

## 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.

### Head Office

#### Legal Administration Officer

Salary: R 273 303 p.a. (MR4)

- RefNo: HO/1/2018
- Head Office, Mmabatho

**Requirements:** • Matric plus LLB degree or any other 4 years legal Qualifications • At least 8 years' post-qualification legal experience • Extensive experience at supervisory level in litigation, legislative drafting, drafting of legal opinions and in-depth knowledge of Labour Relations in the Public Service • Knowledge of PFMA, PAIA, PAJA and the Constitutional is essential • Good verbal and written communication and negotiation skills • Good conflict resolution and management skills • Computer literacy in Microsoft packages • A valid driver's license • **Knowledge and Skills:** • Computer literacy, interpersonal, written and verbal communication skills • Ability to work independently and within a team • Ability to work under pressure and meet tight deadlines.

**Duties:** • Draft, edit and review legislation and subordinate legislation • Develop, review and edit policies and procedure manuals • Draft and review various legal instruments • Attend to litigation involving the Department • Ensure that both disciplinary and grievance procedures are maintained in the Department • Implement collective agreements and provide advocacy in collective agreements and other relevant prescripts in the Department • *Provide legal support to the Director.* • Legal services to ensure compliance with relevant legislation • Prepare legal advice to the Executive Authority, HOD and line managers • Advice on the drafting and vetting of contracts and other legal instruments.

Enquiries: Mr P Koele, tel. 018 388 4143

#### Legal Administration Officer

Salary: R 331 692 p.a. (MR5)

- RefNo: HO/12/2018
- Head Office, Mmabatho

**Requirements:** • Matric plus LLB degree or any other 4 years legal Qualifications • At least 14 years' post-qualification legal experience • Extensive experience at supervisory level in litigation, legislative drafting, drafting of legal opinions and in-depth knowledge of Labour Relations in the Public Service • Knowledge of PFMA, PAIA, PAJA and the Constitutional is essential • Good verbal and written communication and negotiation skills • Good conflict resolution and management skills • Computer literacy in Microsoft packages • A valid driver's license • **Knowledge and Skills:** • Computer literacy, interpersonal, written and verbal communication skills • Ability to work independently and within a team • Ability to work under pressure and meet tight deadlines.

**Duties:** • Draft, edit and review legislation and subordinate legislation • Develop, review and edit policies and procedure manuals • Draft and review various legal instruments • Attend to litigation involving the Department • Ensure that both disciplinary and grievance procedures are maintained in the Department • Implement collective agreements and provide advocacy in collective agreements and other relevant prescripts in the Department • *Provide legal support to the Director.* • Legal services to ensure compliance with relevant legislation • Prepare legal advice to the Executive Authority, HOD and line managers • Advice on the drafting and vetting of contracts and other legal instruments.

Enquiries: Mr P Koele, tel. 018 388 4143

#### Deputy Director: Human Resource Information Management

Salary: R 697 011 p.a. (SL-11)

- RefNo: HO/13/2018
- Head Office, Mmabatho

**Requirements:** • Grade 12 Certificate plus Bachelor's Degree or National Diploma in Human Resource Management/Public Administration • Minimum of 3 to 5 years' relevant management experience in the Human Resource Information Management environment • Persal literacy in Salary/Personnel Administration and establishment administration (certificates to be attached) • Controller's course will be added advantage • Experience in data manipulation and in the application of Excel and PowerPoint • **Knowledge and skills:** • Knowledge of Public Service Act and Regulations • Good communication and presentation skills • Good sense of duty • Ability to interpret and apply policy • A valid driver's license.

**Duties:** • Generate, analyse and produce human resource information reports for management planning and decision making • Monitor and facilitate all activities with regard to PERSAL access security procedure • Ensure HRM client support and sound establishment administration • Oversee the functioning of Departmental PERSAL Controllers • Manage human and financial resources of the sub-directorate.

Enquiries: Ms NV Matlapeng, tel. 018 388 4287

#### Assistant Director: Organisational Structuring and Job design

Salary: R 356 289 p.a. (SL09)

- RefNo: HO/14/2018
- Head Office, Mmabatho

**Requirements:** • Grade 12 Certificate plus Bachelor's Degree or National Diploma in Management Services/Operations Management/Production Management/Industrial Organisation Psychology • Job evaluation certificate • 6 years' experience in an organisational development environment • At least 3 years' must be at a supervisory level • **Knowledge and skills:** • Knowledge of applicable Public Service Prescripts (Acts, Regulations and Ministerial Directives) and government transformation imperatives • Good communication and presentation skills • Good sense of duty • Ability to interpret and apply policy • Computer literacy • Good report writing skills • Problem solving and Conflict resolution skills • A valid driver's license.

