



public works & roads

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

HUMAN RESOURCE MANAGEMENT

VACANCY, CIRCULAR NO. 3 OF 2023/2024 FINANCIAL YEAR

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

Note: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal details, competencies and experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Applicant's previous information as background/reference checks will be verified through contactable referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Faxed, e-mailed applications will not be accepted or considered. Applications received after the closing date will, as a rule not be accepted.

Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and 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.

All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735. **For Attention: HR Recruitment - Mr. M.E Khauoe.**

Advertised Date: 18 August 2023 and Closing Date: 01 September 2023 (Posted Applications must have reached the Department by **15h30 pm**, otherwise they will not be considered)

CIRCULAR NO. 3 OF 2023 HEAD OFFICE



HEAD OFFICE (NWP)

Post : Director-Education Infrastructure, Maintenance & Technical Portfolio Support (Re-Advert)
Salary : R 1 162, 200 per annum (SL13) all-inclusive remuneration package.
Ref No. : H/O 26/2023
Centre : Head Office-Mahikeng

Requirements : Qualifications: National Senior Certificate (Grade 12) plus A Bachelor's Degree/B-Tech (NQF Level 7) in Civil / Structural Engineering or Quantity Surveying or Electrical / Mechanical or Architecture. A valid driver's license. Experience: Five (5) years' relevant work experience at middle management level. Knowledge: Management of professional teams within the built environment. Extensive knowledge of all civil engineering aspects of the building and construction environment. Advanced knowledge and understanding of the following Acts: Government Procurement systems and related legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Proven programme/ project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Contract Management. Ability to maintain integrity and confidential information. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Willingness to travel and work beyond normal working hours.

Duties : Manage client Department projects. Manage the Directorate's Annual Performance Plan. Co-ordinate and Plan building Infrastructure projects. Collate the IPMP and IPIP B5 project list. Evaluate and recommend feasibility study/ scoping report, preliminary Design, detailed design and tender documentation. Manage and Update building standards documents and procedures. Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

Enquiries : Mr. S. Diko tell: 018 - 388 1494

Post : Director - Roads, Project & Capital Implementation (Re-Advert)
Salary : R 1 162, 200 per annum (SL13) all-inclusive remuneration package.
Ref No. : H/O 27/2023
Centre : Head Office-Mahikeng

Requirements : Qualifications: National Senior Certificate plus a B-Tech/BEng Degree (NQF Level 7) in Civil Engineering. A valid driver's license. Experience: Five (5) years' relevant work experience at middle management level. Knowledge: Knowledge of Public Service Act and Treasury Regulations. Understanding of Government prescripts. Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Government Legislative Frameworks. Technical standards/procedures. Proven programme/ project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Contract Management. Skills: Ability to maintain integrity and confidential information. Technical consulting skills. Strategic capability and leadership skills. Programme and

project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Willingness to travel and work beyond normal working hours.

Duties : Manage and implement in-house roads construction projects. Ensure Sound implementation of all Capex and OPEX projects. Attend site meetings for Capex and OPEX Projects when possible. Participate on Department Bid Evaluation Committee and other. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Ensure proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors. Monitoring of budget. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Develop project reporting templates and guidelines for all projects managers. Ensure maximization of local labour absorption and contractor development is implemented and achieved. Ensure that all SMME's under contractor development are allocated works. Ensure that 30% of the contract sum is allocated to the local SMME's on projects above R30 million. Capacitate and Manage the Directorate.

Enquiry : Mr M. Phahlane tell: 018-388 1193

Post : Deputy Director: Contractor Development and Innovation (12 Months contract)
Salary : R958 824 per annum (SL 11)
Ref No : H/O 28/2023
Centre : Head Office - Mahikeng

Requirements : Qualifications and experience: A National Senior Certificate plus National Diploma or Bachelor's Degree in Social Science/ Sociology/ Public Administration/ Project Management. 3 - 5 years relevant work experience of which 3 years at an Assistant Director level. A valid Driver's license. **KNOWLEDGE**: Knowledge of government legislatives framework. EPWP Programmes. EPWP Technical standards/procedures Public Service Regulations. Batho Pele Principles; Public Finance Management Act (PFMA) and Supply Chain Management Procedures. Needs and priorities of stakeholders. **SKILLS**: Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity management. Strategic management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel, and MS Access). Planning & organising. Interpersonal Skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

Duties : Develop policy on enterprise development focusing on contractor development and cooperatives. Empowering the Contractors and cooperatives in terms of their competitiveness (CIBD Grading). Enhance PPP-ships (Public Private Partnerships). Generate and develop a credible database of targeted beneficiaries or small emerging Contractors and cooperatives. Enhance partnership with critical stakeholders in the North West Province including Provincial CIDB office and North West Contractors and Local Business Associations. Manage, create and facilitate an environment that is conducive to growth through access to contracts and training for contractors and cooperatives in the department. Manage the resources of the Sub-directorate.

