



**the dpw**

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

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## **DIRECTORATE: HRM**

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**Ref : 3/3/3**  
**Enq : Ms N.Y.P Mochekeo**  
**Tel : 018-387 2336**  
**Email : [NYmochekeo @nwpg.gov.za](mailto:NYmochekeo@nwpg.gov.za)**

### **CIRCULAR NO: 07/2008**

#### **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 certified 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 **Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification.**
- 2.7 The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity.
- 2.8 **People with Disabilities are strongly encouraged to apply.**
- 2.9 Forward your applications to the Head of Department as follows:

**The Director: HRM  
Attention: Ms N.Y.P Mocheko  
Department of Public Works  
Private Bag X2037  
MMABATHO  
2735**

**Visit our Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public%20works)**

**Closing Date: 31 December 2008**

**Assistant Director: Regional Operations  
Salary: R 174 243 p.a. (Level 9)  
Centre: Head Office (Mmabatho)  
Ref No: 1/12/31/2008**

**Requirements:** \*An Appropriate B Degree / National Diploma with relevant supervisory experience \*Knowledge of HR, Public Service Legislations and prescripts \*Facilitation, report writing, research and good communication skills \*MS Word, Excel and Power Point skills \*Knowledge of IRM, IDIP, GIAMA, Exposure to a high profile office, background of EPWP and NYS Projects \*Property and Asset Management Exposure \*Knowledge of Secretarial issues \* A drivers licence will be an added advantage.

**Duties:** \*Monitoring of Health, EPWP and NYS Projects \*Preparation of memos on behalf of the CDRO \*Monitoring of GIAMA compliance \*Filing, training and supervision of Secretarial issues \*Coordinate IDIP meetings for Department of Health \*Coordinate and prepare reports on health projects \*Supervision of cleaning and security in the office of

the CDRO \*Secretarial Services to IDIP meetings \*Making follow ups on unattended issues \*Monitor compliance on commitments made on the budget speech \*Coordinate budget speech inputs \*Coordinate inputs on MEC'S and Premier's awards \*Responding to client queries on behalf of the CDRO \*Prepare agenda items and invite relevant Stake Holders \*Coordination of IRM submissions \*Consolidation of Boiler reports on monthly basis \*Coordination of EPWP training between Regional Operations and Policy Planning Office \*Ensure implementation of Compliance to EPWP by Public Works Regional Offices \*Coordinate appointment of beneficiaries.

**Enquiries: Ms. M.R. Ntshabele, tel: (018) 387 2445**

**Assistant Director: Regional Operations**  
**Salary: R 174 243 p.a. (Level 9)**  
**Centre: Head Office (Mmabatho)**  
**Ref No: 2/12/31/2008**

**Requirements:** \*An Appropriate B Degree / National Diploma with relevant supervisory experience \*Knowledge of HR, Public Service Legislations and prescripts \*Facilitation, report writing, research and good communication skills \*MS Word, Excel and Power Point skills \*Knowledge of IRM, IDIP, GIAMA, Exposure to a high profile office, background of EPWP and NYS Projects \*Property and Asset Management Exposure \*Knowledge of Secretarial issues \* A drivers licence will be an added advantage.

**Duties:** \*Co-ordinate meetings, IDIP and client projects \*Co-ordinate IRM submissions and preparation thereof \*Responding to client queries \*Co-ordinate inputs for MEC and Premier's awards and prepare files thereof \*Monitoring of GIAMA compliance \*Prepare memos on behalf of the CDRO \*Compile monthly reports to clients \*Compile ISF reports \*Monitor projects and manage service providers (contractors) \*Ensuring that outstanding issues are attended to \*Liaise with both external and internal stake holders.

**Enquiries: Ms. M.R. Ntshabele, tel: (018) 387 2445**

**Assistant Director: Office of the CFO**  
**Salary: R 174 243 p.a. (Level 9)**  
**Centre: Head Office (Mmabatho)**  
**Ref No: 3/12/31/2008**

**Requirements:** \*Grade 12 and extensive relevant experience \*Knowledge and understanding of the PFMA, Public Service Regulations and other related government prescripts \*Must possess strong skills, be able to build networks internally and externally in Government \*Advanced computer literacy skills \*Be an independent thinker.

**Duties:** \*Manage and administer General Administration of the CFO's office \*Support the CFO in execution of functions in terms of the prescribed policies and instructions \*Provide

the CFO with information, as is required and agreed upon (research) \*Ensure distribution of accurate information to all managers to enhance sound administrative management in the Chief Directorate (delegation of tasks) \*Coordinate, facilitate and consolidate the monthly reports for the Chief Directorate \*Ensure that all correspondence received is responded to within a limited time frame \*Advise the CFO on appropriate action to take in line with correspondence received \*Peruse, scrutinize, understand and analyze different reports from internal and external stakeholders in order to assist the CFO \*Prioritizing and categorizing the in-tray of the Chief Director \*Monitor the compliance of submissions in terms of the relevant prescripts of regulations \*Liaise with internal and external stakeholders (Provincial and National Treasuries, Provincial Internal Audit, e.t.c) \*Ensure that minutes are taken as accurately as possible and circulated as per mandate \*Follow-up on issues that have been referred to various internal and external stakeholders \*Ensure continuous coordination and liaison with the CFO's secretary \*Assessing and managing the duties of the secretary to the CFO.

**Enquiries: Ms.T.C. Pule, tel: (018) 387 2051/2376**

**Principal Personnel Officer: Housing / Pension**  
**Salary: R 117 501 (Level 7)**  
**Centre: Head Office (Mmabatho)**  
**Ref No: 4/12/31/2008**

**Requirements:** \*Grade 12/ grade 10 with relevant experience \*Report writing, Communication, Negotiation skills and the ability to deal with conflict \*Coordination, Computer skills.

**Duties:** \*Processing of the application for state guarantee and housing allowance \*Capturing of state guarantee, housing allowance and bond deduction on the PERSAL system \*Liaising with financial institutions on client / members status \*Maintain up to date filing system \*Redemption and withdrawal of state guarantees \*Transfer of state guarantee. Processing of termination of service for retirement\* Processing of payment of leave gratuity \* Attending and responding to pensions queries and enquiries\* Processing applications on pensions \* Liaise with National Treasury on pensions matters.

**Enquiries: Mr. D. Setlhare, tel: (018) 387 2205**

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**DIRECTOR: HRM**  
**MR. P.J. MOREMEDI**

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**DATE**