

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 05 August 2022
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position.

OTHER POSTS

- POST 26/254** : **DEPUTY DIRECTOR: OPERATIONS AND BACKUP REF NO: NWP/OOP/2021/37**
Job Purpose: To manage and administer storage backup environment in the NWPG
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Three year National Diploma/ degree in Information Technology and/ or equivalent (NQF Level and Credits). 6-7 years relevant Information Technology operations experience of which 3 years must be at Assistant Director Level. Knowledge, Skills and Competencies: Current IBM mainframe systems in use by NWPG, IT infrastructure. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Leadership, Organizing, Conflict management, Time management, Adaptability, Communication, Planning and organizing, Facilitation, Conflict resolution and Problem solving.
- DUTIES** : The management of mainframe operations and storage facilities. Facilitate the provision of salary reports and document distribution. The monitoring and performance evaluation of mainframe environment. The monitoring and evaluation of disaster recovery plan. The provision of backups and restores. Contract management of Back storage environment.
- ENQUIRIES** : Mr. M.D.A Matshidiso Tel No: (018) 388 4145
- POST 26/255** : **ASSISTANT DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2022/39**
Re Advertisement (Candidates who previously applied for the re-advertised positions are encouraged to re-apply if they are still interested in the positions)
Purpose: To facilitate and monitor the implementation of collective bargaining Process in the NWPG
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Three year appropriate tertiary qualification in Labour Relations at NQF level 6 and/or equivalent qualification (NQF Level and Credits). 3-5 years relevant experience in labour

relations matters of which 2 years supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. A valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Extensive knowledge in Public service labour relations policies, prescripts, practices and related fields, knowledge of Labour Legislation Research Methodology, Dispute resolution, Project Management, Training in presentation and facilitation skills, Human Resource Management, Managing Performance and Supervision. Ability to work under pressure, good verbal and writing skills, ability to negotiate, develop and management of related projects.

DUTIES : Coordinate meetings of the provincial Labour Relations Practitioners' forums. Provide support to the departments in matters involving conflicts and/ or disputes. Generate opinions and/ or advice as requested by departments or when the need arises. Conduct mediation, facilitation in pursuit of either preventing conflict or managing them. Disseminate contemporary labour relations information including landmark courts judgement as handed down by courts. Ensure departmental compliance with collective agreements, applicable legislation and policies. Provide advisory services to Heads of Department, supervisors and employees across the Departments.

ENQUIRIES : Mr D.M Kgame Tel No: (018) 388-3617 or BS Malwane Tel No: (018) 388-371

POST 26/256 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NWP/OOP/2021/42**
Job Purpose: To provide administrative Supply Chain services

SALARY : R321 543 per annum (Level 08)

CENTRE : Mmabatho

REQUIREMENTS : Three year appropriate tertiary qualification at NQF level 6 and/ or equivalent relevant qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory experience. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Good analytical and presentation skills, Self - management and motivation, Knowledge on the relevant legislation / policies / prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills and Basic written communication skills.

DUTIES : Supervise the Provision of general clerical support services; Oversee recording, organising, storing, capturing and retrieving of correspondence and data. Ensuring that registers and statistics are updated. Handling routine enquiries. Make photocopies and receive or send facsimiles. Ensuring Distribution of documents/packages to various stakeholders as required. Typing letters and /or correspondence when required. Maintaining the incoming and outgoing document register of the component. Supervise the Provision of supply chain clerical support services within the component; ensure liaising with internal and external stakeholders in relation to procurement of goods and services. Ensure Obtaining of quotations, complete procurement forms for the purchasing of standard office items. Monitoring Stock control of the office stationery. Ensuring maintaining of asset register of the component. The Provision of personnel administration support services within the Component; Maintaining a leave register for the component. Oversee maintenance of personnel records in the component. Oversee maintenance of attendance register of the component. Ensuring arrangement of travelling and accommodation. The Provision of administration support services in the component; Oversee Capturing and updating of expenditure in the component. Quality Assurance on subsistence and travel claims of officials and submit to manager for approval. Monitor the handling of telephone accounts and petty cash for the component. Human Resource Management; Handling of Job Descriptions; Management of Performance Agreement; Monitoring of Employee Performance.

ENQUIRIES : Ms. T.M Mooketsi Tel No: (018) 388 4043/ Mr. M. Mothibi Tel No: (018) 388 3391

DEPARTMENT OF PUBLIC WORKS AND ROADS

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 Males and Females, in the Department through the filling of this post's. 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.

CLOSING DATE : 29 July 2022 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)

NOTE : Compliance: Applications must be submitted by using New Amended Z83 Form (81/971431) as prescribed, all fields must be fully completed and compulsory to be signed, initialed and dated and is obtainable from any National or Provincial Departments, www.gov.za. A new Z83 form should only be accompanied by a

comprehensive curriculum vitae with competencies – experience and with full names, addresses and telephone numbers of at least three names of contactable referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents will result in your application not being considered. All qualifications will be verified. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority, and must furnish this Department with an evaluation certificate. Candidates must indicate the post; center and reference number on the applications. Faxed and Emailed applications will not be accepted. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. The successful candidate(s) for the above position(s) will be required to undergo personnel suitability checks, will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. The applicant previous employment background checks/reference checks will be verified through contactable referees. It will be expected of candidates to be available for interviews selection 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. The candidates requiring additional information regarding advertised posts 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.

OTHER POSTS

- POST 26/257** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: H/O 17/ 2022**
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration/Social Science/Human Science or relevant qualification as recognized by SAQA. Minimum of 3 (three) to 5 (five) years' experience in strategy, governance; policy and; strategic and operational planning management of which 3 (three) years should be at Assistant Director Level. A valid driver's license. Knowledge and skills: Knowledge of the functional responsibilities of the Department and relevant legislation are essential. Knowledge of government planning policies and frameworks. Knowledge of Strategic reporting, Public Service Act, 1994, Public Service Regulations 2001, Public Finance Management Act, 1999 and Treasury regulations. Good project management, financial, analytical and strategic thinking skills. Planning and policy coordination. Communication and strong interpersonal skills will be a prerequisite. Computer literacy, Project Management, Presentation skills, Report writing and analytical skills, communication skills.
- DUTIES** : Manage and coordinate departmental strategic planning process, and coordinate the development and maintenance of strategic policy frameworks, and Service Delivery Improvement Plan of the Department. Manage the development of Strategic Plans, Annual Performance Plans, and Operational Plans. Manage the development and implementation of departmental planning systems and procedures. Provide guidance to the department on planning processes, policy review & development, and implementation of policies. Participate in the departmental and provincial government planning processes. Participate constructively in the component and departmental meetings as required. Provide support during audits of performance information. Participate and manage the coordination of the development of departmental plans and policies. Participate in departmental and sector forums relating to performance management. Manage the coordination and interaction with other departments and stakeholders on aspects of work / issues related to the Public Works and Transport mandate. Manage subordinates according to public service human resource policies and regulations.
- ENQUIRIES** : Ms. H. Pretorius Tel No: 388 1254
- APPLICATIONS** : 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 Khaueo

<u>POST 26/258</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: KK04/2022 (X1 POST)</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Buildings – Electro/Mechanical – Potchefstroom
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the building environment or Registration as an Engineering Technician. A valid Driver's license. Six (6) years appropriate experience. Experience in social facilitation, community and stakeholder liaison (clients / stakeholders). Experience in conflict management Knowledge and skills: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. 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.
<u>DUTIES</u>	:	Manage process for identification of needs, new services and requirements for minor new work and repairs to existing work. Facilitate, co-ordinate and control implementation of new works, renovations and maintenance. Ensure relevant project documentation for new and existing structures is compiled. Manage activities of contractors and consultants. Gather and submit information in terms of extended Public works Programme. Supervise, evaluate and develop personnel in the division. Ensure the implementation of the Performance Management Development System. Ensure compliance to Public Finance Management Act (PFMA). Maintain discipline within the division.
<u>ENQUIRIES</u>	:	Mr OD More Tel No: 018 492 0516
<u>APPLICATIONS</u>	:	All applications must be forwarded to the Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 Or Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom
<u>FOR ATTENTION</u>	:	Deputy Director – HR Administration Ms. S.K Maiphetho
<u>CLOSING DATE</u>	:	29 July 2022 at 14h00
<u>POST 26/259</u>	:	<u>ASSISTANT DIRECTOR: HRD PLANNING REF NO: H/O 08/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree in Human Resource Development/Management. Three 3 years to five (5) years relevant work experience in Human Resource Development with 2 years as a supervisory level relevant field. A valid driver's license. Knowledge and skills: Knowledge and understanding of Human Resource Development legislations, prescripts and directives, Knowledge of conducting training needs analysis / skills audit, Knowledge of developing and implementing Workplace Skills Plan. Good understanding of PFMA, Public Service Act and Regulations, Occupational Health and Safety Act (OHSA). Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel). Presentation and report writing skills. Good verbal and written communication skills. Planning and Organization. Interpersonal Relations and Analytic skills. Teamwork.
<u>DUTIES</u>	:	Conduct training needs analysis (Skills Audit), develop WSP, serve as the Departmental Skills Development Facilitator, Implement Artisan Development Programme, Ensure training and development interventions are executed accordingly, Provide guidance during HRD training and awareness sessions, consolidate and provide inputs into HRD policy development and amendments, Manage the implementation of HRD policy and strategy in the department. Ensure compliance to Skills Development Legislation. Manage and develop staff.
<u>ENQUIRIES</u>	:	Ms M. Tembe Tel No: 018 388 4253
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	HR Recruitment - Mr. M.E Khaueo
<u>POST 26/260</u>	:	<u>ASSISTANT DIRECTOR: EXTERNAL COMMUNICATIONS REF NO: H/O 13/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng (Head Office)
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12) plus a Bachelor's Degree or National Diploma (NQF 6) in Communication or an equivalent qualification. 3 years' work experience in a

communications environment of which 2 years should be at a supervisory level. Valid driver's license. Knowledge and skills: Knowledge of Government processes and relevant Legislations. Ability to work long hours. Ability to travel and work outside the office. Ability to gather and analyse information. Ability to work with diverse personalities and to resolve conflict. Ability to work under pressure. Candidate must be willing to work irregular hours. Excellent interpersonal and presentation skills. Computer literacy and use of standard software packages. Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Analytical; innovative thinking and Research skills.

DUTIES : Provide external communications support; Prepare and disseminate media statements/media alerts; Conduct media monitoring and analysis and recommend remedial actions; Provide general communication support; Provide photographic services for the departmental events/projects; Write articles and take photographs for internal and external newsletters. Assist in the management and updating of departmental social media platforms; Manage the live stream of departmental events on social media platforms.

ENQUIRIES : Ms M Tong Tel No: (018) 388 1412
APPLICATIONS : 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 Khaueo

POST 26/261 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: H/O 18/ 2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration/Social Science/Human Science / Business Management or relevant qualification as recognized by SAQA. Minimum of 2 (two) to 5 (five) years' experience in strategy, governance; policy and; strategic and operational planning management of which 2 (two) years should be at Supervisory Level. A valid driver's license. Knowledge and skills: Knowledge of the functional responsibilities of the Department and relevant legislation are essential. Knowledge of government planning policies and frameworks. Knowledge of Strategic reporting, Public Service Act, 1994, Public Service Regulations 2001, Public Finance Management Act, 1999 and Treasury regulations. Good project management, financial, analytical and strategic thinking skills. Planning and policy coordination. Communication and strong interpersonal skills will be a prerequisite. Computer literacy, Project Management, Presentation skills, Report writing and analytical skills, communication skills.

DUTIES : Facilitate and coordinate operational and strategic planning processes: Facilitate the development of departmental strategic plan, annual performance plan and operational plans. Provide technical support in the compilation of strategic plan, annual performance plan and operational plan. Check alignment of the budget with strategic plan. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Facilitate printing and binding of departmental strategic plan. Coordinate the distribution of departmental strategic plan to the entire departmental staff. Facilitate the development and implementation of service delivery improvement plans and initiatives. Coordinate the development of service delivery improvement plan. Monitor implementation of the service delivery improvement plan. Develop a service delivery improvement plan implementation report and facilitate its submission to the Office of the Premier Liaise with line function programs to identify key services that needs to be prioritized for the Service Delivery Improvement. Manage subordinates according to public service human resource policies and regulations.

ENQUIRIES : Ms. H. Pretorius Tel No: 388 1254
APPLICATIONS : 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 Khaueo

POST 26/262 : **ASSISTANT DIRECTOR REF NO: KK 02/2022 (X1 POST)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Human Resource Development: Labour Relations (Potchefstroom)

REQUIREMENTS : Grade 12 certificate and Diploma/Degree in Labour Relations /Human Resource Management with 5 years relevant experience. A valid drivers' license. PERSAL experience would be an added advantage. Knowledge and skills: Interpretation of policies and procedures such as Public Service Act, Public Service Regulations, Skills Development Act, Labour Relations Act, Performance Management Development System, Public Finance Management Act. Public Service Resolutions. EPWP and Dispute Resolution. Computer literacy. Ability to work under pressure. Supervisory skills. Problem solving skills. Negotiation skills. Communication skills. Good interpersonal relations. Report writing skills. Ability to interact with stakeholders on various levels. Presentation skills.