Enquiries : Mr. K. Gill tell: 018 - 388 4522

CIRCULAR NO. 3 OF 2023 HEAD OFFICE



Post : Deputy Director: Road Maintenance (12 Months contract)
Salary : R958 824 per annum (SL 11)
Ref No : H/O 29/2023
Centre : Head Office - Mahikeng

Requirements : Qualifications: A National Senior Certificate plus National Diploma or Bachelor's Degree in Social Science/ Public Administration/Civil Engineering/ Project Management. Experience: 3 - 5 years relevant work experience of which 3 years at an Assistant Director level. A valid Driver's license. KNOWLEDGE: Knowledge of government legislatives framework. EPWP Programmes. EPWP Technical standards/procedures Public Service Regulations. Batho Pele Principles; Public Finance Management Act (PFMA) and Supply Chain Management Procedures. Needs and priorities of stakeholders. SKILLS: Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity management. Strategic management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel, and MS Access). Planning & organising. Interpersonal Skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

Duties : Plan and ensure implementation of the Expanded Public Works Programme and National Youth Service in all Roads programmes in the department. Manage the implementation of the Road Maintenance programme throughout the department. Monitor and evaluate Road Maintenance programmes (RMP) throughout the department. Manage the centralised Road Maintenance programmes Information Management System. Undertake audits of the programme timeously. Provide social facilitation and create work opportunities by implementing EPWP flagship programmes in Roads Programmes. Ensure programme approvals are in place. Facilitate recruitment of EPWP Road Maintenance Programme beneficiaries. Manage and provide social liaison for successful implementation of EPWP in the roads programme. Provide implementation support to roads programme both at Head Office and Districts. Identify possible bottlenecks/hurdles/obstacles that may hamper effective and efficient support to roads programme. Manage the resources of the Sub-directorate.

Enquiries : Mr. K. Gill tell: 018 - 388 4522

Post : Deputy Director - EPWP Empowerment Artisan Development & Learnership
Salary : R958 824 per annum (SL 11) - 12 Months contract
Ref No : H/O 30/2023
Centre : Head Office - Mahikeng

Requirements : Qualifications: A National Senior Certificate plus National Diploma or Bachelor's Degree in Social Science/ Sociology/ Public Administration/ Project Management. Experience: 3- 5 years relevant work experience of which 3 years at an Assistant Director level. A valid Driver's license. KNOWLEDGE: Knowledge of government legislatives framework. EPWP Programmes. EPWP Technical standards/procedures. Public Service Regulations. Batho Pele Principles. Public Finance Management Act (PFMA) and Supply Chain Management Procedures. Needs and priorities of stakeholders. SKILLS: Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity management. Strategic management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel, and MS Access). Planning & organising. Interpersonal Skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

Duties : Determine skills development priorities across all sectors of EPWP. Manage the creating of Departmental EPWP Empowerment, Artisan and Learnership database. Determine and ensure the implementation of capacitation and training development strategies. Facilitate the provision of sector specific training. Develop and build human capacity of EPWP beneficiaries and internal guidelines aimed at streamlining and institutionalising EPWP training in the Department and provincial. Ensure that EPWP beneficiaries are capacitated and empowered. Manage the development of and implementation of the EPWP exit strategies where economically and technically possible. Organise individual EPWP beneficiaries into formal enterprises (e.g. cooperatives) to ensure marketability at exit. Manage the resources of the Sub-directorate.

Enquiries : Mr. K. Gill tell: 018 - 388 4522

Post : Control Engineering Technologist (x4) 12 Months Contract
Salary : R831 309 per annum (Grade A)
Ref No : H/O 31/2023
Centre : Head Office - Mahikeng

Requirements : Qualification and Experience: National Senior Certificate plus Bachelor of Technology in Engineering (BTech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. A Valid driver's license. Knowledge: Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Contract Management. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Skills: Technical consulting skills. Problem solving and Analytical skills. Financial management. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Good communication and interpersonal relations. Computer literacy. Planning and organising. Conflict management. Change management. Service Delivery Innovation. Willingness to travel and work beyond normal working hours.

