



**the dpw**

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

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## **DIRECTORATE: HRM**

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Ref : 3/3/3  
Enq : Mr. D.L. Smith  
Tel : 018-387 2043  
Email : [DLSmith@nwpg.gov.za](mailto:DLSmith@nwpg.gov.za)

**TO : ALL HEADS OF DEPARTMENTS  
CHIEF DIRECTORS  
REGIONAL/HEAD OFFICE DIRECTORS  
HRM DIRECTORS  
DISTRICT HEADS/MANAGERS**

**FROM : DIRECTOR HRM**

**DATE : 16 SEPTEMBER 2008**

**SUBJECT : EXTERNAL AND INTERNAL ADVERTISEMENT OF POSTS IN  
THE ORGANISATIONAL STRUCTURE OF THE DEPARTMENT  
OF PUBLIC WORKS - NORTH WEST PROVINCE**

### **1. INTRODUCTION AND GENERAL MEASURES**

- 1.1** The contents of this circular must be brought to the attention of all employees on the payroll of Departments in the Public Service and in the private sector.

### **2. DIRECTIONS TO APPLICANTS**

- 2.1** Interested persons must submit applications on Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and certified copy of ID.
- 2.2** It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicant's educational qualifications will be verified, and references will be checked.
- 2.3** Enquiries regarding any advertised posts in this circular must be directed to the relevant person as indicated in the advertisement.

- 2.4 Faxed, e-mailed and late applications will not be accepted.
- 2.5 The Department reserves the right not to make an appointment. Short-listed applicants must be available on the date, time and venue as will be determined by the Department. If you have not heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to short-listed candidates only.
- 2.6 **Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification.**
- 2.7 The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity. People with Disabilities are encouraged to apply.
- 2.8 Forward your applications to the Head of Department as follows:

**For Posts at Head Office**

**The Director: HRM  
Attention: Mr. D.L. Smith  
Department of Public Works  
Private Bag X2037  
MMABATHO  
2735**

**For Posts at Southern Region**

**The Acting Regional Director: Southern Region  
Attention: Ms. V.B. Mofulatsi  
Department of Public Works  
Private Bag X 918  
POTCHEFSTROOM  
2520**

**Closing Date: 10 October 2008**

**Visit our Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public%20works)**

**External posts: Head Office**

**Chief Quantity Surveyor**

**Salary: 480 193 p.a. (Level 13)**

**Centre: Head Office (Mmabatho)**

**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 \*A driver's license will be a recommendation \*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 2068/2069**

**Deputy Director: Buildings**

**Salary: 407 745 p.a. (Level 12)**

**Centre: Head Office (Mmabatho)**

**Requirements:** \*National Diploma in Building, Mechanical, Electrical or Civil Engineering (T/S or N stream \*Extensive and appropriate job experience \*Knowledge of procurement systems, Procedures and Regulations (PPPFA, PFMA, EPWP \*Experience in the planning and management of projects in the built environment \*Good communication and interpersonal skills, Computer literacy, Project Management and Management Skills \*A driver's license will be a recommendation.

**Duties:** \*Analysis of bid documents \*Prepare projects for forward planning in accordance with the Infrastructure plan i.e. IPMP and IPIPs of various client departments \*Participate in the general implementation of IDIP \*Liaise with relevant client departments for the preparation of IPMP and IPIP \*Manage the client focus team \*Prepare projects monthly progress reports for Departmental Management Committee and the client departments \*Check the accuracy of CPM reports before submission to client \*Certify payments to service providers delegated to level of responsibility \*Supervise the update of IRM and prepare cash flow projections for the financial year.

**Enquiries: Mr. J.J. Tselane, tel (018) 387 2068/2069**

**Control Industrial Technician: Civil & Structural**  
**Salary: R 174 243 p.a. (Level 9)**  
**Centre: Head Office (Mmabatho)**

**Requirements:** \*National Diploma in Civil Engineering (T/S or N stream) \*Appropriate relevant experience in the built environment \*Registration with the relevant professional body as a professional technologist \*A driver's license will be a recommendation \*Computer literate. Good communication skills \*Project Management skills.