**Duties:** • Facilitate the development and implementation of organizational structure • Coordinate and manage the development of job descriptions • Provide job evaluation services and implementation of Ministerial directives on job grading • Coordinate development of business processes • Coordinate development and management of standard operating procedures • Manage the performance and development of the Unit.

Enquiries: Ms B Nkopo, tel. 018 388 4250

#### Chief Architect Grd A

Salary: R 866 967 p.a. (OSD)

- RefNo: HO/15/2018
- Head Office, Mmabatho

**Requirements:** • Grade 12 Certificate plus Degree in Architecture or relevant qualification • Registration with South African Council Architectural Profession (SACAP) as a professional Architect • A minimum of 6 years' post qualification architectural experience • A valid driver's license • **Knowledge:** • Knowledge in the following: • Contract documentation and administration • Act/regulations of Occupational Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislations • **Skills:** • Project Management • Research and Planning procedures; Financial management; Leadership abilities; Presentation and organising skills • Ability in applying expertise and technology • Communication (Verbal and written) skills • Ability to work under pressure and meet deadlines; Conflict management • Ability in applying expertise and technology; Human resource skills • In-depth knowledge of computer aided engineering software.

**Duties:** • Perform architectural activities on state-owned and/or leased buildings, structures and facilities • Co-ordinate professional teams on all aspects regarding architectural services • Ensure adherence to relevant norms and standards • Provide architectural services, advice and technical support • Ensure the adoption of technical and cost effective architectural design strategies • Develop architectural related policies methods and strategies • Provide solutions on non-compliance of building performance and quantity determination • Review design solutions including project and cost plans and estimates submitted by building designers • Develop architectural related policies methods and practices • Provide solutions on non-compliance of and failure of designs • Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; *Human/Capital development:* Mentor and train Candidate Architects and related technical personnel.

Enquiries: Ms ME Mati, tel. 018 388 4496

#### Architect Production Grd A (4 posts)

Salary: R 594 150 p.a. (OSD)

- RefNo: HO/16/2018
- Head Office, Mmabatho

**Requirements:** • Grade 12 Certificate plus Degree in Architecture or relevant qualification • Compulsory Registration with South African Council Architectural Profession (SACAP) as a professional Architect • A minimum of 3 years' appropriate post qualification architectural experience • A valid driver's license • **Knowledge:** • Knowledge in the following: • Contract documentation and administration, Act/regulations of Occupational Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislations • **Skills:** • Project Management • Research and Planning procedures • Financial management • Leadership abilities • Presentation and organising skills • Ability in applying expertise and technology • Communication (Verbal and written) skills • Ability to work under pressure and meet deadlines • Conflict management • In-depth knowledge of computer aided engineering software.

**Duties:** • Perform architectural activities on state-owned or leased buildings, structures and facilities • Co-ordinate professional teams on all aspects regarding architectural services • Ensure adherence and compliance to relevant norms and standard • Provide architectural advice and technical support in the evaluation of solutions • Ensure the adoption of technical and quality cost effective architectural design strategies • Develop architectural related policies methods and practices; Provide solutions on non-compliance of and failure of designs • Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; *Human Capital development:* Mentor and train Candidate Architects and related technical personnel.

Enquiries Ms ME Mati, tel. 018 388 4496

#### Quantity Surveyor: Production Grd A-C (3 Posts)

Salary: R 603 057 p.a. (OSD)

- RefNo: HO/17/2018 • Head Office, Mmabatho

**Requirements:** • Grade 12 Certificate plus An appropriate Degree in Quantity Survey or relevant qualification • A minimum of 3 years post qualification Quantity Surveying experience • Compulsory registration with SACQSP as a professional Quantity Surveyor • A valid driver's License • **Knowledge:** • Programme and Project Management • Quantity Survey legal and operational compliance • Quantity Survey operational communication • JBCC Contracts • **Skills:** • Process knowledge and skills • Maintenance skills and knowledge • Mobile equipment operational skills • Research and development • Computer engineering-aided applications • Creating high performance culture • Technical consulting; Professional judgement • Strategic capability and leadership • Problem solving and analysis • Decision making • Team leadership • Creativity • Financial management • Customer focus and responsiveness • Communication (written and verbal) • In-depth knowledge of computer aided engineering software • People management • Planning and organising • Conflict management • Change management.

**Duties:** • Perform quantity survey activities on state owned or leased buildings, structures and facilities • Co-ordinate professional teams on all aspects regarding quantity survey services • Ensure adherence to quantity determination standards • Provide quantity survey advice and technical strategies • Develop quantity survey related policies methods and practices • Provide solutions on non-compliance on quantity determination • Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel • Ensure adherence to the requirements of professional registration • *Human Capital development:* Mentor, train and develop Candidate Quantity Survey and related technical personnel. Supervise quantity survey work and processes • Administer performance and development • *Office administration and budget planning:* • Manage resources, prepare and consolidate inputs for the facilitation of resource utilization • Ensure adherence to regulations and procedure for procurement and personnel human resource administration • Monitor and control expenditure and service delivery • Research/literature studies on quantity survey to improve expertise.

