

Department of Public Works and Roads

Sub-directorate: Performance Management & Development System

Personnel Officer

Salary: R123 738 per annum (SL 05) (Ref. 14/2014)

Head Office, Mmabatho

Requirements: • A Grade 12 Certificate or equivalent • Up to 2 years' experience in performance management and development. **Knowledge:** • Public Service Regulations • Public Service Act • PFMA • Treasury Regulations • Labour Relations Act. **Skills:** • Good communication (verbal and written) • Computer literacy • Presentation • Creativity • Analytical and report-writing. Persal knowledge will be an added advantage.

Duties: • Assist employees during the developmental stage of PMDS tools within the Department • Capture performance documents on the system • Conduct quality assurance on submitted PMDS tools • Provide advice on issues relating to the PMDS system • Maintain the PMDS database and ensure safekeeping of documents for future use • Compile consolidated assessment reports • Be responsible for logistic arrangements of moderation sitting and rendering a secretarial function during the session • Ensure that employees are assessed within a target period • Attend to queries and compile submissions to HOD for approval of performance rewards • Handle confirmation of probations.

Enquiries: Mr OP Bogosing, tel. (018) 388-4316

Sub-directorate: Land Administration

Administrative Clerk

Salary: R123 738 per annum (SL 05) (Ref. 15/2014)

Head Office, Mahikeng

Requirements: • A Matric certificate with 1-2 years' experience in fixed property administration. Post-Matric qualifications in Fixed Property/Asset Management will be added advantages • A driver's licence will be an added advantage. **Knowledge:** • The North West Land Administration Act, No 4 of 2001 • Government Immovable Asset Management Act, No 19 of 2007 • Public Financial Management Act, No 1 of 1999, as amended • National Treasury, and applicable policies. **Skills:** • Computer literacy (MS Word, PowerPoint and Excel) • Good communication and interpersonal • Report-writing.

Duties: • Keep and maintain incoming and outgoing registers • Handle the office administration of the component • Type office documents and other correspondence when required • Administer the filing system of important documentations of the component • Distribute documentation to various offices • Make photocopies, receive and send facsimiles and e-mails • Handle and make follow-ups and monitor routine enquiries from internal and external clients • Make travel arrangements and process VA2s, payment of invoices as well as travel and subsistence claims • Prepare documentation for the meetings and record minutes when required • Manage office equipment and order stationery for the component.

Enquiries: Mr PE More, tel. (018) 388-4629

Administrative Officer

Salary: R183 438 per annum (SL 07) (Ref. 16/2014)

Head Office, Mahikeng

Requirements: • A Matric certificate with 2 years' experience in fixed property administration. Post-Matric qualifications in Fixed Property/Asset Management will be added advantages • A driver's licence will be an added advantage. **Knowledge:** • The North West Land Administration Act, No 4 of 2001 • Government Immovable Asset Management Act, No 19 of 2007 • Public Financial Management Act, No 1 of 1999, as amended • National Treasury, and applicable policies. **Skills:** • Computer literacy (MS Word, PowerPoint and Excel) • Good communication and interpersonal • Report-writing.

Duties: • Update the commercial leases database • Ensure optimal utilisation of previously unutilised State-owned fixed properties • Coordinate revenue reports for lease portfolio in all districts • Attend to all enquiries/queries and requests from other stakeholders or external and internal clients.

Enquiries: Mr PE More, tel. (018) 388-4629

Sub-directorate: Office Accommodation Leasing

Senior Administration Officers (2 Posts)

Salary: R227 802 per annum (SL 08) (Ref. 17/2014)

Head Office, Mahikeng

Requirements: • An appropriate Bachelor's degree or diploma, preferably in Property, Facilities Management, the built environment or Business/Administrative Sciences • At least 3 years' Junior Management experience in a property/facilities management environment • A valid driver's licence (minimum Code EB) • Exposure to contract negotiations and administration. **Knowledge:** All applicable legislation, policies and prescripts that apply to Property or Facilities Management, ie: • Government-wide Immovable Asset Management Act (GIAMA) • Public Finance Management Act (PFMA) and Treasury Regulations • Supply Chain Management policies • Preferential Procurement Policy Framework Act (PPPEA) • Occupational Health and Safety Act. **Skills:** • The ability to work under pressure • Planning and organisational skills • Good client relations management • Conflict resolution • Negotiation • Willingness to travel extensively • A high level of verbal and written communication • People management and development • Willingness to travel extensively.

Duties: • Initiate and facilitate the development of the North West Provincial Government Office Accommodation needs portfolio • Develop and maintain, with monthly updates, a provincial office lease register reflecting financial implications for the State • Apply market research as well as office accommodation norms and standards in the demand management planning, allocation of State-owned office accommodation, and the acquisition of privately leased office accommodation • Conduct joint site inspections with clients for the purposes of putting in place beneficial lease agreements between landlords and client departments • Prepare specifications and make presentations to Bid Committees for the acquisition of office accommodation • Convene and participate in provincial office accommodation forums and follow up on bilateral and client specific engagements on office accommodation matters (Client Relations Management).

Enquiries: W Lechoenyo, tel. (018) 388-4594

Sub-directorate: Expanded Public Works Programme

Secretary to the Director: EPWP

Salary: R123 738 per annum (SL 05) (Ref. 18/2014)

Head Office, Mahikeng

Requirements: • A Matric certificate or equivalent. A secretarial certificate will be an added advantage • At least 1-2 years' secretarial or general administration experience in an office environment. **Knowledge:** • Public service legislation • Batho Pele principles. **Skills:** • Language (verbal) and the ability to communicate (written) well with people at different levels • Good telephone etiquette • Computer literacy with relevant software applications • Spreadsheets, word processing and database management • Sound organisational • A high level of reliability and ability to act with tact and discretion • Minute writing.

Duties: • Provide a secretarial/receptionist support service to the Senior Manager • Arrange meetings and events • Provide general office support, including creating and managing a register of incoming and outgoing documents for an effective filing and tracking system • Make travel arrangements and process invoices as well as travel and subsistence claims • Prepare documentation for meetings and record minutes of the meetings where required • Type correspondence and memos and consolidate reports • Handle procurement of standard items, such as ordering of equipment and stationery as required • Apply understanding of applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support of the Senior Manager.

Enquiries: Mr NP Dubula, tel. (018) 388-4191/4257

This Department is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. People with disability are encouraged to apply. An indication in this regard will facilitate the processing of applications.

Notes: Applications must be accompanied by a signed Z83 form, recent updated comprehensive CV as well as originally certified copies of all qualification(s) including Grade 12 (Senior Certificate), certified ID-document and the names of three contactable referees. 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 Qualifications Authority (SAQA). Candidates will be subjected to a security screening process. Applicants must indicate the post and reference number in their applications. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applications should be forwarded on time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. Candidates requiring additional information regarding an advertised post must direct their enquiries to the contact person indicated at each post.

All applications must be forwarded to the Head of the Department, Department of Public Works and Roads, Private Bag X2080, Mmabatho 2735, OR hand delivered to Office No 160, 1st Floor, New Building Head Office Complex, Old Parliament, Modiri Molema Road, Mmabatho 2735, for the attention of Mr ME Khaoue.

Closing date: 23 September 2014

Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. Persons requiring additional information regarding the advertised posts, should direct their enquiries to the individual mentioned at each post.



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Department: Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA