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

Modiri Molema Road
DPW Provincial Head Office
Mmabatho, 2735
Private Bag X 2037, Mmabatho, 2735
Tel.: +27 (18) 387 2002
Fax.: +27 (18) 387 2868

DIRECTORATE: HRM

Post : Chief Engineer: Civil and Structural
Salary: R 540 429 p.a. (Level 13)
Centre: Head Office (Mmabatho)
Ref no: K35461/1

Requirements: *A Recognized B degree in Engineering *In-dept knowledge and experience gained in Civil and Structural Engineering *Registration with the Engineering Council of South Africa (ECSA) as a professional Engineer *A driver's licence *Computer literate *Knowledge of Project Management * General Management experience and skills.

Recommendations: Relevant postgraduate qualifications

Duties: *Manage the Sub-Directorate Civil and Structural Engineering in the Directorate Buildings *Compile specifications and schedules for all types of engineering structures and civil work on building projects *Apply and maintain norms, standards and cost matters relating to projects *Prepare Provincial Procurement submissions *Compile and check tender documentations for inviting tenders *Monitor performance of and exercise control over appointed consultants in connection with design and execution of services as well as maintenance to existing structures and infrastructure *Scrutinize and approve fee accounts of consulting engineers *Prepare scrutinize and approved final accounts *Assist Legal Services with contractual matters relating to building contracts *Advise on the suitability of professional engineers for registration on departmental roster of consultants *Monitor and ensure registration of departmental professionals and technicians with the appropriate professional body.

Enquiries: Mr. J.J.Tselane, tel (018) 387 2069

Post : Chief Engineer: Electrical and Mechanical
Salary: R 540 429 p.a. (Level 13)
Centre: Head Office (Mmabatho)
Ref no: K35461/2

Requirements: *A Recognized B degree in Engineering *In-dept knowledge and experience gained in Electrical or Mechanical Engineering *Registration with the Engineering Council of South Africa (ECSA) as a professional Engineer *A driver's licence *Computer literate *Knowledge of Project Management *General Management experience and skills.

Recommendations: Relevant postgraduate qualifications

Duties: *Manage the Sub-Directorate Electrical and Mechanical Engineering in the Directorate Buildings *Compile specifications and schedules for equipment, systems, structures and installations *Apply and maintain norms, standards and cost matters relating to projects *Prepare Provincial Procurement submissions *Compile and check tender documentations for inviting tenders *Monitor performance of and exercise control over appointed consultants in connection with design and execution of services as well as maintenance and commissioning of equipment, systems and installations *Scrutinize and approve fee accounts of consulting engineers *Prepare scrutinize and approved final accounts *Assist Legal Services with contractual matters relating to building contracts *Advise on the suitability of professional engineers for registration on departmental roster of consultants *Monitor and ensure registration of departmental professionals and technicians with the appropriate professional body.

Enquiries: Mr. J.J.Tselane, tel (018) 387 2069

Post : Chief Quantity Surveyor
Salary: R 540 429 p.a. (Level 13)
Centre: Head Office (Mmabatho)
Ref no: K35461/3

Requirements: *A Recognized B degree in Quantity Surveying *Appropriate relevant experience gained in Quantity Surveying *Registration with the South African Council for the Quantity Surveying profession (SACQS) as a professional Quantity Surveyor or eligible for such registration *A driver's licence *Computer literate.

Recommendations: Knowledge of Project Management *Relevant postgraduate qualifications.

Duties:* Compile and scrutinize tender documentation and provide advise on tender procedures *Value variation orders, prepare cost estimates, lists of materials and bills of quantities *Apply cost planning and Project Management milestone techniques in the execution of projects *Monitor performance of and exercise control over appointed consultants *Scrutinize and approve payment certificates, final accounts and fee claims *Liaise with Legal Services with regard to matters relating to building contracts.

Enquiries: Mr. J.J.Tselane, tel (018) 387 2069

Post : Chief Architect
Salary: R 540 429 p.a. (Level 13)
Centre: Head Office (Mmabatho)
Ref no: K35461/4

Requirements: *A Recognized B degree in Architecture *In-dept knowledge and experience gained in Planning. Design and Supervision of construction of major or minor building works *Registration with the South African Council for the Architectural profession (SACA) as a professional Architect *A driver's licence *Computer literate.

Recommendations: Knowledge of Project Management *Relevant postgraduate qualifications.