Enquiries Ms ME Mati, tel. 018 388 4496

#### Engineer-Civil (1), And Structural (1), Production Grd A

Salary: R 679 338 p.a. (OSD)

- RefNo: HO/18/2018
- Head Office, Mmabatho

**Requirements:** • Grade 12 Certificate plus Engineering Degree (B Eng/ BSC (Eng)

• Compulsory Registration with Engineering Council of South Africa (ECSA) as a professional Engineer • A minimum of 3 years' appropriate post qualification technical experience • A valid driver's license • **Knowledge:** • Programme and Project management • Engineering design and analysis knowledge • Research and development • Computer-aided Engineering applications • Knowledge of legal compliance • Technical report writing; creating high performance culture • Professional judgement • Networking • **Skills:** • Decision making • Team leadership • Analytical skills • Creativity • Self management • Financial management • Customer focus and responsiveness • Communication • In-depth knowledge of computer aided engineering software • Planning and organising • Conflict management • Problem solving and analysis • People management • Change management • Innovation.

**Duties:** • Design new systems to solve practical engineering challenges and improve efficiency and enhance safety • Plan design, operate and maintain engineering projects • Develop cost-effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • Develop tender specifications • Ensure through evaluation that planning and design by others is done according to norms and standards and code of practice • Approve engineering works according to prescribed norms and standards • *Human capital development:* • Ensure training and development of technicians, technologists and candidate engineers • Supervise the engineering work and processes • Administer performance management and development • *Office administration and budget planning:* • Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation • Ensure adherence to regulations and procedures for procurement and personnel administration • Monitor and control expenditure • Report on service delivery • *Research and development:* • Continuous professional development to keep up with new technologies and procedures • Research/literature studies on engineering technology to improve expertise • Liaise with relevant bodies/councils on engineering related matters.

Enquiries: Mr E Mangwengwende, tel. 018 388 3491/Cell: 084 732 1362

#### Engineering Technician Production Grd A Civil (1) and Structural (1)

Salary: R 293 652 p.a. (OSD)

- RefNo: HO/19/2018
- Head Office, Mmabatho

**Requirements:** • Grade 12 Certificate plus National Diploma in Civil Engineering or relevant qualification • Compulsory Registration with ECSA as a professional Engineering Technician • A minimum of 3 years' appropriate post qualification technical experience • A valid driver's license • **Knowledge:** • Project management • Technical design and analysis knowledge • Research and development • Computer-aided Engineering applications • Knowledge of legal compliance • Technical consulting • **Skills:** • Problem solving and analysis • Decision making • Team work • Creativity • Customer focus and responsiveness • Communication • In-depth knowledge of computer aided engineering software • Planning and organising • Change management • People management.

**Duties:** • *Render technical services under supervision:* • Assist Engineers, Technologists and associates in field and technical office activities • Promote safety in line with statutory and regulatory requirements • Adherence to existing technical manuals, standard drawings and procedures to incorporate new technology • Produce technical designs with specifications and authorize/make recommendations for approval by the relevant authority • *Perform administrative and related functions:* • Compile and submit reports as required • Provide inputs to the technical/engineering operational plan • Develop, implement and maintain databases • *Research and development:* • Keep up with new technologies and procedures • Research/literature studies on technical engineering technology to improve expertise • To liaise with relevant bodies/councils on architectural related matters • Follow approved programme of development for registration purposes.

Enquiries: Mr E Mangwengwende, tel. 018 388 3491/Cell: 084 732 1362

#### Assistant Director

##### Creditors Payments

Salary: R 356 289 p.a. (SL09)

- RefNo: HO/20/2018
- Head Office, Mmabatho

**Requirements:** • Senior/Grade 12 Certificate plus Diploma/Degree in Financial Management • 5 years' relevant work experience in Creditors Payments • A valid Driver's License • **Knowledge & Skills:** • Public Service Act, Treasury Regulation, PFMA, WALKER, Basic Accounting System (BAS), Invoice Tracking System, Computer Literacy, self motivated, reliable, integrity and honesty • Ability to work under pressure • Written and verbal communication skills.

**Duties:** • Administering Creditors payments • Administering open orders • Administering Departmental Bank Account • Administering rejections and re-issue of payments • Handling Audit queries. Supervision of sub-ordinates.

