

**PROVINCIAL ADMINISTRATION: NORTH WEST
PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All applications must be forwarded to the Head of Department: Public Works and Roads, Private Bag X2080, Mmabatho 2735, Hand deliver to Office No. 160, 1st Floor, New Building Head Office in Old Parliament Complex, Modiri Molema Road, Mmabatho.
- FOR ATTENTION** : Mr M E Khauoe
- CLOSING DATE** : 12 May 2017
- NOTE** : Applications must be accompanied by a signed Z83 Form and a recently 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 Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number in their applications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. The Department reserves the right not to make an appointment. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department. **NB:** Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

- POST 17/88** : **CHIEF DIRECTOR REF NO: H/O 16/2017**
Building Infrastructure Management
- SALARY** : R1 068 564 per annum (An all-inclusive package can be structured in accordance with the rules of Senior Management Service, Level 14)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Qualification and experience: Grade 12 certificate and B.Sc. Civil Engineering. extensive experience in Project Management in the built environment. A minimum of five (5) years experience at Senior Management Level. Professional Registration in one of the built environment disciplines with the relevant council. Knowledge and skills: Management of professional teams within the built environment. Advanced knowledge and understanding of the following acts: Government procurement system and related legislation (e.g PPPFA and PFMA); Public Service Act; Occupational Health Safety Act and other related acts and regulations governing the Public Service Proven programme/project planning, budgeting and construction experience; Knowledge of the built environment legal and operational compliance; Technical consulting skills; Strategic capability and leadership skills; Problem solving and analysis skills; Decision making skills; Team leadership skills ;People management skills; Conflict management skills; Planning and organisational skills; Willingness to travel and work beyond normal hours; Computer literacy.
- DUTIES** : Provide strategic advice on project management to the Head of Department. Oversee the Department's Capital Expenditure (CAPEX) and Major Renovation /Rehabilitation/ Maintenance Programmes *Ensure that the Government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) are included in the CAPEX and Major Renovations Programmes Plan. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements and ensure that skills transfer and capacity building is complied with, while embedding processes and systems (e.g. the CIDB Toolkit). Ensure delivery of projects within parameters. Establish and maintain an effective planning, reporting, monitoring and evaluation system of projects. Manage and oversee

projects performed by the Department for clients departments; Ensure the updating and that the data integrity is maintained on the Provincial Project Management Information System (ProMIS) *Compile the monthly consolidated Infrastructure Reporting Model (IRM) report *Ensure compliance with the Construction Development Industry Boards (CIDB) regulations in terms of all industry related requirements. Give strategic direction and support to the Chief Directorate: Building Infrastructure Management

ENQUIRIES

: Ms NMG Mfikwe Tel no: (018) 388 2185/2426

NOTE

: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency based assessment). Appointed candidate will be required to sign Performance Agreements and annually disclose financial interests. NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

POST 17/89

: **DEPUTY DIRECTOR REF NO: H/O 17/2017**
Information Systems (Information Management)

SALARY

: R657 558 per annum (An all-inclusive salary package)

CENTRE

: Head Office (Mmabatho)

REQUIREMENTS

: Qualification and Experience: Grade 12 certificate and Degree / National Diploma in Software Development• 5 years' relevant experience working within ICT environment• A valid driver's licence• Knowledge: Knowledge of open-source software package or language• Knowledge of Information Technology business systems• Working knowledge of and experience in development/design and maintenance of applications. Business process management. Database querying and C#, ASP.net, HTML, CSS, Java script, programming SQL server database and project management Knowledge of MS Office Suite. Skills : Good communication and Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills; Computer operating systems and software skills; Communication and management skills; Client orientation and customer focus; Technical report-writing skills; IT research skills; Negotiating skills ; Quality assurance skills; Analytical skills.

DUTIES

: Manage the departmental Information Systems• Manage development of staff and implementation of ICT strategies• Manage and maintain server volumes and software• Align business systems with the departmental strategic direction• Manage security and risk measures to protect systems and applications• Provide leadership and guidance with regard to the establishment and implementation of information systems strategy. Advise the Department on future information and systems development• Plan, Develop, implement and maintain Departmental Information Systems. Departmental Information Systems policies, procedures and standards related to the field of expertise and ensure compliance to provincial and / or national formulated policy• Ensure that research and development effectively contributes to the strategy planning process within the Information Technology Directorate.

ENQUIRIES

: Mr M. Mokgalagadi Tel no: (018) 388 1500

NOTE

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

POST 17/90

: **ASSISTANT DIRECTOR REF NO: H/O 18/2017**
Human Resource Development

SALARY

: R334 545 per annum, Level 09

CENTRE

: Head Office, Mmabatho

REQUIREMENTS

: Qualification and Experience: Grade 12 certificate and Degree/ National Diploma (or equivalent) in Human Resource Management/ Development. A certificate in Skills Development Facilitation (SDF). 2-5 years experience in the Human Resource Development related field. A valid driver's license.

DUTIES : Coordinate training and development programmes. Develop the departmental Workplace Skills plan and the Annual training report. Coordinate the implementation of Induction programmes. Implement related strategies for the determination of employee training needs. Coordinate Artisan Development and Learnership programmes. Oversee effective coordination of staff registration with professional bodies. Ensure effective supervision of staff within the unit.

ENQUIRIES : Ms M. Tembe Tel no: (018) 388 4256
NOTE : Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

POST 17/91 : **SECRETARY TO DIRECTOR REF NO: H/O 19/2017**
Roads planning & design (Only in North West Province)

SALARY : R152 862 per annum, Level 05
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Qualification and Experience: Senior Certificate (Grade 12) or equivalent. Secretarial certificate would be an added advantage. At least one (1) year secretarial or general administration experience in an office environment. Computer literacy in Microsoft Office suite (MS Word, MS Excel, MS PowerPoint). Knowledge: Experience in the application of the legislative requirements that governs Supply Chain Management in the public service. Knowledge of the Public Sector Procurement processes, Rules and regulations, related prescript. Planning and organizing, Interpretation of relevant legislative requirements, Variety of work and procedure on financial matters. Batho Pele principles. Skills: Problem solving. Language with the ability to communicate well with people at different levels in written and verbal. Customer-focused approach and be results-driven. Assertiveness and Creativity. Time management. Good telephone etiquette. Sound organizational. High level of reliability and the ability to act with discretion. Minute writing.

DUTIES : Provide a secretarial/receptionist support service to the Senior Manager. Arrange meeting and events. Provide general office support, including creating and managing a register of incoming and outgoing documents for an effective filing and tracking system. Make travel arrangements and process invoices, and handle travel and subsistence claims. Prepare documentation for meeting and record minutes of meeting where required. Type correspondence and memos, and consolidate reports. Handle the procurement of standard item, such as ordering of equipment and stationery as required. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to Senior Manager.

ENQUIRIES : Mr L. Mafune Tel no: (018) 384 1048
NOTE : Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.