Duties : Manage technological advisory services. Manage and implement in-house road infrastructure projects. Ensure sound implementation of all Capex projects. Attend site meetings for Capex Projects. Participate on Department Bid Evaluation Committee and other. Monitor and evaluate technological designs. Ensure proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Make inputs in budgetary plans, APP, Procurement Strategy, Procurement Plan, Operational Plan. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Develop project reporting templates and guidelines for all projects managers. Ensure maximization of local labour absorption and contractor development. Ensure that all SMME's under contractor development are allocated works. Keep up with new technologies and procedures. Capacitate and supervise personnel.

Enquiries : Mr M. Phahlane tell: 018 - 388 1494/1193

Post : Deputy Director - Internal Control (Re-Advert)
Salary : R811 560 per annum (all-inclusive salary package (SL11))
Ref No : H/O 32/2023
Centre : Head Office - Mahikeng

Requirements : Qualification: National Senior Certificate plus National Diploma or Bachelor's Degree in Accounting/ Auditing/ Risk Management/ Compliance. A valid driver's licence. Experience: 3 - 5 years' experience in Internal Control, Internal/External Auditing of which 3 years should be at an Assistant Director level. Experience with the Auditor General South Africa (AGSA) will be an added advantage. Knowledge: Knowledge of Financial Management systems and the Supply Chain Management Framework. An understanding of the PFMA, PPPFA, BBBEE and Treasury Regulations. Skills: Computer Literacy. Verbal and written communication. Problem solving and analytical skills. Strong Planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management strategic. Operational and financial plans and projects.

Duties : Develop and maintain effective, efficient and transparent systems of internal control. Strengthen accountability by identifying risks associated with departmental policies and plans. Establish an integrated internal control framework including review of policies. Evaluate the internal control systems and make recommendations. Coordinate assurance activities and monitor implementation of audit recommendations. Put system in place to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure. Review financial transactions for accuracy, completeness and correctness and to ensure compliance with the law and regulations. Coordinate both Internal and External Audits and ensure development and implementation of Post Audit Action Plans. Conducts ad-hoc reviews at request of management. Manage the resources of the Sub-directorate.

Enquiries : Mr E. Magole tell: 018 - 388 3473

Post : Professional Construction Project Manager-Building Infrastructure (x4) 12 months contract
Salary : R795 147 - R894 042 (Grade A-B) per annum,
(To be determined based on post registration experience).
Ref No : H/O 33/2023
Centre : Head Office - Mahikeng

Requirements : Qualification and Experience: National Senior Certificate plus National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience OR Honour's degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A Valid driver's license. Knowledge: Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA). Public Service Act. Occupational Health and Safety and other related acts governing the Public Service. Contract Management. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Legal compliance. Technical consulting. Professional judgment. Skills: Technical consulting skills and report writing. Problem solving and Analytical skills. Financial management. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Good communication and interpersonal relations.

Computer literacy. Planning and organising. Conflict management. Change management. Service Delivery Innovation. Willingness to travel and work beyond normal working hours.

Duties : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Manage and implement in-house buildings construction projects. Ensure sound implementation of all Capex projects. Attend site meetings for Capex Projects when possible. Participate on Department Bid Evaluation Committee and other. Ensure proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors. Develop project reporting templates and guidelines for all projects managers. Project accounting and financial management. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Monitor budget. Provide inputs to other professionals with tender administration. Ensure maximization of local labour absorption and contractor development. Ensure that all SMME's under contractor development are allocated works. Keep up with new technologies and procedures. Capacitate and supervise personnel.

Enquiries : Mr. S. Diko tell: 018 - 388 1494

Post : Professional Construction Project Manager (Roads Infrastructure)

Salary : R795 147 - R894 042 (Grade A-B) per annum,
(To be determined based on post registration experience).

Ref No : H/O 34/2023

Centre : Head Office - Mahikeng

Requirements : **Qualification and Experience:** National Senior Certificate plus National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Built Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license. **Knowledge:** Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgment. **Skills:** Decision making. Team leadership. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer literacy. Planning and Organizing. Conflict Management. Problem solving and analysis. Change Management. Innovation.