Enquiries: Ms SS Kalebe, tel. 018 388 1187

#### Assistant Director: Monitoring

Salary: R356 289 p.a. (SL 9)

- RefNo: HO/25/2018
- Head Office, Mmabatho

**Requirements:** • Matric plus a 3 year Degree or National Diploma in Public Administration/management/monitoring and evaluation • 3 to 5 years' related experience in monitoring of institutional performance • Valid code 8 driver's license • **Knowledge:** • Working knowledge of the public service with specific reference to the Public Service Act, Public Service Regulations, the Public Finance Management Act and detailed knowledge of the Framework for Managing of Programme Performance Information, Framework for Strategic and Annual Performance Plans and public sector reporting requirements • Working knowledge of evidence-based monitoring and evaluation • **Skills:** • Report-writing and presentation skills • Excellent communication and analytical skills • Good interpersonal skills and good verbal and written communication skills in English • Knowledge of processes and procedures related to data collection, data analysis, methods and tools • Computer literacy with regards to MS Word, Excel and Power-point • A team-work orientation and ability to be flexible and responsive to the demands of the environment • Experience in respect of the management of operational and project plans.

**Duties:** • *Report to the Deputy Director:* • Monitoring • Development of monitoring and reporting tools • Assessment of institutional performance against pre-determined objectives. Manage and coordinate the submission of monthly, quarterly and annual performance reports • Collect and assess documentation (portfolios of evidence) in line with the requirements of the Auditor General • Subordinate supervision and management • Assist/ensure the development of standard operating procedures for pre-determined indicators and targets.

Enquiries: Ms HM Pretorius, tel. 018 388 1366

### Dr Ruth Segomotsi Mompoti District

#### Artisan Production Grd A - Electrical (3 Posts)

Salary: R179 523 p.a. (OSD)

- RefNo. RSM 17/2018
- Greater Taung Sub-District

**Requirements:** • *Qualification and Experience:* • Grade 10 school report • Appropriate Trade Certificate (Electrical) and Valid driver's license • Leaner/Apprentice experience will be an added advantage • **Knowledge:** • Technical analysis and applications, Technical report writing, Problem-solving and Decision making, Team work, OHS Act • **Skills:** • Analytical skills, Creativity, Self-management, Customer focus and responsiveness.

**Duties:** • Perform and supervise technical design production • Operation of electrical maintenance services • Perform administration and related functions • Manage human and capital resources • Maintain and advance expertise.

Enquiries: Mr LJ Chabaeese, tel. 053 994 1607

#### Artisan Production Grd A - Carpenter (4 Posts)

Salary: R179 523 p.a. (OSD)

- RefNo. RSM 18/2018
- Taung Sub-District

**Requirements:** • *Qualification and Experience:* • Grade 10 School report • Appropriate Trade Certificate • Valid driver's license • Leaner/Apprentice experience will be an added advantage • **Knowledge:** • Technical analysis and applications, Technical report, OHS Act • **Skills:** • Analytical skills, Creativity, Self-management, Customer focus and Team work, Problem-solving and Decision making.

**Duties:** • Perform and supervise technical design production • Operation of carpentry services • Perform administration and related functions • Manage human and capital resources • Maintain and advance expertise.

Enquiries: Mr LJ Chabaeese, tel. 053 994 1607

#### Artisan Production Grd A - Welder (3 Posts)

Salary: R179 523 p.a. (OSD)

- RefNo. RSM 19/2018
- Taung Sub-District

**Requirements:** • *Qualification and Experience:* • Grade 10 School report • Appropriate Trade Certificate • Valid driver's license • Leaner/Apprentice experience will be an added advantage • **Knowledge:** • Technical analysis and applications, Technical report, Problem-solving and Decision making, Team work • OHS Act • **Skills:** • Analytical skills, Creativity, Self-management, Customer focus and responsiveness.

**Duties:** • Perform and supervise technical design production • Operation of welding services • Perform administration and related functions • Manage human and capital resources • Maintain and advance expertise • Perform administration and related functions.

Enquiries: Mr LJ Chabaeese, tel. 053 994 1607

#### Artisan Production Grd A - Bricklayer (4 Posts)

Salary: R179 523 p.a. (OSD)

- RefNo. RSM 20/2018
- Taung Sub-District (2) • Kagisano/Molopo Sub-District (2)

**Requirements:** • *Qualification and Experience:* • Grade 10 school report • Appropriate Trade Certificate • Valid driver's license • Leaner/Apprentice experience will be an added advantage • **Knowledge:** • Technical analysis and applications, OHS Act • **Skills:** • Analytical skills, Creativity, Self-management, Technical report, Problem-solving and Decision making, Team work, Customer focus and responsiveness.

