

Department of Public Works and Roads

IT IS OUR INTENTION TO PROMOTE REPRESENTATIVELY (RACE, GENDER AND DISABILITY) IN THE DEPARTMENT THROUGH THE FILLING OF THIS POST'S, E.G. WHITE, INDIAN, COLOURED MALES AND FEMALES, ALSO PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

Control Works Inspector: Electro-Mechanical

Salary: R 444 693 p.a (SL10)

• Ref No: BOJ 02/2018 • District Office

Requirements: • *Qualification and Experience:* • A National Diploma (T/N/S streams) or equivalent/N6 and passed trade test in the electrical/mechanical environment or registration as an Engineering Technician • A valid driver's license • 6 years' appropriate experience • *Knowledge:* • Public Service Act, Public Service regulations, Labour Relations Act, Public Service resolutions and the Public Service Delivery Documents • Performance Management Development System, Construction Manual, Public Finance Management Act and Occupational Health and Safety Act • *Skills:* • Numeracy skills • Good communication and interpersonal relations • Analytical and problem-solving abilities • Negotiation and conflict resolution skills • Creative and innovative • The ability to work independently and under pressure • The ability to interact with stakeholders on various levels • Sound report-writing skills • Presentation skills.

Duties: • Manage the process for identification of needs, new services and requirements for new work and repairs to existing work • Facilitate, coordinate and control implementation of new works, renovations and maintenance • Ensure compliance with relevant project documentation for new and existing structures • Manage activities of contractors and consultants • Gather and submit information in terms of the Extended Public Works Programme • Supervise, evaluate and develop personnel in the division • Ensure the implementation of the Performance Management Development System • Ensure compliance to Public Finance Management Act (PFMA) • Maintain discipline within the division.

Enquiries: Mr GT Motau, tel. 014 523 5706

Control Works Inspector: Buildings Maintenance

Salary: R 444 693 p.a (SL10)

• Ref No: BOJ 03/2018 • Madikwe Sub District

Requirements: • *Qualification and Experience:* • A National Diploma (T/N/S streams) or equivalent/N6 and passed trade test in the building environment or registration as an Engineering Technician • A valid driver's license • 6 years' appropriate experience • *Knowledge:* • Public Service Act, Public Service regulations, Labour Relations Act, Public Service resolutions and the Public Service Delivery Documents • Performance Management Development System, Construction Manual, Public Finance Management Act and Occupational Health and Safety Act • *Skills:* • Numeracy skills • Good communication and interpersonal relations • Analytical and problem-solving abilities • Negotiation and conflict resolution skills • Creative and innovative • The ability to work independently and under pressure • The ability to interact with stakeholders on various levels • Sound report-writing skills • Presentation skills.

Duties: • Manage the process for identification of needs, new services and requirements for new work and repairs to existing work • Facilitate, coordinate and control implementation of new works, renovations and maintenance • Ensure compliance with relevant project documentation for new and existing structure • Manage activities of contractors and consultants • Gather and submit information in terms of the Extended Public Works Programme • Supervise, evaluate and develop personnel in the division • Ensure the implementation of the Performance Management Development System • Ensure compliance to Public Finance Management Act (PFMA) • Maintain discipline within the division.

Enquiries: Mr GT Motau, tel. 014 523 5706

Artisan Foreman Grade A - Building Maintenance (2 Posts)

Salary: R 286 500 p.a (OSD)

• Ref No: BOJ 04/2018 • Madikwe and Brits Sub- District

Requirements: • *Qualification and Experience:* • An appropriate Trade Test certificate (Carpentry or Bricklaying) • 5 years' post qualification experience as an Artisan in the relevant field • A valid driver's license (Code 8/10) • *Knowledge:* • Public Service Act, PFMA, PMDS,OHS, Compilation of tender documents • Processes and procedures • Project management • Legal compliance and Computer aided technical • *Skills:* • Communication • Team leadership • Technical report writing, customer focus and responsiveness, Conflict management and Computer Literacy.

Duties: • Supervise Artisans within the carpentry and bricklaying fields, maintain fixed assets in respect of carpentry, ensure compliance with the OHS Act, provide technical advice and support to clients and management in relation to repairs, renovations and new buildings, ensure proper usage and safeguarding of state resources, provide in-service training for unskilled workers, Monitor daily performance of subordinates • Compile monthly and progress reports.

