

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The Provincial Administration Of The Northern Cape Is An Equal Opportunity, Affirmative Action Employer. Persons With Disabilities Are Encouraged To Apply.*

- APPLICATIONS** : Applications: Forward your applications to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300 or 9-11 Stokroos Street, Squirehill Park, Kimberley for Attention: Ms S. Van Heerden./Ms. T. Nyati/Mr. N. Ngoetjana/Mr. L. Pharasi.  
Applications may also be forwarded/hand delivered to the following addresses:  
Private Bag X 133, De Aar 7000, Hand Delivered: Cnr Station and Main Roads, John Dube Building, De Aar, Tel: 053 6311355.  
Private Bag X 8, Springbok 8420, Hand Delivered: NDM Building. No.8 Airport Road, Springbok, Tel: 027 7122170/75/79.  
Private Bag X 5024, Kimberley 8300, Hand Delivered: 45 Schmidtsdrift Road, Kimberley, Tel: 053 8619600.  
P.O Box 436, Upington 8800, Hand Delivered: 187 Rondon Street, Flora Park, Upington, Tel: 054 3324473.  
Private Bag X 148, Mothibistad 8474, Hand Delivered: T.M. Plhabane Road, Mothibistad, Kuruman, Tel: 053 7739400.
- CLOSING DATE** : 21 April 2017
- NOTE** : Applications must be submitted on forms Z.83 obtainable from any Public Service Department and should be accompanied by certified copies (dated not later than three (3) months) of qualifications. Correspondence will be limited to shortlisted candidates only.

**MANAGEMENT ECHELON**

- POST 13/61** : **CHIEF DIRECTOR: ROADS REF NO: DRPW/HCM 001/2017**
- SALARY** : R 1 068 564 per annum (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley
- REQUIREMENTS** : The successful candidate should be in possession of an appropriate 3 year Bachelor degree in Civil Engineering (NQF level 7) with five years' experience at a senior managerial level. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing Roads infrastructure issues. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act. Knowledge and understanding of the principles of Corporate Governance. Candidates should be proficient in Excel, PowerPoint and MSWord and possess a valid code EB driver's license. Registration as a professional in the civil engineering related fields will be an added advantage. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : Responsible for managing the Chief Directorate Roads which will involve the planning & design, maintenance and construction of roads infrastructure within the Province, the exercising of control over consultants, the administering of data and the maintenance management system, the coordination of engineering projects and determining of norms and standards for engineering services. Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources, manage staff as well as providing strategic direction and support to the Chief Directorate
- ENQUIRIES** : Mr. S. K. Nogwili Tel. No: (053) 8392109
- NOTE** : All short listed 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. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

**POST 13/62** : **DIRECTOR: HEALTH INFRASTRUCTURE, MAINTENANCE & TECHNICAL PORTFOLIO SUPPORT REF NO: DRPW/HCM002/2017**

**SALARY** : R 898 743 per annum. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE REQUIREMENTS** : Kimberley  
Applicants must be in possession of a B. Engineering/B. Tech degree qualification (NQF level 7) in construction with five years' experience at a middle/senior managerial level. In addition, the applicant should possess a qualification in project management. Appropriate qualification in Business Administration will serve as a further recommendation. Appropriate experience in some or all fields of Engineering i.e Architectural, Quantity Surveying, Construction Project Management, and proven ability to manage a diverse team of professional and technical personnel, as well as bring in projects on time and within budget, will be strongly recommended. Registration as a Professional in any of the Built Environment Councils will be an added advantage. A valid driver's license. Competencies: Must be dynamic and committed with a professional approach, management skills, strong communication skills with the ability to motivate and direct people and to communicate with communities, strategic and conceptual orientation, team orientated and results driven, interpersonal relations, creative and analytical, problem solving and conflict management, proven report writing skills. Understanding of and the ability to grasp and apply the Public Service Act, knowledge and understanding of the PFMA, Treasury Regulations, Employment Equity Act, Skills Development Act and Labour Relations Act and any applicable built and construction sector legislation

**DUTIES** : The successful candidate will be responsible to provide technical portfolio management services for health which will involve the following: Manage the User Department Infrastructure Development and Maintenance Portfolio and provide technical support to the Provincial User Department (Health Department), Provide support to prepare the IPMP and IPIP for the Provincial User Departments (Health), Allocate projects and finalise procurement schedules in line with User Department procurement plans, Develop and enforce standard designs and validate all building plans, Manage procurement for construction projects supported by departmental SCM, Manage implementation of projects including contract management in line with budgets, timeframes and quality standards, Prepare and present progress reports and cashflow projections to User Department and other relevant stakeholders, Manage framework contracts for day-to-day, routine and emergency maintenance based on needs and budgets indicated by User Department (Health), Manage staff and maintain good labour relations in the unit.