**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 LJ Chabaeese, tel. 053 994 1607

#### Artisan Production Grd A - Painter (2 Posts)

Salary: R179 523 p.a. (OSD)

- RefNo. RSM 21/2018
- Taung Sub-District

**Requirements:** • *Qualification and Experience:* • Grade 10 school report • Appropriate Trade Certificate • Valid driver's license • Leaner/Apprentice experience will be an added advantage • **Knowledge:** • Technical analysis and applications, OHS Act • **Skills:** • Analytical skills, Creativity, Self-management, Customer focus and responsiveness.

**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 LJ Chabaeese, tel. 053 994 1607

#### Artisan Production Grd A - Plumber

Salary: R179 523 p.a. (OSD)

- RefNo. RSM22/2018 • Taung Sub-District

**Requirements:** • *Qualification and Experience:* • Grade 10 school report • Appropriate Trade Certificate • Valid driver's license • Leaner/Apprentice experience will be an added advantage • **Knowledge:** • Public Service Act, LRA & OHS Act • Skills Technical analysis and applications, Technical report, Problem-solving and Decision making, Team work • **Skills:** • Analytical skills, Creativity, Self-management, Customer focus and responsiveness.

**Duties:** • Perform and supervise technical design production • Perform plumbing services • Perform administration and related functions • Manage human and capital resources

• Maintain and advance expertise • Perform and supervise technical design production.

Enquiries: Mr LJ Chabaeese, tel. 053 994 1607

#### Artisan Production Grd A - Mechanical (6 Posts)

Salary: R179 523 p.a. (OSD)

- RefNo. RSM 23/2018
- Taung Sub-District (2) • Naledi Sub-District (2) • S/Reneke Sub-District (2)

**Requirements:** • *Qualification and Experience:* • Grade 10 school report • Appropriate Trade Certificate • Valid driver's license • Leaner/Apprentice experience will be an added advantage • **Knowledge:** • Technical analysis and applications, Technical report, OHS Act • **Skills:** • Analytical skills, Creativity, Self-management, Customer focus and responsiveness • Problem-solving and Decision making, Team work • Computer skills.

**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 supervise technical design production • Operation of maintenance services.

Enquiries: Mr LJ Chabaeese, tel. 053 994 1607 or Mr MS Kgopodithata, tel. 053 927 5914 or Mr BV Mosala, tel. 053 297 9631

#### Artisan Production Grd A -Diesel Mechanic

Salary: R179 523 p.a. (OSD)

- RefNo. RSM 24/2018
- Kagisano/Molopo Sub-District

**Requirements:** • *Qualification and Experience:* • Grade 10 school report • Appropriate Trade Certificate (Mechanical) • A valid driver's license • Leaner/Apprentice will be an added advantage • **Knowledge:** • Technical analysis and applications, Technical report, Problem-solving and Decision making, Team work OHS Act • **Skills:** • Analytical skills, Creativity, Self-management, Customer focus and responsiveness.

**Duties:** • Perform and supervise technical design production • Operation at maintenance services • Perform administration and related functions • Manage human and capital resources • Maintain and advance expertise.

Enquiries: Mr GM Jonas, tel. 053 998 3606

#### Artisan Foreman Grd A - Mechanical

Salary: R334 505,00 p.a. (OSD)

- RefNo. RSM 25/2018
- S/Reneke Sub-District

**Requirements:** • *Qualification and Experience:* • Grade 10 school report • Appropriate Trade test Certificate • 5 years' post-qualification experience as an Artisan • **Knowledge:** • OHS Act, LRA & Public Service Regulations, Technical analysis • Computer-aided applications, Knowledge of legal compliance, technical report, Production process knowledge and skills • **Skills:** • Problem solving and analysis, Decision making, team work Creativity, Change management, Financial management, Customer focus and responsiveness • Communications, Computer skills, Planning and organizing.

**Duties:** • Supervisor and produce design according to client specification and within limits of production capacity • Scheduling of work, organizing resources • Quality assurance of produced objects • Inspect equipments and facilities for technical faults • Obtain quotations and purchase (orders) required equipment and materials • Compile and submit report as required • Compile monthly reports • Manage performance of subordinates.

Enquiries: Mr BV Mosala, tel. 053 297 9631

#### Works Inspectors - Maintenance Operations (3 Posts)

Salary: R196 407 p.a. (SL 06)

- RefNo. RSM 26/2018
- District office

**Requirements:** • *Qualification and Experience:* • Grade 12 certificate, National Diploma (T/N/S STREAMS)/N6 or N3 with (Trade Test plus 5 years' experience) in the Building Environment • Registration as Candidate Engineering Technician will be an added advantage • Valid driver's license • **Knowledge:** • Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Resolutions, Public Service Delivery Documents, Performance Management Development System, Construction Manual, Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSa) • **Skills:** • Numeric proficiency, ability to communication verbal and in writing, interpersonal skills, analytical problem solving and conflict resolution skills, creative and innovative, ability to work independently and under pressure, ability to interact with stakeholders on various levels.