Enquiries: Mr Tsoku, tel. 014 555 5341/2 and Mr Modisane, tel. 012 250 1616

Artisan Foreman Grade A (Mechanical)

Salary: R 286 500 p.a (OSD)

• Ref No: BOJ 05/2018 • Mankwe Service Point

Requirements: • *Qualification and Experience:* • A relevant Diesel Mechanical Trade test certificate • 5 years' post qualification experience as an Artisan in the relevant field • A valid Code 08 or 10 driver's license • *Knowledge:* • Public Service Act, PFMA, PMDS, Project Management, Legal compliance • Technical analysis computer- aided technical applications • *Skills:* • Problem –solving, decision making, teamwork, analytical, creativity, self-management, Customer focus and responsiveness, Conflict management, planning, organizing and communication.

Duties: • Control and supervise workshop activities within the Service Point • Conduct site inspections. Manage leave and maintain discipline • Identify engineering technical needs • Ensure compliance with safety codes and regulations • Manage unit staff • Compile monthly reports • Manage performance of subordinates.

Enquiries: Mr Kotlhai, tel. 014 523 5707

Artisan Production Grade A (Mechanical)

Salary: R179 523 p.a (OSD)

• Ref No: BOJ 06/2018 • Rustenburg Service Point

Requirements: • *Qualification and Experience:* • A relevant Diesel Mechanical trade test certificate. • 3 years' practical experience in the relevant field • A valid Code 08 or 10 driver's license • *Knowledge:* • Technical analysis computer-aided technical applications • *Skills:* • Problem-solving, decision making, teamwork, analytical, creativity, self-management, customer focus and responsiveness, communication, planning and organizing skills.

Duties: • Produce designs according to client specification and recognized standards, assure the quality of produced objects, inspect equipment and facilities for technical faults, repair equipment and facilities according to schedule, assure the quality of service and maintained equipment and facilities, compile and submit reports, provide inputs into the operational, keep and maintain job record/register and supervise and mentor subordinates, ensure continuous individual development to keep up with new technologies and procedures.

Enquiries: Mr Kotlhai, tel. 014 523 5707

Principal Road Superintendent

Salary: R 299 709 p.a (SL 8)

• Ref No: BOJ 07/2018 • Moretele Service Point

Requirements: • • *Qualification and Experience:* • National Diploma/N6 Civil Engineering with 3 years' experience in a roads related field or Senior Certificate (Grade 12) with 6 years' experience in a roads related field • A valid Code 08 or 10 drivers' license • *Knowledge:* • Public Service Act, Public Service Regulations, Labour Relations Act and Public Service Delivery Documents • Performance Management Development System, standard specifications for roads and bridges, Construction Manual and Roads Signs Manual • Roads Act, Road Traffic Act, Road Ordinance Act, Ribbon Development Act, Public Finance Management Act and Occupational Health and Safety Act • *Skills:* • Numeracy, Good communication and interpersonal relations • Analytical and problem solving skills • Negotiation and conflict resolution skills • Creativity and innovation • The ability to work independently and under pressure • The ability to interact with stakeholders at various levels • Sound report writing skills • Presentation skills.

Duties: • Manage maintenance of surfaced and gravel roads • Maintain road construction equipment and vehicle safety stakeholders • Construct waterproof gravel roads • Rebuild surfaced road shoulders • Manage hired plant for road re-gravelling • Re- gravel roads within the District • Liaise extensively with communities and different stakeholders • Render selected support to local authorities • Supervise, evaluate and develop personnel in the division • Ensure the implementation of the Performance Management Development System • Ensure compliance with the Public Finance Management Act • Maintain discipline within the service point and negotiate with road safety stakeholders.