**Recommendations:** \*Will include a certificate in Project Management and experience in the monitoring and evaluation of projects.

**Duties:** \*Apply and maintain norms and standards for built environment \*Prepare procurement submissions and compile tender documentation under supervision of the professional Engineer \*Supervise the lower technical staff within the team \*Check payment certificates of consultants \*Attend site meetings and site inspections \*Conduct project briefing meetings and site handovers to contractors and consultants \*Follow-up on all final accounts of projects responsible to \*Analyse tenders in terms of government policies.

**Enquiries: Mr. J.J. Tselane, tel (018) 387 2068/2069**

**Control Industrial Technician: Quantity Surveying**  
**Salary: R174 243 p.a. (Level 9)**  
**Centre: Head Office (Mmabatho)**

**Requirements:** \*National Diploma in Building Surveying with extensive relevant experience in Quantity Surveying \*A driver's license will be a recommendation \*Computer Literacy \*Knowledge of Project Management \*General Management experience and skills.

**Recommendation:** \*Knowledge of Public Sector procurement and financial policies \*Post qualification experience in monitoring and evaluation of projects.

**Duties:** \*Compile and scrutinize tender documentation and provide advice on tender procedures \*Prepare cost estimates, lists of materials and Bills of Quantities \*Contract Administration \*Monitor performance and exercise control over appointed consultants \*Scrutinize payment certificates, Fee claims and final accounts \*Ability to work in team, and supervise the lower technical staff within the team.

**Enquiries: Mr. J.J. Tselane, tel (018) 387 2068/2069**

**Control Industrial Technician: Architecture**  
**Salary: R174 243 p.a. (Level 9)**  
**Centre: Head Office (Mmabatho)**

**Requirements:** \*An appropriate Architectural Diploma (M+3) or B-Degree qualification from a recognized Technikon or University \*Appropriate relevant experience gained in Architecture \*Registration with SACPA \*Certificate in Project Management \*Computer literacy in Caddie \*A driver's license will be a recommendation \*Must be prepared to travel.

**Recommendation:** \*Knowledge of Public Sector Procurement and financial policies \*Post qualification experience in monitoring and evaluation of projects.

**Duties:** \*Drawing standard plans and details of buildings which are repeated in various situations \*Visit sites with Architects \*Measuring existing buildings \*Supervise building constructions and reporting progress to Architects.

**Enquiries: Mr. J.J. Tselane, tel (018) 387 2068/2069**

**Phatlha-tiro : Baphepafatsi (Cleaners) 22 posts**

**Dituelo : R47 787 per annum (level 2)**

**Lefelo : Head Office (Mmabatho)**

**Ditlhokego (Requirements):** Bokgoni jwa go kwala le go buisa (basic abet literary) \*Go tlhaloganya ditaello, go bega le go fetisa melaetsa ka nepo \*Bokgoni jwa go dirisa/dira ka metshini ya go phepafatsa \*Go nna maikarabelo, ikanyego, seithati le go tlotla go nna mo nakong.

**Ditiro (duties)**

**Ditiro tsa Phepafatso (cleaning duties):** Phepafatso ya diphaposi tsa tirelo le phaphosi ya dikopano tse di akaretsang: go fiela, go phepafatsa ka motshini (hoovering), go phimola dithole, go tshasa politshi le go phatshimisa \*Go latlha matlakala \*Go phepafatsa matlhabaphefo \*Go phepafatsa ntlwana \*Phepafatso le poloko ya didiriswa tsa ditlhatlhego \*Tlhokomelo ya metshini ya ofisi.