Duties:*Manage the Sub-Directorate Architectural Service in the Directorate Buildings *Compile specifications and schedules for Architectural Service on building projects *Apply and maintain norms, standards and cost matters relating to projects *Prepare Provincial Procurement submissions *Monitor performance of and exercise control over appointed consultants in connection with design and execution of works, as well as maintenance to existing structures and infrastructure *Scrutinize and approve fee accounts of consulting architects *Assist Legal Services with contractual matters relating to building contracts *Advise on the suitability of professional architects for registration on departmental roster of consultants *Monitor and ensure registration of departmental professionals and technicians with the appropriate professional body.

Enquiries: Mr. J.J.Tselane, tel (018) 387 2069

Post : Senior Job Analyst
Salary: 145 920 p.a. (Level 8)
Centre: Head Office (Mmabatho)

Requirements: An appropriate B.degree/National Diploma or equivalent qualification or Grade 12 with relevant experience. Job evaluation certificate. Knowledge of Job Evaluation process and application of Equate System. Knowledge HR Public Service Legislations and prescripts. Presentation and facilitation, report writing, research and good communication skills. MS Word, Excel and Power Point Skills. A driver's licence will be an added advantage.

Duties: Create awareness of the Job Evaluation objectives to staff. Identify mandatory posts that must be evaluated. Record request on Job Evaluation from managers. Attend to queries on Job Evaluation. Conduct Job Evaluation for the Department. Consult with other Departments and Provinces for benchmarking purpose. Compile reports and statistics. Participate in the review of Human Resource Plan. Manage unit staff.

Enquiries: Ms. Conny Sekgetle, tel (018) 387 2147

Post : Senior Personnel Practitioner
Salary: 145 920 p.a. (Level 8)
Centre: Head Office (Mmabatho)

Requirements: An appropriate B.degree/National Diploma or equivalent qualification or Grade 12 with relevant experience. Knowledge of Job Descriptions. Knowledge of HR Public Service Legislations and prescripts. Presentation, facilitation, report writing, research and good communication skills. MS Word, Excel and Power Point Skills. A driver's licence will be an added advantage.

Duties: Establish job descriptions and job titles for each post or group of posts in the Department. Link all the posts to the relevant Code of Remuneration (CORE) and Occupational Classification. Review job descriptions and job titles every three years to ensure that they remain appropriate and accurate. Compile statistics in respect of approved posts per salary level. Consult with internal and external stakeholders on matters pertaining to job descriptions. Participate in review of Human Resource Plan. Compile budget and monitor expenditure of the office. Manage unit staff..

Enquiries: Ms. Conny Sekgetle, tel (018) 387 2147

Post : Job Analyst
Salary: 117 501p.a. (Level 7)
Centre: Head Office (Mmabatho)

Requirements: Grade 12 with relevant experience as a minimum educational qualification. Job evaluation certificate. Knowledge of Job Evaluation. Knowledge of HR Public Service Legislations and prescripts. Presentation, facilitation, report writing, research and good communication skills. MS Word, Excel and Power Point Skills. A driver's licence will be an added advantage.

Duties: Conduct job evaluation for the given levels in the Department. Compile reports and keep the records. Provide secretarial services in all job evaluation meetings. Prepare logistics for job evaluation sittings and update the stakeholder accordingly.

Enquiries: Ms. Conny Sekgetle, tel (018) 387 2147

Post : Job Analyst
Salary: 117 501p.a. (Level 7)
Centre: Head Office (Mmabatho)

Requirements: Grade 12 with relevant experience as a minimum educational qualification. Knowledge of Job Descriptions. Knowledge of HR Public Service Legislations and prescripts. Presentation, facilitation, report writing, research and good communication skills. MS Word, Excel and Power Point Skills. A driver's licence will be an added advantage.

Duties: Align job descriptions with relevant policy. Develop a database for approved filled and vacant posts in the Department. Liaise with internal and external stakeholders on matters pertaining to job descriptions. Keep all the records of the office accordingly. Perform general administrative functions.

Enquiries: Ms. Conny Sekgetle, tel (018) 387 2147

The Provincial Department of Public Works is an Equal Opportunity, Affirmative Action employer. As such it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification and references will be checked.

Applications: Interested persons may submit applications on forms Z83 obtainable from any Public Service Department, together with certified copies of qualifications, detailed CV and a copy of ID to: The Head of Department, Department of Public Works, Private Bag x 2037 Mmabatho 2735, for the attention: Mr. D.L. Smith.

Please note: Late and faxed or e-mailed applications will not be accepted. If you have not heard from the Department within three months of the closing date, please regard your application as unsuccessful.

NB: The Department reserves the right not to make an appointment.

Short-listed applicants must avail themselves on the date, time and venue as shall be determined by the Department.

Closing date: 15 August 2008