Enquiries: Mr J Van Wyk, tel. 014 523 5709

Principal Road Works Foreman

Salary : R 242 475p.a (SL 7)

• Ref No: BOJ 08/2018 • Swartruggens Service points

Requirements: • *Qualification and Experience:* • Senior Certificate (Grade 12) with 5 years' experience in a roads related field • A valid Code 08 or 10 drivers' license • *Knowledge:* • Public Service Act, Labour Relations Act, Public Service Resolutions and Public Service Delivery Documents • Standard specifications for roads and bridges • The construction manual • Roads signs manual • Roads act • Roads ordinance act • Ribbon development act • Public finance management act and Occupational health and safety act • *Skills:* • Numeracy, Good communication and interpersonal relations • Analytical and problem solving skills • Negotiation and conflict resolution skills • Creative and innovative • The ability to work independently and under pressure • The ability to interact with stakeholders at various levels • Sound report writing skills • Presentation skills.

Duties: • Ensure routine road maintenance, e.g. patching, edge repairs, crack sealing, grading of gravel roads and shoulders, road signs, road marking, drainage and reserve structures (culverts and bridges) • Render selected support to local authorities • Ensure that road reserves are clearly demarcated and cleaned • Maintain gravel shoulders on tar, surfaced and gravel roads • Maintain drainage structures • Evaluate and development of personnel in the sub division • Implement the Performance Management Development System • Ensure OHS compliance.

Enquiries: Mr Mogapi, tel. 014 544 0164

Labour Relations Officer

Salary: R 242 475 p.a (SL7)

• Ref No: BOJ 09/2018 • District office

Requirements: • *Qualifications and experience:* • Senior Certificate (Grade 12) plus 3 years' National Diploma/Degree in Labour Relations, Human Resources Management or Labour Law • 2-3 years' practical experience in the field of labour law or Labour Relations • A valid driver's license • *Skills:* • Must have good verbal and written communication skills • Computer literacy in Microsoft packages • Demonstrate good interpersonal skills • *Competencies:* • Good knowledge of Labour Law legislation and prescripts as well as Public Service Legislation is a pre-requisite for the position • Ability to represent the Department during bi-and- multilateral meetings with Trade Unions.

Duties: • The incumbent will be responsible for the promotion of sound labour relations in the Department through ensuring compliance with labour legislation, monitoring of fair labour practices and the implementation of Departmental processes, procedures and systems in terms of labour law and Public Service prescripts • Act as an Employer Representative and Chairperson during disciplinary hearings as well as an Investigation Officer in formal grievance cases • Representing the employer at PSCBC, GPSSBC and CCMA conciliations and Arbitrations meeting • Keeping and maintaining of work registers on grievance, disputes, misconduct and labour unrest.

Enquiries: Ms Sikwe, tel. 014 523 8346

Personnel Practitioner: Recruitment and Selection

Salary:R 242 475 p.a (SL7)

• Ref No: BOJ 10/2018 • District office

Requirements: • *Qualifications and experience:* • Senior Certificate (Grade 12) plus 3 years' National Diploma/Degree in Human Resources Management or Public Management/Public Administration • 2-3 years' practical experience in the field of *Human Resource Management:* • Recruitment • Persal certificate and valid driver's license will be an added advantage • *Skills:* • Must have good verbal and written communication skills • Computer literacy in Microsoft packages • Demonstrate good interpersonal skills • Planning, organizing, project management and presentation skills • *Competencies:* • Good knowledge of Public Service Act and Regulations, Departmental

Recruitment and Selection policy and other related policies, Affirmative Action, Employment Equity Act, Labour Relations Act, Skills Development Act.

Duties: • The incumbent will be responsible for coordinating of all operational processes related to recruitment and selection • Pre-advertisement and post-advertisement activities • Perform all recruitment and selection administrative related duties • Provide specialist advice and guidance to clients in terms of recruitment and selection • Provide administrative duties and adhere to policies • Perform supervisory functions, compile monthly and quarterly reports.

Enquiries: Ms Selekolo, tel.014 523 8396

Senior State Accountant Asset Management

Salary: R 299 709 p.a (SL8)

• Ref No: BOJ 11/2018 • District Office

Requirements: • *Qualification and experience:* • Grade 12/Standard 10 (Senior Certificate) or N3 Certificate • A relevant National Diploma /Degree in Finance or Supply Chain Management • A minimum of 3-5 years' relevant working experience of which 2 years' must be at supervisory level • WALKER/BAS Certificate • A valid driver's license • *Knowledge:* • Public Service Act • Public Finance Management Act and Treasury Regulations • Asset management Framework • Labour Relations Act • Baud system • Supervisory knowledge • *Skills:* • Computer skills • Communication (written and verbal) skills • Report writing skills • Customer care, ability to work under pressure and deliver to tight timelines, in a team and independently • Conflict resolution and Initiative skills.