**Botsisa go (Enquires) : Ms. W. Lechonenyo, tel: (018) 387 2440**

### **External posts: Southern Region**

**Control Works Inspector: Building Execution**

**Salary: R174 243 p.a. (Level 9)**

**Centre: Southern Region (Potchefstroom)**

**Requirements:** \*Tertiary qualification (degree in architecture, quantity surveying, professional surveyor, engineering, town and regional planning) \*National Diploma (T/N/Stream) \*National Higher Diploma, Degree) \*Experience between 2 and 5 years

\*Knowledge of HR Matters, Computers, Training, Planning and Organising, Norms and Standards, Finance, and Survey \*Project Management, Advance operation of equipment, basic design skills, Analytical thinking, Research, Interpersonal relations, Conflict Management, Facilitation, Numeracy, Job related physical skills and Policy analysis

\*Communication: Providing or obtaining information requiring limited explanation and the ability to motivate personnel \*Managerial reports \*Financial Project reports \*Creativity: Development of limited ideas that impact on existing methods and policies/ programmes.

**Duties:** \*Development of practices and procedures with regard to technical practices \*Short-term planning \*Draw up plans, drawings and specifications \*Undertake, approve and control specialized surveys \*Advise on architectural landscape architectural and ecological aspects of all minor and major works planned or contracted out \*Major planning of large sites \*Identification of the technical needs \*Determine training

requirements \*Formulating policy/objectives. Draft tender specifications \*Liaise with employees in order to guide them to comply with the relevant legislations \*Compile estimates on financial implications of projects \*Compile reports on project to inform construction teams on financial situations of projects \*Control surveys for establishment of measurement networks \*Contribute to strategic planning \*Estimate cost of services \*Consider tenders and make recommendations \*Solve technical problems in accordance with policy and priority with regard to production and planning \*Ensure compliance with safety codes and regulations \*Monitor production of division \*Initiate corrective action when required \*Liaise with other divisions \*Conduct building inspections \*Supervision of Government buildings maintenance teams \*Identification and supervision of all projects including EPWP (Expanded Public Works Programmes).

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

**Senior Artisan “A”: Electrical**

**Salary: R 94 326 p.a. (Level 6)**

**Centre: Southern Region (Potchefstroom)**

**Requirements:** \*Electro technical Wireman’s license \*Trade Test Certificate or equivalent N/T-stream qualifications coupled with relevant experience \*Grade 10 or grade 12 or equivalent \*A driver’s license will be a recommendation.

**Duties:** \*Assembly, installation and maintenance of electrical equipment \*Replace, repairs and installation of lights, stoves, heaters, motors etc \*Assist with installation, repair or replacement of kitchen and laundry equipment \*Tracing and repair or replacement of faulty cables, distribution board wiring \*Assist with wiring and rewiring \*Maintenance of standby-by power plants and control panels \*Assist in all types of work relate to general maintenance, inspection and construction in electrical field \*Repair or replacement of ward lighting for consumer departments \*Replacement of terrain lights and switch gear \*Requesting an quantifying material by completion of VA2 \*General administration functions. (E.g. Monthly reports and personnel management).

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

**Artisan Superintendent**

**Salary: R145 920 p.a. (Level 8)**

**Centre: Southern Region (Potchefstroom)**

**Requirements:** \*National Diploma or Trade Test Certificate coupled with extensive relevant experience \*Grade 10 or grade 12 or equivalent \*A driver’s license will be a recommendation \*Knowledge of PFMA, OHS Act, Public Service Act and regulations.

**Duties:** \*Solve technical problems in accordance with policy and priority with regard to production and planning \*Estimate cost of services \*Contribute to strategic planning \*Identification of engineering technical needs \*Liaise with employees in order to guide them with relevant legislation \*Ensure compliance with safety codes and regulations \*Manage and monitor production of division \*Initiate corrective action when required \*Constant liaising with other divisions or clients \*General administration functions. (E.g. Monthly reports leave

administration, workplans).

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

**Artisan A: (Electrical)**

**Salary: R76 194 p.a. (Level 5)**

**Section: Southern Region (Klerksdorp Hospital)**

**Requirements:** \*Electro technical Wireman's license \*Trade Test certificate/ equivalent N/T-stream qualifications with relevant experience \*Grade 10 or grade 12 or equivalent \*A driver's license will be a recommendation.

