 05)	
REF. NO.	RSM 22/2020	
CENTRE	Ganyesa	
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 10 school report plus a National certificate in road construction (NQF level 1). 5 years' experience in a roads- related fields, Valid Driver's license (Code C, ECI, and C1 with valid PDP). <b>Knowledge:</b> Diversity, Teamwork, Problem Solving, Planning & Organizing, Punctuality, Safety and Security, Planning and organizing. <b>Skills:</b> Technical skills, Interpersonal, Communications-Oral and Written and Customer Service. Knowledge of road materials. Standard specification of roads and bridges. Ability to operate elementary equipments and machines.	
DUTIES	Maintain roads and supervision. Maintain gravel road, shoulders on	

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	tar roads. Road marking. Erect and maintain road signs. Cleaning roads reserves. Maintain drainage structure. Supervise and mentor staff. Planning of resources. Scheduling of works. Continuous individual development to keep up with new technologies and procedures. Compile and submit reports as required. Provide inputs to the operational plan. Perform administrative and related functions. Update register of maintained repaired faults.
ENQUIRIES	Mr M.S GoloamangTel No: 053 998 3338

POST	Road Works Foremanx4- Roads (Re-advert)
SALARY	R 173 703per annum(SL 05)
REF. NO.	RSM 23/2020
CENTRE	S/Reneke
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 10 certificate plus a National certificate in road construction (NQF level 1). 5 years' experience in a roads- related fields, Valid Driver's license (Code C, ECI, and C1 with valid PDP). <b>Knowledge:</b> Diversity, Teamwork, Problem Solving, Planning & Organizing, Punctuality, Safety and Security, Planning and organizing. <b>Skills:</b> Technical skills, Interpersonal, Communications-Oral and Written and Customer Service. Knowledge ofroad materials. Standard specification of roads and bridges. Ability to operate elementary equipment's and machines.
DUTIES	Maintain roads and supervision. Maintain gravel road, shoulders on tar roads. Road marking. Erect and maintain road signs. Cleaning roads reserves. Maintain drainage structure. Supervise and mentor staff. Planning of resources. Scheduling of work. Continuous individual development to keep up with new technologies and procedures. Compile and submit reports as required. Provide inputs to the operational plan. Perform administrative and related functions. Update register of maintained repaired faults.
ENQUIRIES	Mr N.Makgwa Tel No.053963 1318

POST	Senior Road Works Instructor x2 (Re-advert)
SALARY	R 208 584 per annum(SL 06)
REF. NO.	RSM 24/2020
CENTRE	x1 Mamusa; x1 Kagisano
REQUIREMENTS	<b>Qualification and Experience:</b> Grade 12 certificate plus a National Certificate in Construction (NQF level 3). 3 years' experience in a roads-related field and operatingmachines. Valid Driver's license, Code 14 with PDP. Certificate to operate construction machine. <b>Knowledge:</b> Knowledge of road-related matters. Traffic accommodation and the National Occupational safety Act and Standards. <b>Skills:</b> Computer literacy. Presentation skills. Planning and organizing skills. Sound report-writing skills. The ability to handle

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	various construction equipment's. General knowledge of plant log-books and operators.
<b>DUTIES</b>	Provide training and facilities for road workers. Train operators in the use of plant and productivity. Provide support and coordination in respect of costing and related systems. Ensure OHS compliance. Inspect working machines and toolboxes. Reporting machines defects to workshop.
<b>ENQUIRIES</b>	Mr N.Makgwa                      Tel No. 053963 1318 Mr MSGoloamang Tel No: 053 998 3338

<b>POST</b>	Switchboard Operator - Property (Re advert)
<b>SALARY</b>	R 145 281 per annum(SL 04)
<b>REF. NO.</b>	RSM 25/2020
<b>CENTRE</b>	Naledi
<b>REQUIREMENTS</b>	<b>Qualification and Experience:</b> Grade 12 certificate. Relevant work experience in an IT/Telecommunication Support Environment/Customer Service Support. <b>Knowledge:</b> Switchboard operator on medium to large customer accounts. <b>Skills:</b> interpersonal relations. Good communication Computer Literacy. Situational sensitivity and time management. Ability to work under pressure.
<b>DUTIES</b>	Efficiently answer high volume of incoming and outgoing telephone calls. Forward incoming calls to the relevant extensions. Provide clients with relevant information. Take message and convey to relevant staff. Keep record of outgoing calls. Adhere to the quality standard as laid out by ISO procedures. Maintain the telephone database. Keep register of telephone numbers/fax numbers of all Provincial Departments. Keep register of dialing codes. Identify and report telephone faults to the supervisor. Notify staff if telephones are out of order. Record maintenance of the switchboard. Order telephone directories.
<b>ENQUIRIES</b>	Mr M.S Loeto                      Tel No: 053 928 7200

<b>POST</b>	Secretary
<b>SALARY</b>	R 173 703 per annum (SL 05)
<b>REF. NO.</b>	RSM 26/2020
<b>CENTRE</b>	District Office (Director's office)
<b>REQUIREMENTS</b>	<b>Qualification and Experience:</b> Grade 12 certificate, coupled with Diploma in Secretarial/Administration/Office Management. <b>Knowledge/Skills:</b> Numeric proficiency. Ability to communication verbal and in writing. Interpersonal skills. Analytical problem solving skills. Negotiations and conflict resolution skills. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Time management.