**Duties:** • Maintenance work undertaken on project sites are in compliance with all relevant regulations • Inspect the work of done by contractors to determine whether it is in compliance with all relevant prescribed standards • Advise and guide contractors in respect of relevant Legislations and Regulations • Check that proper quality control is maintained • Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken • Maintain an electronic record system and Develop progress reports for work being done and work that was finalized • Development and interpretation of plants and sketches • Draw-up quotations documents and compile specifications • Participate in the adjudication process and provide recommendations on quotations • Liaise with relevant stakeholders in respect of technical aspects • Compile payments documents and process variations orders and requests for the extension of deadlines • Timeous development of reports on problems emanating from project • Gather and submit information in teams of extended public works programmers (EPWP).

Enquiries: Mr MS Letsapa, tel. 053 928 7200

#### Works Inspectors Electro and Mechanical (3 Posts)

Salary: R196 407 p.a. (SL 06)

- RefNo. RSM 27/2018
- District office

**Requirements:** • *Qualification and Experience:* • Grade 12 certificate, National Diploma (T/N/S STREAMS)/N6 or N3 with (Trade Test plus 5 years' experience) in the Building Environment • Registration as Candidate Engineering Technician will be an added advantage • Valid driver's license • **Knowledge:** • Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Delivery Documents, Performance Management Development System, Construction Manual, Public Finance Management Act (PFMA) & Occupational Health and Safety Act (OHSa) • **Skills:** • Numeric proficiency, ability to communication verbal and in writing, interpersonal skills, analytical problem solving and conflict resolution skills, creative and innovative, ability to work independently and under pressure, ability to interact with stakeholders on various levels, sound report writing & presentation skills.

**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 equipments and Building structure • Provide technical support and advice in the procurement of service rendered by external contractors • Inspection of construction and maintenance work performed by in-house team or external construction.

Enquiries: Mr MJ Mosarwane, tel. 053 928 7200

#### Works Inspector - Building (Contract and Planning) (3 Posts)

Salary: R196 407 p.a. (SL 06)

- RefNo. RSM 28/2018
- District office

**Requirements:** • *Qualification and Experience:* • Grade 12 certificate, National Diploma (T/N/S STREAMS)/N6 in Engineering or Building Science or N3 with (Trade Test plus 5 years' experience) in the Building Environment • Registration as Candidate Engineering Technician will be an added advantage • Valid driver's license • **Knowledge:** • Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Delivery Documents, Performance Management Development System, Construction Manual, Public Finance Management Act (PFMA) & Occupational Health and Safety Act (OHSa) • **Skills:** • Numeric proficiency, ability to communication verbal and in writing, interpersonal skills, analytical problem solving and conflict resolution skills, creative and innovative, ability to work independently and under pressure, ability to interact with stakeholders on various levels, sound report writing & presentation skills.

**Duties:** • Maintenance work undertaken on project sites are in compliance with all relevant regulations • Advise and guide contractors in respect of relevant legislations and regulations • Inspect the work of done by contractors to determine whether it is in compliance with all relevant prescribed standards, and to check that proper quality control is maintained • Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken • Maintain an electronic record system and Develop progress reports for work being done and work that was finalized • Development and interpretation of plants and sketches • Draw-up quotations documents and compile specification • Participate in the adjudication process and provide recommendations on quotations • Liaise with relevant stakeholders in respect of technical aspects • Compile payments documents and process variations orders and requests for the extension of deadlines • Timeous development of reports on problems emanating from projects • Gather and submit information in teams of extended public works programmers (EPWP).

Enquiries: Mr SM Molapisi, tel. 053 928 7200

### Bojanala District



# 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.**

• Preparation of payment certificates and final accounts • Compile comprehensive technical reports • Handle all relevant technical correspondence • Plan and execute maintenance on Government assets • Attend site inspections and meetings • Ensure quality control.

Enquiries: Ms MV More, tel. 018 388 4384

## Artisan Mechanical Grd A-C

Salary: R179 523 p.a. (OSD)

• Ref No: NMMD 29/2018

• Lichtenburg

**Requirements:** • Trade test in diesel mechanic or construction plant mechanic • Valid code C, C1, EC, driver's license • **Knowledge & Skills:** • Problem solving and analysis decision making, team work, analysis skills, self management, customer focus and responsiveness, communication and computer skills, planning and organizing, technical analysis knowledge computer aided technical application, knowledge of legal compliance, technical report writing, production knowledge process and skills, planning and organizing.