**Duties:** \*Assembly, installation and maintenance of electrical equipment \*Replace, repairs and installation of lights, stoves, heaters, motors etc \*Assist with installation, repair or replacement of kitchen and laundry equipment \*Tracing and repair or replacement of faulty cables, distribution board wiring \*Assist with wiring and rewiring \*Maintenance of standby-by power plants and control panels \*Assist in all types of work relate to general maintenance, inspection and construction in electrical field \*Repair or replacement of ward lighting for consumer departments \*Replacement of terrain lights and switch gear \*Requesting an quantifying material by completion of VA2 \*General administration functions. (eg. Monthly reports and personnel management).

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

**Works Inspector: Buildings Execution (2 Posts)**

**Salary: R 103 170 p.a. (Level 6)**

**Centre: Southern Regional Office (Potchefstroom)**

**Requirement:** \*National Diploma (T/N/S stream), National Higher Diploma, Degree or N3 plus Trade Test \*A driver license will be a recommendation

\*Deep knowledge of Safety, Tools, Machinery, Norms and standards, planning and organizing, Computer, Equipment and Survey instruments \*Basic skills regarding performance of engineering technical duties and maintenance of various equipment \*Physical skills \*Interpersonal relations.

**Duties:** \* Inspection of new and existing works in order to ascertain progress is according to plan specification and or conforms to prescribed (OHS) standards \*Analyzing/compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works \*Advice in regard to usage/purchase of new/existing technical systems, techniques, materials, equipment and components \*Handle all relevant technical correspondence \*Plan and execute maintenance on government buildings \*Liaise with professional, technical and other officials and or persons from private sector in regard to problems experienced during planning, finalization and or taking over of projects/works \*Compile comprehensive technical reports \*Quality control.

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

**Chief Works Inspector: Electrical (Buildings)**

**Salary: R159 591 p.a. (Level 8)**

**Centre: Southern Regional Office (Potchefstroom)**

**Requirement:** \*National Diploma (T/N/S stream), National Higher Diploma, Degree or N3 plus Trade Test \*A driver license will be a recommendation \*Deep knowledge of Safety, Tools, Machinery, Norms and standards, Planning and organizing, Computer, Equipment and Survey instruments \*Basic skills regarding performance of engineering technical duties and maintenance of various equipments \*Physical skills \*Interpersonal relations.

**Duties:** \*Inspection of new/existing works in order to ascertain progress is according to plan/specification and or conforms to prescribed (OHS) standards \*Analyzing and compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works \*Advice in regard to usage/purchase of new/existing technical systems, techniques, materials, equipment and components \*Handle all relevant technical correspondence \*Plan and execute maintenance on government buildings \*Liaise with professional, technical and other officials and or persons from private sector in regard to problems experienced during planning, finalization and or taking over of projects or works \*Compile comprehensive technical reports \*Quality control.

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

**Works Inspector: Electrical (Buildings) 2 Posts**

**Salary: R103 170 p.a. (Level 6)**

**Centre: Southern Regional Office (Potchefstroom)**

**Requirement:** \*National Diploma (T/N/S stream), National Higher Diploma, Degree or N3 plus Trade Test \*Valid Driver license \*Deep knowledge of Safety, Tools, Machinery, Norms and standards, planning and organizing, Computer, Equipment and Survey instruments \*Basic skills regarding performance of engineering technical duties and maintenance of various equipments \*Must have Physical skills and Interpersonal relations.

**Duties:** \*Inspection of new and existing works in order to ascertain progress is according to plan/specification and/or conforms to prescribed (OHS) standards \*Analyzing/compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works \*Advice in regard to usage/purchase of new/existing technical systems, techniques, materials, equipment and components \*Handle all relevant technical correspondence \*Plan and execute maintenance on government buildings \*Liaise with professional, technical and other officials and or persons from private sectors in regard to problems experienced during planning, finalization and or taking over of projects or works \*Compile comprehensive technical reports \*Quality control

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**



**Cleaner II 2 Posts**  
**Salary: R47 787 p.a. (Level 2)**  
**Centre: Southern Region**  
**Wolmaranstad Hospital x 1**  
**Regional Office Potchefstroom x1**

**Requirements:** \*Abet, where applicable

**Recommendations:** \*Basic literacy, verbal communication and a operate elementary machine and equipment \*Responsible at working (punctual)

**Duties:** \*Responsible for the cleaning of the toilets each day \*Place toiletries in the toilets  
\*Wash and polish corridors and hall \*Responsible for the cleaning of the windows and floors  
\*Assist other cleaners with the offices \*Responsible for the movement of office furniture as and when necessary \*Clean and create an orderly working environment  
\*Assist with cleaning of workshops \*Placement of clean water \*Reporting to supervisor.

