

# Department of Public Works and Roads

It is our intention to promote representatively (race, gender and disability) in the department through the filling of these post's, e.g. white, indian, coloured males and females, also people with disability are encouraged to apply.

## Director: Legal Services

**Salary Level: R1 057 326 per annum (Inclusive remuneration package) (SL13)**

• Ref no: H/O 02/2019 • Head Office, Mmabatho

**Requirements:** • *Qualifications and experience:* Senior Certificate Plus appropriate B degree in law/LLB • Minimum of five (5) years' experience in Legal services viz Legislation, contract and litigation management • Experience in the Public Service • *Knowledge:* Thorough knowledge of Constitutional • Administrative and Labour Law • Public Service Laws, Regulations and policies • Specialist knowledge of the PFMA • *Skills:* Leadership, team member, analytical, interpretation and implementation skills • A valid driver's license • Computer literacy • Ability to work under pressure and willingness to work long and irregular hours.

**Duties:** • The incumbent will manage the directorate: Legal Services and as such will be responsible for the following: Provide legal advice or legal opinions to other managers in the Department • Execute instructions regarding legal matters • Draft or amend legislation or regulation • Conduct, coordinates and monitor progress in respect of all matters pertaining to general litigation • Liaise with the State Attorneys and State Law Advisors on appropriate legal matters • Advise on Labour Relations issues • Advise on claims and any litigation matters against the Department • Take overall control and supervision of staff members within the Directorate • Manage the Directorate's budget and other resources • Ability to draft contracts and SLA and interpret same to clients.

**NB:** The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department

**Enquiries:** Ms. N.M.G Mfikwe, tel. (018) 388 2426

## Chief Directorate: Financial Management

### Director: Supply Chain Management

**Salary Level: R1 057 326 per annum (Inclusive remuneration package) (SL13)**

• Ref no: H/O 03/2019 • Head Office, Mmabatho

**Requirements:** *Qualification and experience* • Senior Certificate Plus a Bachelor's Degree in Supply Chain Management/Logistics/Commerce/Finance or equivalent qualification in finance • Five (5) years' experience at middle management level within the relevant field • A valid driver's license • *Competencies:* • Extensive knowledge of public sector procurement process, rules and regulations • Knowledge of services policies, rules and regulations, including the public service act, public service regulations, public finance management act, treasury regulations and other related prescripts • Knowledge of human and finance resource management • Sound understanding of PFMA • A result driven, customer focused approach with excellent planning, communication and presentation skills • Analytical and innovative thinking • Computer Literacy (Ms Word, Excel and PowerPoint) and Accounting Systems (BAS) • The ability to work under pressure and deliver to tight deadlines • Leadership skills, Research and Policy formulation.

**Duties:** • Ensure sound and strategic supply chain management services and resources in the department • Manage financial logistics, demand and acquisition services for the department • Manage disposal of movable and immovable assets in the department • Manage the procurement system of the department (e-procurement/bas) • Manage all departmental contract agreements during the entire contract life cycle and related risks of the contract • Manage Transport Function • Ensure and manage the development of the monitoring tools to conform to procurement standards and regulations • Effectively coordinate year end closure and prepare working paper fill for audit purposes • Work closely with clients and service providers to ensure seamless service delivery • Manage monthly reports on accruals and commitment • Manage the Human Resource within the Directorate • Advice Chief Financial Officer (CFO) on all Supply Chain Management matters • Provide management information, statistics and reports to all relevant stakeholders.

**Enquiries:** Mr. Madienyane. M. J, tel: (018) 388 1441

## Director: District Manager

**Salary: R 1 057 326 per annum (inclusive remuneration package) (SL13)**

• Ref no: H/O 04/2019 • Mahikeng - Ngaka Modiri Molema District Manager

**Requirements:** • *Qualification and experience:* Senior Certificate Plus a Bachelor's degree in Public Administration/Technical Environment • Five (5) years' relevant working experience at Middle Management • Knowledge and understanding of Public Service Act and related HR Acts, PFMA, PPPFA and all policies • Project Management knowledge • Supply Chain Management Practices • Prepared to work under pressure and flexible hours • Competence in terms of the SMS competency framework • Compliance to the Occupational Health and Safety Act • Compliance to the Construction Industry Development Boards' (CIDB) regulations and best practice requirements • Knowledge of labour intensive Mode • Good interpersonal relations • Good networking and coordination skills • Good sense of duty • Analytical and innovative skills • Computer literacy • Strong leadership and management skills • Excellent verbal and written communication skills • Outstanding people management relations and skills • A valid driver's license.

**Duties:** • Manage the building Infrastructure services • Manage systematic regular consultations to establish progress on implementation of projects and facilities operations • Monitor accommodation portfolio of clients • Manage communication between executing units, clients departments and other related stakeholders • Manage the Roads maintenance programme and maintenance of the construction plant for the District • Render district oversight on Capital expenditure (CAPEX) projects • Ensure regular reporting to the Chief Director District Operations and the Accounting Officer • Manage the day to day preventative and renovative maintenance, maintenance scheduling and programming Implement monitoring and reporting systems and ensure implementation of appropriate remedial actions where applicable • Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements and ensure that skills transfer and capacity building is complied with • Maintaining of data integrity on the Provincial Project Management Information System (ProMIS) and the Infrastructure Reporting Model (IRM) • Manage Extended Public Works Programme (EPWP) programme and ensure the implementation of the National Youth Services • Ensure effective and efficient provision of corporate support services in the District • Ensure effective and efficient risk management within the District.

**Enquiries:** Mr. Kesaobaka K Gill, tel: (018) 388 4518/4522/4628

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, white, Indian and coloured males and females, also people with disability are encouraged to apply. Candidates 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 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 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. The Department reserves the right not to make an appointment. Candidates requiring additional information regarding an advertised post, must direct their enquiries to the different Enquiries of the posts. All Selected candidates will be subjected to Technical Assessment during interviews and Competency Assessment.

**All applications must be forwarded to the following address Indicated:**

**Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 OR Hand deliver-Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building, Modiri Molema Road.**

**FOR ATTENTION: Mr M.E Khauoe**

**NB:** Correspondence will be limited to short-listed candidates only. If you have not heard from us within (3) three months after the closing date, please accept that your application has been unsuccessful.

**Advertised date: 15 September 2019 and Closing date: 11 October 2019, Closing Time:15h00**



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