



dpwrt

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

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 this post and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

An indication in this regard will facilitate the processing of applications

**APPLICATIONS :The Head of Department, Department of Public Works,
Roads & Transport, Private Bag X2080, Mmabatho,
2735**

**OR hand deliver to Modiri Molema Road, Old Parliament
Building, Office No. 160, 1st Floor, New Head Office
Complex- Old Parliament Building**

FOR ATTENTION : Ms N.V Sebitloane

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.**

CLOSING DATE : 23 July 2010

POST : SECRETARY TO THE DIRECTOR – EXPANDED PUBLIC WORKS PROGRAMME

REF NO : 36/2010

SALARY : R87 978 pa (SL 05)

CENTRE : Head Office - Mafikeng

REQUIREMENTS : Qualification and Experience:

- Matric and relevant training or qualification would be added advantage;
- Knowledge and experience of relevant software applications - spreadsheets, word processing, and database management;
- Knowledge of administrative, clerical and procurement procedures and prescripts;
- Knowledge of business principles;
- Above average knowledge in spelling, punctuation, grammar and other English language skills;
- Proven experience of producing correspondence and documents;
- Proven experience in information and communication management; and
- Ability to type letters at required typing speed

Knowledge and Skills :

- Verbal and written communication skills;
- Attention to detail;
- Confidentiality;
- Planning and organizing;
- Time management;
- Interpersonal skills;
- Customer-service orientation;
- Initiative;
- Reliability; and
- Stress tolerance.

DUTIES:

- Prepare and manage correspondence, reports and documents;
- Organize and coordinate meetings, workshops, travel arrangements;
- Take, type and distribute minutes of meetings;
- Implement and maintain office systems;
- Maintain schedules and calendars;
- Arrange and confirm appointments;
- Organize internal and external events;
- Handle incoming mail and other material;
- Set up and maintain filing systems;
- Set up work procedures;
- Collate information and maintain databases;
- Communicate verbally and in writing to answer inquiries and provide information;
- Liaison with internal and external contacts;
- Coordinate the flow of information both internally and externally;
- Operate office equipment; and
- Manage office space.

ENQUIRIES : (Mbulelo Tundzi) - (018-387 2451)