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

**Groundsman Property Management**  
**Salary: R47 787 (Level 2)**  
**Centre: Southern Regional Office (Potchefstroom)**

**Requirements:** \*Abet, where applicable

**Recommendations:** \*Basic literacy, verbal communication and a operate elementary machine and equipment \*Responsible at working (punctual)

**Duties:** \*Cleaning of premises and pavement \*Cutting of trees and grass when necessary  
\*Assist with the movement of office furniture and equipment when necessary \*Operate cleaning machines and basic maintenance thereof \*Watering of the garden and lawn  
\*Daily and monthly report to supervisor.

**Enquiries: Mr. O.D. More, tel: (018) 293 9000**

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**Internal Posts: Head Office (Mmabatho)**

**Post : Assistant Director: Conditions Services**

**Salary : R 174 243 p.a. (Level 9)**

**Centre : Head Office (Mmabatho)**

**Requirements :** \*An appropriate Bachelors Degree/ Diploma or Grade 12 with extensive relevant experience \*Advanced knowledge an practical application of the PERSAL System \*Knowledge of the HR Legislative framework in the Public Service  
\*Management, Report writing, Interpersonal and good communication skills \*Computer literacy.

**Duties :** Manage division staff with regard to appointments, transfers, remuneration, allowances, promotions, overtime, confirmation of probation adjustment of employment records in the PERSAL System \*Advise new appointees regarding application for medical aid \*Manage division staff with regard to unpacking the directive of

leave of absence in the Public Service, departmental leave admin policy and all related prescripts \*Disseminate information on best practices regarding the utilization of leave as a benefit in the Department \*Manage the recording, capturing, reconciling and filing of leave applications \*Manage the policy and procedure on ill health retirement and incapacity leave in the Public Service \*Review the leave policies and prescripts where necessary. Manage unit staff.

**Enquiries** : **Mr. D. Setlhare, tel: (018) 387 2205**

**Post** : **Administrative Officer: Technical Administration**

**Salary** : **R 117 501 p.a. (Level 7)**

**Centre** : **Head Office (Mmabatho)**

**Requirements** : \*An appropriate recognized Bachelors degree or National Diploma plus appropriate experience in contract management and administration \*Computer literacy \*A driver's license will be a recommendation \*Thorough knowledge of government procurement procedures \*Knowledge of Asset Register \*Outstanding writing and communication skills \*Ability to work under pressure and meet deadlines.

**Recommendation** : \*Thorough knowledge and experience of the Public Financial Management Act, Preferential Procurement Regulation and Preferential Procurement Policy Framework Act.

**Duties** : \*Render support service to all engineering staff with respect to contract administration \*Manage all aspects of the policy for the appointment of Professional Service Providers for the directorate \*Operate a file system for contract administration \*Update the Asset Register.

**Enquiries** : **Mr. J.J. Tselane, tel (018) 387 2068/2069**

**Post** : **Senior Personnel Officer Grade II: Appointments**

**Salary** : **R 76 194 p.a. (Level 5)**

**Centre** : **Head Office (Mmabatho)**

**Requirements** : \*Grade 12 or equivalent qualification \*Practical knowledge of the PERSAL System \*Report writing, Interpersonal and good communication skills \*Computer literacy.

**Duties** : \*Administer all basic employment documents of new appointees \*Effect appointments on the PERSAL System \*Advise new appointees regarding the application for medical aid, housing allowance and best leave practices \*Draft transfer, probation and promotion memos \*Follow-up queries registered by clients and draft responses \*Perform all relevant sectional and HR functions in line with the Public Service legislative framework.

