

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.

**Labour Relations Officer**

**Salary: R 242 475 p.a. (SL 7)**  
• Ref No NMMD 21/2018  
• District office

**NB: White Female People are encouraged to apply.**

**Requirements:** • Matric or equivalent, ABET level 4 certificate PLUS Diploma/Degree in Labour Relations • 1-2 years' practical experience in the field of Labour Relations • **Knowledge and Skills:** • Must further have good verbal and written communication skills • Computer literacy in Microsoft packages • A valid driver's license • Knowledge of the relevant Labour legislation and Public Service policies.

**Duties:** • Represent the Department in relevant bargaining structures • Investigate grievances lodged in the Department and initiate disciplinary hearing on misconduct cases • Represent department during the conciliation • Compile labour relations database • Train employees and management on relevant labour legislation. Management of strike action.

**Enquiries:** GM Sehume, tel. 018 388 4557

**Chief Admin Clerk-SCM**

**Salary: R242 475 p.a. (SL 7)**  
• Ref No: NMMD 22/2018  
• Lehurutshe Sub-District

**NB: Coloured Female People are encouraged to apply.**

**Requirements:** • Matric or equivalent ABET level 4 certificate PLUS National Diploma/Degree in supply chain management • At least 3-5 years' experience in supply chain management or asset managemen • Bas/ Walker certificate will be an added advantage • A valid driver's license • **Knowledge and Skills:** • PFMA, Treasury Regulations, Procurement procedures, planning and prioritizing of work, Walker Bas Systems, Centralised Supplier Data Base system • Computer literacy, HR matters and policies, Discipline and conflict resolution • Analytical, report writing skill, Good communication and interpersonal relations skills.

**Duties:** • Receive request for quotation and source service providers on North West Provincial systems • Assist in specifications drafting and bid administration • Contract administration and manage acquisition unit • Perform Supervisor functions • Compile monthly reports.

**Enquiries:** Mr OMB Mabaso, tel. 018 363 3916

**Chief Admin Clerk (2 Post)**

**Salary: R242 475 p.a. (SL 7)**  
• Ref No: NMMD 23/2018  
• Delareyville (1) • Lichtenburg (1)

**Requirements:** • Matric or equivalent, ABET level 4 certificate PLUS National Diploma/Degree in public Administration or Human Resources Management • Three (3) years' relevant experience in HR function • **Knowledge and Skills:** • PERSAL, PMDS, PFMA and Treasuring regulations, Government Prescripts and Acts: Supervisory skills, Report writing, computer literacy, Excellent administrative, valid code 08 drivers license.

**Duties:** • Render general administration services (pension, housing benefit, Etc.) leave Management, manage and control switchboards and registry, management of physical resources, revenue collection.

**Enquiries:** Mr GB Mabote, tel. 053 948 0945 or Mr LL Lund, tel. 018 632 3032

**Senior Administration Officer – Property Management**

**Salary: R 299 709 p.a. (SL 8)**  
• Ref No: NMMD 24/2018  
• District office

**NB: White Female People are encouraged to apply.**

**Requirements:** • Matric or equivalent, ABET level 4 certificate PLUS Bachelor's Degree/National Diploma in Property Management/Real Estate/Town Planning and Property Law • At least 3-5 years' experience in Immovable Asset Management environment • A valid Driver's license • **Knowledge and Skills:** • Knowledge and understanding of the following Acts: North West Land administration Act, GIAMA Act, understanding of geographic positioning system • Basic photographic knowledge • Good communication and interpersonal relations • Report writing, problem solving • Computer literacy (Word, PowerPoint, Excel etc.) • Ability to research and apply policies and procedures, map reading and navigation.

**Duties:** • Supervision of security services (monitoring and payments) • Manage Immovable asset register, update tenant's payment records • Liaise with Municipalities & Eskom with regard to payment of utilities and correct Municipal Valuation roll (MVR) • Identify unvested State owned properties in the District, conduct land and tenant Audit • Liaise with National Government to determine land use of various even and land parcels • Liaise with stakeholders regarding properties earmarked for disposal • Identify unused State owned properties to ensure optimal utilisation in compliance with GIAMA • Provide minor office equipment and labour saving device. Supervise staff.

**Enquiries:** Ms MV More, tel. 018 388 4384

**Chief Admin Clerk – Property Management**

**Salary: R 242 475 p.a. (SL 7)**  
• Ref No: NMMD 25/2018  
• District office

**Requirements:** • Matric or equivalent, ABET level 4 certificate PLUS National Diploma in Property Management/Real Estate/Town Planning and Property Law • **Knowledge and Skills:** • GIAMA, North West Land Administration Act, PFMA • Good communication and interpersonal relations • Report writing, Problem solving • Computer literacy • Ability to research and apply policy and procedures, map reading and navigation • A valid driver's license.