Duties : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Manage and coordinate planning aspects of projects. Ensure designs of road projects are done in accordance with sound engineering principles, department design manual, norms and standards. Initiate projects as per Standard Infrastructure Procurement Delivery Model (SIPDM). Design projects according to specifications and SIPDM. Develop Service Level Agreements. Ensure procurement of service providers/ contractors in line with project management methodology. Make inputs in budgetary plans, APP, Procurement Strategy, Procurement Plan, Operational Plan. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are

achieved. Monitor budget. Provide inputs to other professionals with tender administration. Ensure maximization of local labour absorption and contractor development. Ensure that all SMME's under contractor development are allocated works. Keep up with new technologies and procedures. Capacitate and supervise personnel.

Enquiries : Mr M. Phahlane tell: 018 - 388 1494/1193

Post : Engineering Technician Production (x2) 12 Months Contract
Salary : R353 013 per annum (Grade A)
Ref No : H/O 35/2023
Centre : Head Office - Mahikeng

Requirements : Qualification and Experience: National Senior Certificate plus National Diploma in Engineering or relevant qualification. Three years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Valid driver's license. Knowledge: Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Contract Management. Project management. Project principles and methodologies. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Skills: Problem solving and Analytical skills. Financial management. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Good communication and interpersonal relations. Computer literacy. Planning and organising. Conflict management. Change management. Service Delivery Innovation. Willingness to travel and work beyond normal working hours.

Duties : Render technical services. Implement in-house road infrastructure projects. Attend site meetings for Capex Projects. Produce technical designs with specifications and submit for evaluation and approval. Provide inputs in proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors .Ensure maximization of local labour absorption and contractor development is implemented. Maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Perform administrative and related functions. Develop project reporting templates. Compile and submit reports. Provide inputs into the budgeting process. Prepare payments of consultants and contractors. Develop, implement and maintain databases. Keep up with new technologies and procedures. Supervise personnel.

Enquiries : Mr M. Phahlane tell: 018 - 388 1494/1193

Post : Deputy Director: Demand and Acquisition Management
Salary : R811 560 per annum (SL 11) all-inclusive remuneration package
Ref No : H/O 36/2023
Centre : Head Office-Mahikeng

Requirements : Qualifications: National Senior Certificate (Grade 12) plus three (3) Year Bachelor's degree /National diploma in Logistics Management, Supply Chain Management or Financial Management. A valid driver's license. Experience: three (3) - five (5) years' experience in Supply Chain Management of which three (3) years' should be at an Assistant Director level. Knowledge: Knowledge, Interpretation and Experience in the

application of the legislative requirements that governs Supply Chain Management in the public service e.g., PFMA, PPPFA, BBBEE, Treasury Regulations, policies and procedures, code of conduct for Supply Chain Management practitioners. NW Provincial Accounting Systems-Walker and BAS. Skills: Problem solving skills. Conflict resolution and teambuilding skills. Communication skills (written and verbal). Presentation skills. Computer literacy in Microsoft Office (Word, Excel, PowerPoint), Email and Internet. Ability to work under pressure.

Duties : Provide Demand Management services. Inform, guide and advice departmental employees on demand management matters. Provide procurement plans. Compile and publish request for proposals where required. Manage bid administration. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Provide secretariat service to Bids Committees (DBEC, DBAC). Manage the functional operation of the Sub directorate.

Enquiries : Mr M.J Moipolai tell: 018 - 388 1425

Post : Assistant Director: Demand and Acquisition Management
Salary : R424 104 per annum (SL 09)
Ref No : H/O 37/2023
Centre : Head Office-Mahikeng

Requirements : Qualifications: National Senior Certificate (Grade 12) plus three-Year Bachelor's degree/ National diploma in Logistics Management, Supply Chain Management or Financial Management. A valid driver's license. Experience: 3 year related supply chain experience at supervisory level. Knowledge: Knowledge, Interpretation and Experience in the application of the legislative requirements that governs Supply Chain Management in the public service e.g., PFMA, PPPFA, BBBEE, Treasury Regulations, policies and procedures, code of conduct for Supply Chain Management practitioners. NW Provincial Accounting Systems-Walker and BAS. Skills: Problem solving skills. Conflict resolution and teambuilding skills. Communication skills (written and verbal). Presentation skills. Computer literacy in Microsoft Office (Word, Excel, PowerPoint), Email and Internet. Ability to work under pressure.

Duties : Coordinate, review, research, analyse and plan the procurement needs of the department. Coordinate, review, collect and collate information for the annual procurement plan. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (DBEC, DBAC). Compile bid documents. Coordinate, review and compile the list of prospective providers for quotations. Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury. Supervision of staff.