**ENQUIRIES** : Ms. O.J. Gill Tel. No: (053) 8392241

**NOTE** : All short listed 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. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

**POST 13/63** : **DIRECTOR: EPWP REF NO: DRPW/HCM003/2017**

**SALARY** : R 898 743 per annum (all-inclusive salary package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE REQUIREMENTS** : Kimberley  
Applicants must be in possession of a 3 year Bachelor's Degree or National Diploma, tertiary qualification (NQF level 7). A qualification in project management will be an added advantage, with five years' experience at a middle/senior managerial level. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget, will be strongly recommended. A valid driver licence. Competencies: Must be dynamic and committed with a professional approach, management skills, strong communication skills with the ability to motivate and direct people and to communicate with communities, strategic and conceptual orientation, team orientated and results driven, interpersonal relations, creative and analytical, problem solving and conflict management, proven report writing skills.

- Understanding of and the ability to grasp and apply the Public Service Act, knowledge and understanding of the PFMA, Treasury Regulations, Employment Equity Act, Skills Development Act and Labour Relations Act.
- DUTIES** : The successful candidate will be responsible to lead, support and coordinate all lead sector Departments, stakeholders or public bodies (municipalities and government departments) in the province towards the implementation of the EPWP across all sectors, according to EPWP norms and standards, for the purpose of creating work opportunities for unemployed persons using labour intensive measures, Monitor delivery of the set targets and assess impact of the EPWP, Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, as per EPWP norms and standards, Promote community development programmes through the implementation of EPWP flagship programmes and social facilitation that contributes to creation of work opportunities, asset creation, and poverty alleviation.
- ENQUIRIES** : Ms. R. Grewan Tel. No: (053) 8392105
- NOTE** : All short listed 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. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.
- POST 13/64** : **DISTRICT DIRECTOR REF NO: DRPW/HCM011/2017**
- SALARY** : R 898 743 per annum (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley (Frances Baard District)
- Requirements** : B-Degree or National Diploma (NQF LEVEL 7) with five years' experience at a middle/senior managerial level; Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; A valid code EB driver's license.
- DUTIES** : Render management support to and co-ordinate all the activities of the District Office, To oversee the construction and maintenance of Roads in the District which will include, the construction and maintenance of Roads and the management of the workshops, The management of the Public Works function in the District which will include the implementation of new building construction (Capital Projects), the rendering of repair and renovations to existing state owned buildings, the provisioning of day-to-day maintenance of existing state owned buildings and rendering of property management services, To oversee and manage the institutional support service function which will include the management of Financial, Budgetary, Supply Chain Management, Human Capital Management and Corporate Service functions, The co-ordination and management of the Expanded Public Works Programme (EPWP), rendering of support to Public Bodies (municipalities & Government Departments within the District) on EPWP project initiatives ,Monitor and exercise control over the budget and expenditure for the District and ensure effective utilization of financial resources, management of staff.
- ENQUIRIES** : Ms. R. Grewan Tel. No: (053) 8392105

#### **OTHER POSTS**

- POST 13/65** : **DEPUTY DIRECTOR: LEDGERS & SALARIES REF NO: DRPW/HCM004/2017**
- SALARY** : R 612 822 per annum (all – inclusive)
- CENTRE** : Kimberley
- REQUIREMENTS** : Bachelor of Commerce degree/National Diploma (NQF level 7) qualification in Financial Management with five years financial management experience, extensive knowledge of the financial management legislative framework & related legislation, competencies in Strategic Capability and Leadership;

Programme and Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Valid Code EB driver's license, computer literacy.

**DUTIES** : The successful candidate will be responsible for effective banking and cash flow management, manage the payment function at Head Office, monitor, clear and declare balances on the suspense accounts, submission of compliance reports to Provincial Treasury, the management of the salary administration function, collect revenue pertaining to government properties and submit reports to the management with regard to collection trends, ensure that effective reconciliations are done for all creditors and debtors accounts. It will also be expected of the candidate to prepare the AFS and IFS and coordinate the collection of disclosure notes. To resolve audit queries, prepare and monitor an audit action plan. The candidate must be responsible for the effective management of financial and human resources in the directorate and provide training and support to districts. It will be expected of the candidate to complete a practical exercise should he/she be shortlisted for the post.