**Duties:** • Maintenance repair of yellow fleet plant and vehicles • Supervising plant and vehicles' • As per manufacture specification general administrative duties • Report writing, compile work plans and evaluate subordinates in terms of performance management and development system • Ensure OHS compliance.

Enquiries: Mr JJ Wessels, tel. 018 388 4528

## Chief Artisan Grd A-B

Salary: R365 646 p.a. (OSD)

• Ref No: NMMD 30/2018

• Lichtenburg SDP

**Requirements:** • Trade test in Diesel Mechanic or construction plant mechanic • Valid Driver's License • 10 years' post qualification experience • **Knowledge and Skills:** • Problem solving and analysis decision making, team work, Analysis skills, self-management, customer focus and responsiveness • Communication and computer skills, planning and organization skills, technical analysis, knowledge of computer aided technical application, knowledge of legal compliance, technical report writing, production knowledge process and skills and planning and organizing.

**Duties:** • Manage the Service Delivery Point workshop in the District • Obtain authority/approval for repairs or spares for services • Prepare the workshop budget for fuel and spares for workshop repairs and control expenditure • Perform inspections on plant and vehicles in the building section, road camps, sites and construction units • Inspect and follow up repairs at the dealer's or agents suppliers and contractors workshops within the Districts and the Province • Obtain data on hours of work done by each Artisan/Artisan Foreman on vehicles and equipment to facilitate the implementation of Mechanical Management System (MeMs) • Work together with the District Mechanical Head in reducing the downtime of the plant and strive for maximum in-house repairs at the Departmental workshop • Hold workshop management meetings with the Foreman and Artisans on a weekly basis to solve day-to-day problems arising during operation • Collect weekly reports from the foreman • Ensure that all regulations as determined by the Occupational Health and Safety Act are complied with by the workshop.

Enquiries: Mr JJ Wessels, tel. 018 388 4528

## Artisan Bricklayer Grd A-B

Salary: R179 523 p.a. (OSD)

• Ref No: NMMD 31/2018

• Lehurutshe

**Requirements:** • An appropriate trade test certificate in Bricklayer • A valid driver's license code 8/10 • Grade 10/ NQF level 3 or N3 will be an added advantage • Practical experience in the relevant trade • Experience on the building trades will be an added advantage • **Knowledge and Skills:** • Technical analysis, legal compliance • Technical report writing • Knowledge of health and safety Act, Problem solving and analysis • Decision making • Team work • Analytical skills • Creativity • Customer focus and responsiveness • Communication, computer literacy skills • Planning and organising.

**Duties:** • Supervise trades man aids and other unskilled workers, maintain fixed assets in terms of the relevant field • Provide technical advice and support to clients and management in terms of repairs, renovations and new buildings, compile and ensure proper usage and safeguarding of state resources • Perform administrative and related functions • Maintain expertise.

Enquiries: Mr OMB Mabaso, tel. 018 363 3916

## Artisan Carpenter Grd A-B

Salary: R179 523 p.a. (OSD)

• Ref No: NMMD 32/2018

• Lehurutshe Sub-District-District

**Requirements:** • An appropriate trade test certificate in Carpenter • A valid driver's license code 8/10 • Grade 10/ NQF level 3 or N3 will be an added advantage • Practical experience in the relevant trade • Experience on the building trades will be an added advantage • **Knowledge and Skills:** • Technical analysis, legal compliance, technical report writing, knowledge of health and safety Act, problem solving and analysis • Decision making • Team work • Analytical skills • Creativity • Customer focus and responsiveness • Communication, computer literacy skills • Planning and organising.

**Duties:** • Supervise trades man aids and other unskilled workers, maintain fixed assets in terms of the relevant field • Provide technical advice and support to clients and management in terms of repairs, renovations and new buildings, compile and ensure proper usage and safeguarding of state resource • Perform administrative and related functions • Maintain expertise.

Enquiries: Mr OMB Mabaso, tel. 018 363 3916

## Artisan Electrician Grd A-B (2 Posts)

Salary: R179 523 p.a. (OSD)

• Ref No: NMMD 33/2018

• Ditsobotla Sub-District-District

**Requirements:** • An appropriate trade test certificate in electricity • A valid driver's license code 8/10 • Grade 10/NQF level 3 or N3 will be an added advantage • **Knowledge and Skills:** • Problem solving and analysis, team work, customer focus and responsiveness, computer skills and technical analysis, legal compliance • Technical report writing • Knowledge of health and safety Act • Problem solving and analysis • Decision making • Team work • Analytical skills • Creativity • Customer focus and responsiveness • Communication, computer literacy skills • Planning and organising.