Enquiries : Mr M.J Moipolai tell: 018 - 388 1425

Post : Senior Admin Officer
Salary : R359 517 per annum (SL 8)
Ref No : H/O 38/2023
Centre : Head Office - Mahikeng

Requirements : **QUALIFICATIONS:** A National Senior Certificate (Grade 12) plus a National Diploma in Public Management/ Public Administration. Valid driver's license. **EXPERIENCE:** 2 years' relevant experience in EPWP Monitoring, Evaluation & Reporting. **KNOWLEDGE:** Knowledge of applicable Public Service legislations policies and prescripts. Batho Pele Principles. Public Finance Management Act (PFMA) and Supply Chain Management. The ability to capture data and collect statistics. **SKILLS:** Communication (written and verbal) skills. Good telephone etiquette. Proven computer literacy (MS Word, MS Excel, and MS Access). Planning & organizing. Interpersonal Relations skills. High level of reliability. Presentation skills.

Duties : Organize EPWP Monitoring, Evaluation & Reporting workshops and meetings with internal and external stakeholders. Coordinate all Monitoring, Evaluation & Reporting Sub-Directorate meetings and workshop. Provide secretariat services. Procure goods and services and ensure compliance with relevant prescripts, delegations and regulations. Facilitate payment of suppliers, Request quotations for catering/booking accommodation on time and make necessary arrangements. Complete and submit VA2 forms to Compliance Unit. Render effective office management services. Compile submissions that relate to office matters. Ensure proper record keeping and maintenance of a proper filing system. Support and improve internal departmental capacity to implement, coordinate and report on EPWP. Assist in capturing of EPWP project data on the Web Based System. Verify captured data, Compile progress reports and portfolio of evidence. Supervise staff.

Enquiries : Mr. K Gill tell: 018 - 388 4522

Post : Administrative Officer x1)
Salary : R294 321 per annum (SL 7)
Ref No : **H/O 39/2023**
Centre : Head Office - Mahikeng

Requirements : **Qualifications:** National Senior Certificate (Grade 12). **Experience:** 3-5 years 'experience required. **KNOWLEDGE:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. **SKILLS:** Computer skills. Planning and organisation. Good verbal and written communication skills. Teamwork. Flexibility.

Duties : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Handle routine enquiries Develop filing database. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Supervise staff.

Enquiries : Ms. N.E Kgang tell: 018 - 388 4143

CIRCULAR NO. 3 OF 2023 HEAD OFFICE



Post : Secretary
Salary : R202 233 per annum (SL 5)
Ref No : H/O 40/2023
Centre : Head Office - Mahikeng

Requirements : QUALIFICATIONS: A National Senior Certificate (Grade 12) with typing as a subject or any training computer course. Management Assistant / Office Management / Computer Studies. EXPERIENCE: No experience required. KNOWLEDGE: Knowledge of applicable Public Service legislations policies and prescripts. Batho Pele Principles; Public Finance Management Act (PFMA) and Supply Chain Management. The ability to capture data and collect statistics. SKILLS: Communication (written and verbal) skills. Good telephone etiquette. Proven computer literacy (MS Word, MS Excel, and MS Access). Planning & organizing. Interpersonal Relations skills. Presentation skills.

Duties : Provide a secretarial/receptionist support service to the Director. Receive telephone calls and refers the calls to the correct role players if not meant for the Director. Type documents for the Director and other staff in the unit. Manage the Director's Diary. Provide a clerical support service to the Director: Make travel arrangements for the Director. Arrange meetings and events for the Director. Draft routine correspondence and reports. Administers matters like the leave registers and telephone accounts. Receive, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts, policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager:

Enquiries : Mr. K. Gill tell: 018 - 388 4522

Post : Driver Messenger
Salary : R171 537 per annum (SL 4)
Ref No : H/O 41/2023
Centre : Head Office - Mahikeng

Requirements : QUALIFICATIONS: Grade 10.Code 08 to 10. PDP will be an added advantage. Valid driving license. EXPERIENCE: 7-12 months relevant driving experience. KNOWLEDGE: Knowledge of the city (ies) the function will be performed. Delivery services. Working procedures in respect of working environment and its application. Departmental SCM policies and regulations. SKILLS: Good communication skills (written & verbal). Numeracy Literacy. Organizing, interpersonal relationships.

Duties : Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (mail documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in registry.

Enquiries : Mr. K. Gill tell: 018 - 388 4522

CIRCULAR NO. 3 OF 2023 HEAD OFFICE