Duties: • Manage inventory and movable assets within the District • Ensure scheduled verification of assets and reconciliation thereof • Assist in identification of assets to be disposed and ensure smooth disposal process • Consolidate District assets needs and compile asset demand plan • Loss Control Management • Compile monthly report • Inputs to Annual & Interim Financial Statements Supervise evaluate and develop staff in the unit.

Enquiries: Ms Yawa, tel. 014 523 8397

Senior Admin Officer - Budget, Payment and Revenue

SALARY: R 299 709 p.a (SL8)

• Ref No: BOJ 12/2018 • District Office

Requirements: • *Qualification and Experience:* • Grade 12 (Senior Certificate) or N3 Certificate • A relevant National Diploma/Degree in Financial Management • At least 3-5 years' relevant working experience in Financial Management (Budget, Payments and Revenue etc.) of which 2 years' must be at supervisory level • BAS/ WALKER certificate • A valid driver's license will be an added advantage • *Knowledge:* • Public Service Act, Treasury Regulations, PFMA, PMDS, Labour Relations Act, reporting, supervision, evaluation of subordinates • *Skills:* • Computer literacy (MS Excel) • Report writing skill • Good communication and interpersonal relation skills • Analytical and problem solving • Negotiation and conflict resolution skills • Ability to interact with other stakeholders at various levels • Ability to work under pressure.

Duties: • Render budget support service and financial accounting transactions • Manage cash flow of the District • Supervise, evaluate and develop personnel in the unit • Compile monthly reports.

Enquiries: Mr Molatlhegi, tel. 014 523 8334

Road Works Foreman (2 Posts)

Salary: R163 563 p.a (SL 5)

• Ref No: BOJ 13/2018 • Moretele Service points

Requirements: • *Qualification and Experience:* • Senior Certificate (Grade 12) • 3 years' relevant experience • A valid Code 08 or 10 drivers' license • *Knowledge:* • Basic knowledge of OHS, Public Service Act and Departmental policies • Usage of basic hand tools • *Skills:* • Ability to operate elementary machines • Basic interpersonal relations • Planning and organizing. Computer literacy.

Duties: • Perform manual labour of a routine nature in support of road works specialists • Ensure roads are properly marked, well erected and maintain the road signs • Ensure well maintained pavement on tar roads • Provide clearly demarcated and clean road reserve • Ensure well maintained gravel shoulders on tar roads and surface on gravel roads • Provide and maintain drainage structures • Perform supervisory functions.

Enquiries: Mr Otto, tel. 012 250 1616

Driver Operator (2 Posts)

Salary: R115 437 p.a (SL3)

• Ref No: BOJ 14/2018 • Mankwe and Brits Service Point

Requirements: • *Qualification and Experience:* • A Grade 8-10 results /ABET certificate (Level 1-3) • A valid driver's license (Code C, EC, EC1) as well as a valid PDP (Professional Driver's Permit) • At least 2 years' experience in handling the relevant machines/equipment • Locality would be an added advantage • Physically fit and have sober habits • *Knowledge:* • Basic knowledge of earthmoving equipment, road construction and maintenance techniques, as well as Occupational Health (OHS) and Safety standards • *Skills:* • Verbal communication skills • The ability to operate machines and equipments • Responsible, hardworking and punctual • Practical evaluation after interviews.

Duties: • Operate various construction equipment • Regularly service plant • Report defects on plant machinery and vehicles • Check roadworthiness of plant and vehicles • Daily and monthly reporting to supervisor.