**Duties:** • Assemble installation and maintenance of electrical equipment • Repair, replacement and installations of lights, heaters, stoves e.t.c. trace, repair or replace faulty cables • Distribution of board wiring • Assist with wiring and rewiring maintenance of standby plants • Control panels requests and quantify material • Do work plans and assess the managed.

Enquiries: Mr TD Leburu, tel. 018 338 1444

## Dr Kenneth Kaunda District

### Artisan Foreman Grade A

Salary: R286 500 p.a (OSD)

• Ref No: KK07/2018

• Tshepong Hospital

**Requirements:** • Appropriate Trade Test Certificate as an Electrician/Plumber • Must be conversion with boiler operation • Boiler Operators certificate added advantage • A valid driver's license • At least 5 years' experience as an Artisan • **Knowledge:** • Technical analysis knowledge • Computer - aided technical application • Knowledge of legal compliance and Boiler operations • Technical report writing • Production process knowledge and skills • Knowledge of Health and Safety Act • **Skills:** • Problem solving and analysis • Decision making • Team work • Analytical skills • Creativity • Self management • Customer focus and responsiveness • Communication • Computer skills • Planning and organizing.

**Duties:** • Perform and/or supervise operation and maintain services • Produce design according to client specification and within limits of production capability • Produce objects with material and equipment according to job specification and recognized standards • Quality assurance of produced objects • Inspect equipment and facilities for technical faults • Repair equipment and facilities according to standards • Test/ repair equipment according to specification • Update register of maintained and repaired faults • Compile and submit reports as required • Ensure adherence to safety standards, requirements and regulations • Supervise and mentor staff • Compile work plans and evaluate subordinates in terms of Performance Management Development System • Ensure OHS compliance.

Enquiries: Mr OD More, tel. 018293 9000

### Chief Works Inspector

Salary: R299 709 p.a (SL 8)

• Ref No: KK08/2018

• Buildings Execution - Potchefstroom

**Requirements:** • A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the building environment or Registration as a Engineering Technician • A valid Driver's license • 3 years' appropriate experience • Experience in social facilitation, community and stakeholder liaison (clients/stakeholders) • Experience in conflict management • **Knowledge:** • Public Service Act • Public Service Regulations • Labour Relations Act • Public Service Resolutions • Public Service Delivery Documents • Performance Management Development System • Construction Manual • Ribbon Development Act • Public Finance Management Act • Occupational Health and Safety Act • **Skills:** • Numeric • Good communication and interpersonal relations • Analytical and problem solving • Negotiations and conflict resolution • Creative and innovative • Ability to work independently and under pressure • Ability to interact with stakeholders on various levels • Sound report writing • Presentation skills.

**Duties:** • Identify needs and requirements of new work and repair through the investigation of customer complaints and new services required • Render an inspection service of work done on new projects and existing structure • Analyse and compile relevant project documentation for new and existing structures • Manage the activities of contractor on project sites • Gather and submit information in terms of 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 OD More, tel. 018 293 9000

## Application Details

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 these posts, e.g. White, Indians, 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 for all applications:** • 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 • 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 posts, must direct their enquiries to the different enquiries of the posts.

**All applications must be forwarded to the following addresses:**

**Head Office posts delivery address:** The Head of the Department, Department of Public Works and Roads, Private Bag x2080, Mmabatho, 2735 or Hand deliver to Office No. 205, 2nd Floor, New Building Head Office - Old Parliament, Modiri Molema Road. For attention: Mr ME Khauoe.

**Dr Ruth Segomotsi Mompoti District posts delivery address:** The District Director: Dr Ruth Segomotsi Mompoti District Department of Public Works and Roads, Private Bag X 3, Vryburg 8600 or Hand deliver to Registry office No. 602, Mini Garona Building, Vryburg, 8600. For attention: Mr TI Tlhageng.

**Bojanala District posts delivery 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 Zending Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300. For attention: Ms S Magwaza.

**Ngaka Modiri Molema District posts delivery address:** The District Director: Magwaza Modiri Molema, Department of Public Works and Roads Private Bag x 80, Mmabatho, 2735 OR Hand deliver to Registry office No. 168, Modiri Molema Road, Old Parliament Building, Mmabatho, for attention: Mr J Tselane.

**Dr Kenneth Kaunda District posts delivery address:** The District Director: Dr Kenneth Kaunda, Department of Public Works and Roads Private Bag X 918, Potchefstroom, 2520 or Hand deliver to registry Office no: 35, 131 Kruis St, Potchefstroom, 2520, for Attention: Deputy Director-Human Resource Administration Ms SK Maiphetlho.

The Department reserves the right not to make an appointment.

**Advertised Date:** 28 October 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. People with disability are encouraged to apply.



dpwr

Department: Public Works and Roads  
North West of South Africa  
REPUBLIC OF SOUTH AFRICA