DUTIES : Supervise, evaluate and development of personnel in the unit. Promote sound Labour Relations through adherence to applicable Labour Relations legislation. Management of all Labour related matters in the district and compile management reports. Undertake investigations, disciplines and grievance management. Organise hearings and compile reports. Ensure finalization of all misconduct cases. Give guidance and training on labour directives. Represent the District on Labour Forums. To compile and submit monthly, quarterly and annual reports to supervisor. Compile PMDS documents for managed. Discipline management. Ensure Occupational Health and Safety compliance. Supervision.

ENQUIRIES : Ms C Hlabatau Tel No: 018-492 0283

APPLICATIONS : All applications must be forwarded to the Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 Or Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom.

FOR ATTENTION : Deputy Director – HR Administration Ms. S.K Maiphetho

CLOSING DATE : 29 July 2022 at14h00

POST 26/263 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: BOJ 02/2022 (X1 POST)**

SALARY : R382 245 per annum (Level 09)

CENTRE : District Office (Bojanala)

REQUIREMENTS : National Senior Certificate plus National Diploma/Degree in Supply Chain Management or equivalent qualification in Finance with the relevant field. Minimum of 3 years substantial administrative work experience in Supply Chain Management with 2 years at a supervisory level in Supply Chain Management or Asset Management field. A valid driver's license. Knowledge and skills: Thorough knowledge of WALKER/BAS systems, Asset Management System, Good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management prescripts. Preferential Procurement Act of 2000. Occupational Health and Safety Act (OHSA).Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel). Presentation and report writing. Good verbal and written communication skills. Planning and Organization. Interpersonal Relations and Analytic skills. Teamwork.

DUTIES : Manage Demand and Acquisition Management unit, Manage Logistical Management unit, Inventory Management and Physical Verification of Fleet. Update asset register and personalized file of tools, Acquisition and Disposal of assets, Loss Control Management and management of the component. Manage and develop staff.

ENQUIRIES : Mr. SS Masango at 087 086 5835

APPLICATIONS : All applications must be addresses to: Human Resource Management, Department of Public Works and Roads, Private Bag x82063, Rustenburg, 0300 Or Hand deliver to Office No. 1697, Zending Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300.

FOR ATTENTION : HR Management - Ms P. Selekolo

CLOSING DATE : 29 July 2022 (Posted Applications must have reached the Department by 15h00 pm, otherwise they will not be considered)

POST 26/264 : **SENIOR OD PRACTITIONER REF NO: H/O 09/2022**

SALARY : R321 543 per annum (Level 08)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Qualification and Experience: Grade 12 / Matric plus National Diploma/Degree in Management Services /Work Study/ Operations Management/ Industrial Psychology/ Human Resource Management/ Public Administration/ Public Management with 1- 2 years' experience in a role relating to organisational development. Valid driver's license. Knowledge and skills: Sound knowledge of the Public Service Act, Public Service Regulations, Batho-Pele Principles. Job Description guide, Job Evaluation policy and Job Evaluation System (Equate System), Operations Management Framework, CORE,

Labor Relations Act, Knowledge of PERSAL, Knowledge of SOP mapping systems (e.g Visio, Bizarge). Computer Literate: MS Word, Excel, PowerPoint, VISIO, Internet, Report writing & Researching Skills Interpersonal and analytical thinking skills, Good communication skills (Verbal and Written), Project Management Skills, Ability to work in a team and individually and under pressure, Time management skills (organising, coordinating and planning), Good analytical skills.

DUTIES : Facilitate, review, redesign and maintain departmental organisational structure. Develop and (re) design of Job Descriptions/Profiles. Implement Collective Agreements on grade progression. Participate in Job Evaluation and implement outcomes. Conduct Business Process Management through the development and mapping of Standard Operating Procedures. Assist with change management and service delivery mechanisms. Supervision of staff/Subordinates.