Enquiries: Mr Khuduge, tel 014 555 5317/8 and Mr Otto, tel. 012 250 1616

Driver

Salary: R 115 437 p.a (SL3)

• Ref No: BOJ 15/2018 • Madikwe Sub District

Requirements: • *Qualification and Experience:* • Grade 8-10 results/ABET certificate (Level 1-3) • A valid driver's license (Code C, EC, EC1) as well as a valid PDP (Professional Driver's Permit) • At least 2 years' driving experience • Locality would be an added advantage • Physically fit and have sober habits • *Knowledge:* • Transport policy and prescripts • Procedures to ensure that the vehicle is maintained properly • Road traffic Act. Public Service Acts and Departmental policies • Occupational Health and Safety standards • *Skills:* • Communication, good driving skills with sober habits • Ability to operate vehicle • Ability to read, write and apply safety • Driving and organizing • Ability to apply safety.

Duties: • Drive light and medium motor vehicles to transport passengers and deliver other items (e.g mail and documents) • Do routine maintenance on the allocated vehicle and report defects timely • Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled • Render a clerical support/messenger service in the relevant office.

Enquiries: Mr Tsoku, tel. 014 5555341/2

Tradesman Aid (2 Posts)

Salary: R 96 549 p.a (SL2)

• Ref No: BOJ 16/2018 • Mankwe/Brits (1) and Madikwe Sub- District(1)

Requirements: • *Qualification and Experience:* • Grade 8-10 results/ABET certificate (Level 1-3) • No experience required • General worker experience and locality would be an added advantage • *Knowledge and Skills:* • Communication and interpersonal relation skills • Ability to handle basic tools • Ability to operate equipment and machines • Ability to take instructions.

Duties: • Perform routine tasks that require the use of hand tools and often require some physical effort • Assist Artisans while performing their duties • Clean and create orderly work environment • Provide elementary support to higher level work output.

Enquiries: Mr Tsoku, tel. 014 5555341/2 and Mr Modisane, tel. 012 2501616

Admin Clerk

Salary: R 163 563 p.a (SL 5)

• Ref No: BOJ 17/2018 • Swartruggens Service Point

Requirements: • *Qualification and Experience:* • Senior Certificate (Grade 12) or N3 with 2 years' administration experience • PERSAL/ BAS/WALKER certificate will be an added advantage • *Knowledge:* • Clerical duties and practices • The ability to capture data, operate a computer and collect statistics • Understanding of the legislative framework governing Public Service • Working procedures in terms of the working environment • *Skills:* • Computer literacy • Planning and organizing skills • Language skills • Good verbal and written communication skills.

Duties: • Render general clerical support services • Implement human resource administration practices • Address human resource administration enquiries • Provide supply chain clerical support • Provide personnel administration clerical support services within the component • Provide financial administration support services in the component.

Enquiries: Mr Mogapi, tel. 014 544 0164

Messenger

Salary: R 96 549.00 p.a (SL2)

• Ref No: BOJ 18/2018 • District office

Requirements: • *Qualifications and experience:* • Grade 8-10 results/ABET certificate (Level 1-3) • No experience required • General administrative worker experience and locality would be an added advantage • *Skills:* • Basic literacy • Ability to perform routine tasks including verbal exchange of information • Must have good communication skills • *Competencies:* • Good knowledge courier services: • how to fetch and deliver documents/files • Register procedure which must be complied with before documents can be posted etc • Basic safety procedures which must be followed.

Duties: • The incumbent will be responsible for Messenger services • Structured work content with few well defined tasks such as fetching, deliver documents and articles • Receive instruction/guidance on subject areas • Register documents accordingly.

Enquiries: Ms Molokwane, tel. 014 523 8303

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's, e.g. White, Indian, Coloured Males and Females and People with disability are encouraged to apply. The candidate's whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

Notes: Applications must be accompanied by 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 Qualification Authority (SAQA). Candidates will be subjected to security screening process. Applicants must indicate the post and reference number in their applications. 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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Candidates requiring additional information regarding an advertised post, must direct their enquiries to the different Enquiries of the posts.

All applications must be forwarded to the following address **The Head of the Department, Department of Public Works and Roads, Private Bag x 82063, Rustenburg, 0300 or Hand deliver to Office No. 1697 Zendeling Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300.** For attention: Ms S Magwaza.

The Department reserves the right not to make an appointment.

Advertised Date: 01 November 2018 **Closing Date:** 26 November 2018

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.



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