**ENQUIRIES** : Mr. D van der Merwe Tel. No: (053) 839-2335/2219

**POST 13/66** : **DEPUTY DIRECTOR: PLANNING & INFORMATION (PROPERTY MANAGEMENT) REF NO: DRPW/HCM005/2017**

**SALARY** : R 612 822 per annum (all – inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a three-year tertiary qualification (Bachelor degree or national diploma) (NQF level 7) with 5 years' experience in the property / built environment, Additional training and courses in property management will be an advantage, Knowledge and understanding of the maintenance of buildings and facility management in general, Knowledge and understanding of GIAMA (Act 19 of 2007), Knowledge and understanding of the Occupational Health and Safety Act, Knowledge and understanding of National Treasury guidelines on infrastructure funding and Government procurement processes relating to procurement of immovable assets, Knowledge and understanding of the PFMA and Treasury Regulations, Basic space planning skills, Public finance management and budgeting, Knowledge of the Government Procurement Systems, Management and leadership skills, The ability to work under pressure, Computer literacy. Competencies: Sound analytical skills, Strong verbal and written communication skills, Managerial skills, Strategic planning skills, Spatial design skills, Good interpersonal skills, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Monitoring, Evaluation and Performance Management qualities, Change/Diversity management skills, A valid code EB driver's license, computer literacy

**DUTIES** : The management of the Facilities Management Unit, Facilitate the process of integrated development planning, Manage the compilation of conditional assessment reports, Determine the functional performance of immovable assets by conducting feasibility studies and property inspections, Develop developmental options for the conversion or re-use of immovable assets, Property life-cycle planning and the optimization of usage of government properties, Manage the safety and security of properties, Manage the beautification and branding of buildings, Monitor the maintenance needs of immovable assets, Management of service providers Monitor strategies and programmes to promote BBBEE and facilitate the participation of women and youth-owned enterprises in the property industry, Ensure the rendering of cost-effective and efficient cleaning, gardening and security services, Developing and managing strategies, formulating and co-ordinating inputs into the development of policies and procedures, Ensure implementation of policies, Liaise with various Departments and organs of state that are responsible for the management of immovable assets in the country.

**ENQUIRIES** : Mr. V. Molawa Tel No: (053) 8392116

|                                   |   |   |
|-----------------------------------|---|---|
| <b><u>POST 13/67</u></b>          | : | <b><u>DEPUTY DIRECTOR: PUBLIC WORKS &amp; EXPANDED PUBLIC WORKS PROGRAMME REF NO: DRPW/HCM022/2017</u></b>  |
| <b><u>SALARY</u></b>              | : | R 612 822 per annum (all – inclusive). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Springbok (Namakwa District)<br>Competencies: A recognized Bachelor Degree/National Diploma or a tertiary qualification (NQF level 7) in one or more of the built environment disciplines (e.g. Architecture, Quantity Surveying), a minimum of three years junior management experience, a service orientated, pro-active and team orientated person with excellent negotiation, communication and analytical skills, Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; A valid code EB driver's license, computer literacy.  |
| <b><u>DUTIES</u></b>              | : | Support the Public Works Manager as key contact between Public Works and assigned client Departments in the management of the infrastructure portfolio, Provide inputs towards the compilation, operation and execution of annual business plans for the District, Rendering assistance to assigned client Departments in formulating their asset plans, rendering assistance to assigned client departments in formulating the accommodation requirements and budget appropriately, Providing inputs toward the compilation of annual building programs per assigned client department for Capital Works and planned maintenance projects including EPWP, Co-ordination and management of the Expanded Public Works Programme in the District ,Facilitation of District Forum meetings on EPWP implementation, Represent the Department on EPWP Regional/District Forums, Support Municipalities on EPWP initiatives, Provide regular reports (EPWP & Public Works) as required by the programs, Coaching and developing personnel reporting to him/her.   |
| <b><u>ENQUIRIES</u></b>           | : | Mr. H. Roberts Tel. No. (027) 7122170   |
| <b><u>POST 13/68</u></b>          | : | <b><u>ENGINEER: PLANNING (GRADE A – B) REF NO: DRPW/HCM006/2017</u></b>   |
| <b><u>SALARY</u></b>              | : | R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Kimberley<br>Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.   |
| <b><u>DUTIES</u></b>              | : | Responsible for assessing and approving planning applications associated with both development applications and other activities concerning the road network in the Northern Cape Province. Ensure that all construction work undertaken within the statutory width or within a distance of 95 meters from the center line of any building restriction road or within the statutory boundary of any public road are designed in accordance with the relevant engineering specification, approved consent conditions, specifications/codes and safety standards. Consultation with the public, developers, consultants, government authorities, private contractors and internal staff to ensure responsible planning and management of the Roads Assets, identify and recommend changes to the specifications in the COTO design manual and associated technical specification that will result in efficiency improvements in roads and structure design and construction and operation and maintenance costs, identify and recommend changes to the specifications in the Public domain design manual and associated technical specification that will result in efficiency improvements in public domain design and construction and operations and maintenance costs. Assist with the development and maintenance of template conditions of consent, scope and project briefs for the use of assessment staff where there are development impacts on the road network, develop project briefs and scope of works for the use of developers when they are required to undertake public domain design and frontage activities as part of their |

development consent, project briefs and scope documents are provided to developers within specified timeframes.