**Duties:** • Manage and ensure optimum and alternative utilisation of State-owned land and buildings • Administer utilities and rental • Administer lease agreements • Liaise with stakeholders on queries and rectification of errors • Conduct physical inspection of State Immovable Assets • Co-ordinates utilities payment records • Liaise with Sub-Districts on provision of meter readings and submission to both Eskom and Municipalities • Supervise staff • Compile monthly reports.

**Enquiries:** Ms MV More, tel. 018 388 4384

**Works Inspector: Contract and Planning**

**Salary: R196 407 p.a. (SL 6)**  
• Ref No: NMMD 26/2018  
• District office

**Requirements:** • Matric or equivalent, ABET level 4 certificate PLUS National Diploma in building or National N6 Diploma in building with 0 to 1 year experience • A valid driver's license code 08 • **Knowledge & Skills:** • Knowledge of Building regulations, Occupational Health and safety Act, procurement systems, procedures and regulations, PFMA and EPWP/NYS • Good interpersonal skills • Computer literacy • Be able to interpret sketch plans.

**Duties:** • Ensure that all works adhere to prescribed OHS standards • Compile specifications, tender documents and reports • Preparation of payment certificates and final accounts • Compile comprehensive technical reports • Handle all relevant technical correspondence Management of quality and quantity and ensuring compliance with standards specifications Liaise with contractors, consultants and stakeholders on project-related matters • Attend site inspections and meetings • Ensure quality control.

**Enquiries:** Ms MV More, tel. 018 388 4384

**Works Inspector Mechanical Engineering (Hosp) Maintenance (3 Posts)**

**Salary: R196 407 p.a. (SL 6)**  
• Ref: No: NMMD 27/2018  
• District Office

**NB: Indian, Coloured Males, People are encouraged to apply.**

**Requirements:** • Matric plus National N6 Diploma in Mechanical with 0 to 1 year experience • A valid driver's license code 08 • **Knowledge & Skills:** • Knowledge of Building regulations, Occupational Health and safety Act, procurement systems, procedures and regulations, PFMA and EPWP/NYS • Good interpersonal skills • Computer literacy • Be able to interpret sketch plans.

**Duties:** • Ensure that all works adhere to prescribed OHS standards • Compile specifications, tender documents and reports • 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

**Works Inspector Building Execution (2 Posts)**

**Salary: R196 407 p.a. (SL 6)**  
• Ref: No: NMMD 28/2018  
• District Office

**Requirements:** • Matric or equivalent, ABET level 4 certificate PLUS National Diploma in Building or National N6 Diploma in Buildin • Valid driver's license code 08 • **Knowledge and Skills:** • Knowledge of Building regulations, Occupational Health and safety Act, procurement systems, procedures and regulations, PFMA and EPWP/NYS • Good interpersonal skills • Computer literacy • Be able to interpret sketch plans.

**Duties:** • Ensure that all works adhere to prescribed OHS standards • Compile specifications, tender documents and reports • 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 sub –ordinates 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

**Principal Roadwork Foreman (4 Posts)**

**Salary: R242 475 p.a. (SL 7)**

• Ref No: NMMD 34/2018 • Marico (1) • Lichtenburg (1) • Delareyville (1) • Mafikeng (1)

**Requirements:** • Basic literacy and numeracy grade 5-11 or equivalent ABET level • 10 years' experience in a Roads related field • Driver's license • **Knowledge and Skills:** • Public Service Act • Public Service Regulations • Labour Relations Act • Public Service Resolutions • Public Service Delivery Decome • Standard specification for roads and bridges • Construction Manual • Road Sign Manual • Roads Act • Roads Ordinance Act • Ribbon Development Act • Public Finance Management Act • Occupational Health and Safety Act • 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:** • Perform routine road maintenance, e.g. patching, edge repairs, crack sealing, grading of gravel roads and shoulders, road signs, road marking, drainage and reserve structures (culverts and bridge) • Render selected support to local authorities • Ensure the road reserves are clearly demarcated and cleaned • Maintain gravel shoulders on tar, surfaced and gravel roads • Maintain drainage structures • Evaluate and development of personnel in the sub-division • Implement Performance Management Development System • Ensure OHS compliance.

**Enquiries:** Mr H Sejeng, tel. 018 388 4251

**This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post's, e.g. White, Indian, Coloured Males and Females and People with disability are encouraged to apply. The candidate's whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.**

**Notes:** Applications must be accompanied by signed Z83 form; recent updated comprehensive CV; as well as originally certified copies of all qualification(s) including Grade 12 (Senior Certificate); certified ID-document and the names of three contactable referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a Foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates will be subjected to security screening process. Applicants must indicate the post and reference number in their applications. Applications should be forwarded on time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Candidates requiring additional information regarding an advertised post, must direct their enquiries to the different Enquiries of the posts.

All applications must be forwarded to the following address **Indicated to District: The District Director: Ngaka 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.**

**The Department reserves the right not to make an appointment.**

**Advertised Date :** 31 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.