**Enquiries** : **Mr. D. Setlhare, tel: (018) 387 2205**

**Post : Mothusi wa Setegeniki (Messenger): Office of the CFO**

**Dituelo (Salary) : R 54 897 p.a. (Level 3)**

**Lefelo (Centre) : Head Office (Mmabatho)**

**Ditlhokego (Requirements):** \*Bokgoni jwa go kwala le go buisa \*Go tlhaeletsa ka nepo Bokgoni jwa go dirisa/dira ka metshini ya phephafatso le go dira dikgatiso (photocopying) \*Maikarabelo, ikanyego, seithati le go tshwara nako.

**Ditiro tsa Phepafatso (cleaning duties):** Phepafatso ya diphaposi tsa tirelo le phaphosi ya dikopano tse di akaretsang: go feela, go phepafatsa ka motshini (hoovering), go phimola dithole, go tshasa politshi le go phatshimisa go latlha matlakala \*Go phepafatsa matlhabaphefo \*Go phepafatsa ntlwana \*Phepafatso le poloko ya di diriswa tsa ditlhatlhego Tlhokomelo ya metshini ya kantoro.

**Tirelo-tsa-tsholo (Hospitality services):** \*Go tlhokomela CFO, badiri le baeng ka ditlhatlego \*Go direla dikopano tsa CFO go akaretsang thulaganyo ya di diriswa tse di tshwanetseng tsa metsi a a nowang pele dikopano di simolola \*Tlhokomelo ka ditlhatlego \*Go nna malala-a-laotswe go direla dikopano tsa CFO ka nako eo di tweletseng.

**Ditiro tsa Setegeniki (Technical services):** \*Go gatisa (photocopy) dikwalo tsa kantoro le tsa dikopano tsa ga CFO. \*Go tsamaisa dikwalo go tswa kantoro ya CFO go ya koo di tshwanetseng \*Go ya go tsaya dikwalo tsa kantoro ya CFO go tswa Main Registry \*Go lere ditlankana tsa mogolo go tswa kantoro ya megolo \*Go lomaganya dikwalo go nna dibukana (binding) \*Go bega motshini o o gatisang fa o tlhoka paakanyo \*Go tswelela o thusa go ya kamoo go tlhokegang.

**Enquiries: Ms. T. Pule, tel: (018) 387 2376**

**Post : Senior Administration Officers: Rates and Taxes (4 Posts)**

**Salary : R 145 920 p.a. (Level 8)**

**Centre : Head Office (Mmabatho)**

**Requirements :** \*An appropriate National Diploma\ Degree in financial management and 2 years experience, or Senior Certificate and a minimum of 5 to 7 years experience in Public Financial Management. Basic understanding of Public Finance Management Act, Treasury Regulations and Property Management related legislations \*Computer literacy.

**Recommendations:** \*Knowledge of Walker system (applicable in DPW), knowledge of property \*Procurement and tender regulations \*Good verbal and written communication skills \*Good interpersonal relations.

**Duties :** \*Checking and reconciliation of accounts from Municipalities \*Preparation of payments \*Verify Provincial properties before payment is processed \*Capturing of data \*Liaise with various stakeholders, e.g. Regions and Municipalities \*Updating records on annual basis \*Compilation of report in respect of service rendered by Municipalities \*Handling of queries from Municipalities and service providers \*Monitor and make follow up on outstanding balances \*Ensure that payment is processed on time \*Supervision of staff.