ENQUIRIES : Ms B.L Nkopo Tel No: 018 388 4250

APPLICATIONS : 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 Khaueo

POST 26/265 : **SENIOR ADMINISTRATIVE OFFICER – POLICY RESEARCH AND DEVELOPMENT**
REF NO: H/O 19/2022

SALARY : R321 543per annum (Level 08)

CENTRE : Head Office (Mmabatho)

REQUIREMENTS : National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management / Public Administration. Minimum of 2 (two) to 3 (three) years' experience in the field of research; policy development; compliance management and or project management of which 2 (two) years should be at Supervisory Level. A valid driver's license. Knowledge and skills: In-depth knowledge of the public service and relevant legislation and policy prescripts. With specific reference to the Public Service Act & Regulations, Public Finance Management Act. Research methods and tools, analytical skills and ability to interpret collected data; computer literacy, report writing and power-point presentation skills. Should have good interpersonal relations and team-worker, excellent communication skills, ability to be flexible and responsive to the demands of the work environment.

DUTIES : Support coordination of implementation of research & project evaluation activities within the Department. Facilitate stakeholders' meetings / workshops on issues related to the Sub-Directorate mandate. Participate in the Research Working Groups including other Committees in terms of the delegated responsibilities. Liaise with Programme Managers in identifying projects for research/evaluation. Ensure timeous capturing of monthly and quarterly status reports with regard to research projects conducted by the department. Responsible for administrative duties within the Sub-directorate.

ENQUIRIES : Ms. H. Pretorius Tel No: 388 1254

APPLICATIONS : 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 Khaueo

POST 26/266 : **ROAD SUPERINTENDENT REF NO: BOJ 01/2022 (X2 POSTS)**

SALARY : R321 543 per annum (Level 08)

CENTRE : Swaruggens x1; Brits Roads Service Points x1, (Bojanala)

REQUIREMENTS : National Senior Certificate plus National Diploma or equivalent qualification (NQF level 6) in Civil Engineering or Construction Management. Six (6) years' work experience in roads maintenance / construction environment. A valid driver's license. Knowledge and skills: Knowledge and understanding of record keeping and documents management, Public Service Act, Cat B, PFMA, OHS materials standards, Roads and bridges specifications and other HR related matters. Computer literacy with applications of (MS Microsoft Suite, Power Point, Access and Excel). Planning and Organizing. Good verbal and written communication skills. Interpersonal Relations. Flexibility. Teamwork. Accuracy. Aptitude of figures.

DUTIES : Monitor the maintenance and repair of road surfaced such as resurfacing interval, culvert/bridge replacement, line painting, and replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment etc.). Plan and prepare a weekly and monthly site programme. Provide

technical advice on claims against the department. Monitor and check the quality of work done by contractors/ maintenance team. Manage and develop staff.

**ENQUIRIES
APPLICATIONS**

: Mr. GS Matau at 087 086 6131
: All applications must be addresses to: Human Resource Management, Department of Public Works and Roads, Private Bag x82063, Rustenburg, 0300 or Hand deliver to Office No. 1697, Zending Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300.

**FOR ATTENTION
CLOSING DATE**

: HR Management - Ms P. Selekolo
: 29 July 2022 (Posted Applications must have reached the Department by 15h00 pm, otherwise they will not be considered)

POST 26/267

: **ARTISAN FOREMAN GRADE A REF NO: KK03/2022 (X3 POSTS)**

**SALARY
CENTRE**

: R308 826 per annum, (OSD)
Buildings: Witrand Hospital (X1 Post)
Potchefstroom Hospital (X1 Post)
Klerksdorp Hospital (X1 Post)

REQUIREMENTS

: Appropriate Trade Test Certificate as a Fitter/Electrician or Plumber. Must be conversion with boiler operation. Boiler Operators certificate added advantage. Valid driver's license. At least five (5) years' experience post qualification experience. Knowledge and skills: Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance and Boiler operations. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Conflict Management.

DUTIES

: Perform and / or supervise operation and maintain services. Supervise and produce design according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test/repair equipment according to specification. Service equipment and facilities according to schedule. Quality assure serviced and maintained equipment and facilities. Update register of maintained and repaired faults. Obtain quotations and purchase required equipment and material. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Compile work plans and evaluate subordinates in terms of Performance Management Development System. Ensure OHS compliance. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

**ENQUIRIES
APPLICATIONS**

: Mr OD More Tel No: 018 492 0516
: All applications must be forwarded to the Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 Or Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom

**FOR ATTENTION
CLOSING DATE**

: Deputy Director – HR Administration Ms. S.K Maiphetho
: 29 July 2022 at 14h00