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	Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint) is essential. The candidate must be ready to be tested in computer competencies.
<b>DUTIES</b>	Administration support to the District Manager' Office information management. Storage and retrieval, tracing and processing of correspondence and files. Manage the District Manager's diary and office supplies. Type documents/ correspondence and conduct proper filling thereof. Handle travel and other logistical arrangements for meetings/workshops/events. Take minutes at meetings. Obtain collate and compile information reports. Handles office correspondence and distribute accordingly. Scrutinize submission/reports and make abbreviated notes. Manage client's enquiries/ complains. Manage incoming and outgoing telephones calls. Prepare presentations and displays computerized creativity.
<b>ENQUIRIES</b>	Mr LK Mokgosi Tel No. 053 928 7200

<b>POST</b>	HRD- Clerk
<b>SALARY</b>	R 173 703 per annum (SL05)
<b>REF. NO.</b>	RSM 27/2020
<b>CENTRE</b>	District Office - Roads
<b>REQUIREMENTS</b>	<b>Qualification and Experience:</b> Grade 12 certificate or equivalent qualification, PLUS an appropriate 3-year tertiary qualification in Human Resource Management/Public Administration/Public Management. PERSAL certificate in personnel administration and leave administration will be an added advantage. <i>Knowledge:</i> HR policies, resolutions & Acts. (i.e. Public Service Act. Public Service Regulation.). <i>Skills:</i> Good presentation and communication (verbal and written). Computer skills. Planning and organizing. Good analytical and policy analysis. Ability to manage conflict and solve problems. Ability to plan, organize and coordinate the activities within the Sub-district and compile reports. Team building.
<b>DUTIES</b>	Manage performance of personnel development. Render technical support and advice managers and supervisors on HRD policy of the Department. Consolidate and submit identified skills gaps. Facilitate the training process. Advise managers and supervisors on the skills identification and Development process. Maintain records of all training provided. Kept data of all employees with bursary. Ensure updated records of HRD plans, workshops & expenditure. Apply standing procedures and regulations to resolve problems. Provide feedback to employees with regard to their bursary applications.
<b>ENQUIRIES</b>	Ms N.V Dube Tel No. 053 924 0414

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POST	Senior Admin Officer – PMDS
SALARY	R 316 791 per annum(SL 08)
REF. NO.	RSM 28/2020
CENTRE	District Office-HRM
REQUIREMENTS	<p><b>Qualification and Experience:</b> Grade 12 certificate PLUS appropriate three-year tertiary qualification (Diploma/Degree) in Human Resource Management/ Public Administration/ Public Management plus two (2) to five (5) years' experience in HRM/HRD in all aspects Personnel administration. Valid driver's license will be an added advantage.</p> <p><b>Knowledge:</b> Legislation and prescripts governing HR practices in the Public Services. PERSAL. Computer literacy (Excel, PowerPoint, Microsoft Word). Good planning organizing. Good verbal and written communication. Skills: Presentation and Report writing skills, Analytical thinking, Ability to interpret and apply policies, Ability to work underpressure, Ability to work independently and to work well as part of the team, Good interpersonal relations.</p>
DUTIES	Facilitate and monitor implementation of PMDS. Guide district staff on the development of performance contracts. Ensure the correctness of job descriptions (KRA's). Conduct briefing and review sessions. Ensure compliance with Quality Assurance on personnel work-plans. Ensure proper moderation logistics. Compile monthly, quarterly reports.
ENQUIRIES	MsTshepiMotsamai Tel: 053 928 0409

POST	Senior Admin Officer - Pensions
SALARY	R 316 791 per annum(SL 08)
REF. NO.	RSM 29/2020
CENTRE	District Office
REQUIREMENTS	<p><b>Qualification and Experience:</b> Grade 12 certificate plus appropriate three-year tertiary qualification diploma/degree in Human Resource Management/Public Administration/Public Management. At least 2 – 5 years relevant experience in HRM in all aspects Personnel administration. Valid driver's license will be an added advantage.</p> <p><b>Knowledge:</b> Legislation and prescripts governing HR practices in the Public Services. PERSAL. Computer literacy (Excel, PowerPoint, Microsoft Word). Good planning organizing. Good verbal and written communication. Skills: Presentation and Report writing skills, Analytical thinking, Ability to interpret and apply policies, Ability to</p>

	work under pressure, Ability to work independently and to work well as part of the team, Good interpersonal relations.
<b>DUTIES</b>	Administer all types of Service terminations in the District. Administer Leave Gratuity, Pro-rata bonuses and salary overpayments. Administer the project to address past Discriminatory pension practices. Perform administrative and office support duties for the component. Prepare monthly & quarterly reports. Perform general HR administration duties as required.
<b>ENQUIRIES</b>	MsTshepiMotsamai Tel: 053 928 0409

<b>POST</b>	State Accountant - Finance
<b>SALARY</b>	R 257 508per annum(SL 07)
<b>REF. NO.</b>	RSM 30/2020
<b>CENTRE</b>	District Office
<b>REQUIREMENTS</b>	<b>Qualification and Experience:</b> Grade 12 certificate plus appropriate tertiary qualifications diploma/degree in financial Management. At least 3-years relevant experience in Finance. Valid driver's license will be an added advantage. <b>Knowledge:</b> An extensive knowledge in SCM Prescripts & Regulations. PFMA, Treasury Regulations, PSA, WALKER/BAS financial systems and PMDS. <b>Skills:</b> computer literacy, good communication and interpersonal relations, analytical and problem solving.
<b>DUTIES</b>	Verify compliance of creditor's, EPWP beneficiaries, S&T and other claims payments. Management of staff. Compile monthly reports. Ensure adherence to internal control measures. Advise management on issues of non-compliance.
<b>ENQUIRIES</b>	Ms R.P Secwe Tel: 053 928 0416

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