- ENQUIRIES** : Mr. I. Bulane Tel. No: (053) 839 2100
- POST 13/69** : **ENGINEER (GRADE A – B) REF NO: DRPW/HCM012/2017**
- SALARY** : R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.
- CENTRE REQUIREMENTS** : Kimberley (Frances Baard District)  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, plan, design, operate and maintain engineering projects, Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure training and development of technicians, Oversee the Management of the Workshop in that region, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District.
- ENQUIRIES** : Mr. J. Mphole Tel. No. (053) 8619600
- POST 13/70** : **ENGINEER (GRADE A – B) REF NO: DRPW/HCM016/2017**
- SALARY** : R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.
- CENTRE REQUIREMENTS** : De Aar (Pixley ka Seme District)  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, plan, design, operate and maintain engineering projects, Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure training and development of technicians, Oversee the Management of the Workshop in that region, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District.
- ENQUIRIES** : Mr. B.K Markman Tel. No. (053) 6311355
- POST 13/71** : **ENGINEER (GRADE A – B) REF NO: DRPW/HCM021/2017**
- SALARY** : R 594 477 – 728 962 per annum (all inclusive). Remuneration package will be determined based on appropriate/recognizable experience in an area after registration with ECSA as a professional.
- CENTRE REQUIREMENTS** : Springbok (Namakwa District)  
: Engineering degree (B Eng/ BSC (Eng) or relevant qualification, Three years post qualification engineering experience required, Valid driver's license, Compulsory registration with ECSA as a Professional Engineer. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgment, Networking.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, plan, design, operate and maintain engineering projects, Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Ensure training and development of technicians, Oversee the

|                            |   |   |
|----------------------------|---|---|
|                            |   | Management of the Workshop in that region, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. H. Roberts Tel. No. (027) 7122170   |
| <b><u>POST 13/72</u></b>   | : | <b><u>ASSISTANT DIRECTOR: PROVINCIAL CO-ORDINATION (EPWP) REF NO: DRPW/HCM009/2017</u></b>  |
| <b><u>SALARY</u></b>       | : | R 311 784 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley (Head Office)   |
| <b><u>REQUIREMENTS</u></b> | : | 3 year Tertiary qualification (NQF level 7) plus 3-5 years relevant experience in community based programmes, Legislative and regulatory requirements pertaining to monitoring and evaluation of work opportunities in line with EPWP Ministerial Determination, Business and management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources, Principles and processes for providing stakeholders, district offices and public bodies a support service including needs assessment, meeting quality standards for services and evaluation of satisfaction.  |
| <b><u>DUTIES</u></b>       | : | Coordinate and manage the implementation of projects under the Community Based Programme and the integrated Grant Fund Programme. Coordinate and consolidate all EPWP business plans submitted by all sector Departments, Stakeholders, Public Bodies and District Offices, Regularly monitor and evaluate the activities and output of the projects under EPWP Programs. Manage submission of feedback reports to Management, Oversee that all documents relating to projects are scanned and uploaded to EPWP IRD reporting system and EPWP IYM Reporting system. Input to strategic planning processes of the component and contribute to the Strategic Plan sessions of the Sub Directorate Provincial Co Ordination.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. A. Kula Tel. No: (053) 8392108  |
| <b><u>POST 13/73</u></b>   | : | <b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION (EPWP) REF NO: DRPW/HCM010/2017</u></b>   |
| <b><u>SALARY</u></b>       | : | R 311 784 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley (Head Office)   |
| <b><u>REQUIREMENTS</u></b> | : | 3 year Tertiary qualification (NQF level 7) plus 3-5 years relevant experience in community based programme, Legislative and regulatory requirements pertaining to monitoring and evaluation of work opportunities in line with the EPWP Ministerial Determination, Business and Management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources. Principles and processes for providing stakeholders, district offices and public bodies a support service, including needs assessment, meeting quality standards for services and evaluation of satisfaction. Legislative and regulatory requirements pertaining to coordination and monitoring of work opportunities in line with EPWP Ministerial Determination. |
| <b><u>DUTIES</u></b>       | : | Receive EPWPRS forms from Reporting Bodies, Check what has been captured against physical documents to ensure correctness, completeness and compliance to EPWPRS requirements, Approve and authorize ones happy with quality, Create weekly report to feed into monthly report, Amend any errors by Data Capturers and alert Data Capturers of the error, Follow up on all new projects, Oversee that documents are scanned and uploaded to EPWP system, Liaise with capturers if a deadline is missed or cannot be achieved, Oversee that documents are scanned and uploaded to the EPWP system.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. T. Mokomela Tel. No: (053) 8392171  |
| <b><u>NOTE</u></b>         | : | All short listed 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. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.  |