- Enquiries** : **Mr. P. Mogorosi, tel: (018) 387 2027**
- Post** : **Senior Administration Office: Gardening**  
**Salary** : **R 145 920 p.a. (Level 8)**  
**Centre** : **Head Office (Mmabatho)**  
**Requirements** : \*National Diploma/Degree in horticulture or related qualification or senior certificate plus 5 years experience \*A Drivers Licence will be a recommendation \*Supervisory skills \*Computer literacy
- Duties** : \*Conduct daily inspections of all prestige facilities situated mainly in Mafikeng \*Inspect lawns, floral arrangement and general condition of prestige gardens Produce weekly condition assessment reports for garden and surroundings for Prestige Building \*Produce / develop garden maintenance plans \*Advice on seasonal garden planning \*Prepare scope of work for defects identified for implementation \*Supervise / lead in- house teams and contractors to ensure proper upkeep of gardens daily and prepare for special occasions \*Prepare procurement documentation for outsourced gardening services, tools and materials \*Draw up Service Level Agreements for outsourced gardening services \*Manage the performance of subordinates
- Enquiries** : **Mr. P. Mogorosi, tel: (018) 387 2027**
- Post** : **Senior Administrator: Office Support: Property Management**  
**Salary** : **R 145 920 p.a.**  
**Centre** : **Head Office (Mmmabatho)**  
**Requirements** : \*Diploma/Degree and 2 years experience or equivalent qualification or Grade 12 with 5 years experience \*Computer literacy \*Good interpersonal skills \*Ability to work under pressure.
- Duties** : \*Provide administrative support to the Directorate \*Receive and distribute incoming and outgoing correspondence \*Coordinate meetings of the Directorate \*Logistical support \*Minute taking \*Report writing \*Record keeping \*Receive visitors and deal with basic enquiries.
- Enquiries** : **Mr. P. Mogorosi, tel: (018) 387 2027**

#### **Internal Posts: Southern Region**

- Post** : **Administrative Officer: Labour Relations**  
**Salary** : **R117 501 p.a. (Level 7)**  
**Centre** : **Southern Region (Potchefstroom)**  
**Requirements** : \*An appropriate three-year bachelors' degree or equivalent Qualification or senior certificate with relevant experience in Labour Relations \*Good understanding of the Public Service Act, Regulations, Labour Relations legislation \*A driver license will be

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|--------------------|---|
|                    | <p>a recommendation *Effective negotiation, conflict management and dispute resolution skills *Written and verbal communication skills *Good interpersonal skills *Computer literacy *Knowledge and ability to interpret directives and guidelines on Labour Relations *Research, negotiation and project management skills.</p>  |
| <b>Duties</b>      | <p>: *Give advice in respect of the Interpretation and application of Labour relations legislation *Provide support in respect of procedures related to misconduct, discipline and grievances *Training of line functionaries in labour relations *Conduct investigations of grievances, disputes and misconduct cases, and facilitate disciplinary action *Represent the Region on workplace forum meetings and at the relevant bargaining structures *Handling employee assistance programmes *General Administration functions (e.g. Monthly reports leave administration, workplans).</p>   |
| <b>Enquiries</b>   | <p>: <b>Ms C. Paulsen, tel: (018) 293 9000</b></p>  |
| <b>Post</b>        | <p>: <b>Assistant Director: HRD &amp; PMDS</b></p>  |
| <b>Salary</b>      | <p>: <b>R174 243 p.a. (Level 9)</b></p>   |
| <b>Centre</b>      | <p>: <b>Southern Region (Potchefstroom)</b></p>   |
| <b>Requirement</b> | <p>: *An appropriate three-year bachelor's degree or equivalent qualification. Grade 12 coupled with relevant experience in Human Resource Development *Good understanding of the Public Service Act, Regulations, PSCBS Resolutions etc. *Knowledge of Financial Management in regard to remunerative benefits and practices *Good interpretation of all policy directives and guidelines *Knowledge of PERSAL *Knowledge of PMDS *Report writing skills *Computer literacy *Interpersonal skills, motivational skills *Must be able to implement the turn-around strategy.</p>  |
| <b>Duties</b>      | <p>: *Analyses policy on Performance Management and Development System for review *Conduct research and make inputs for implementation of system *Provide training and integrate performance management with other relevant service delivery processes *Ensure that performance agreements and work plans for each employee are validated and signed and assessed for each performance year *Monitor implementation of performance management policy *Arrange meetings for annual assessment and ensure that all staff is rewarded on time *Consolidated training needs analysis *Monitor learner ship programs in the region *Report writing *Represent the region in relevant for a meeting and forum *Manage performance management budget *Manage unit staff.</p> |
| <b>Enquiries</b>   | <p>: <b>Ms C. Paulsen, tel: (018) 293 9000</b></p>  |