



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

**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 A DISABILITY ARE ENCOURAGED TO APPLY.

Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>.

Note that all suitable candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts.

All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

Contract Workers are encouraged to apply.

NB: With regard to the advertised Road Worker posts please be informed that preference will be given to those candidates residing in the advertised centre's.

The closing date for all adverts is 26 November 2021.

Post:	Director: Auxiliary, Security, ICT & Communication Management
Reference no:	DRPW/HCM001/2021
Remuneration package:	1 057 326 per annum (SL 13)
Centre:	Kimberley

Requirements: The successful candidate should be in possession of a recognized degree in Public Administration with five years' experience at a middle/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 human resource management, development and labour relations, Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act, computer literacy and possess a valid code EB driver's license. **Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant).**

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 providing general administrative services including the rendering of an auxiliary support service, render transport administration services, management of the departmental records in the Department, manage the security function within the department, ensure the management and the provision of communication and events management services which includes rendering communication and marketing services, provide effective web development and manage support services to the department, manage and facilitate the provision of information communication and technology management services including the development and monitoring the implementation of ICT policies, processes and procedures, provide and facilitate infrastructure and operational support services, provide and maintain ICT administrative systems and ensure data integrity, conduct ICT research and advise the department on ICT needs and requirements.

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 DPSA SMS competency assessment tools.

Enquiries: Ms. A. L. Mpotsang
Tel. No.: (053) 8392134

Post: Deputy Director: Office of the HOD
Reference no: DRPW/HCM002/2021
Remuneration package: R 744 255 per annum (SL 11)
Centre: Kimberley

Requirements: The successful candidate should be in possession of an appropriate 3 year degree, minimum of 3 years relevant management experience, extensive knowledge and understanding of public service policies & procedures, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excell & Powerpoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license (code B).

Duties: Undertake policy or line function tasks as required, coordinate external strategic alliances between the office of the HOD and other stakeholders, provide support to the Head of Department, manage general support services in the office of the Head of Department, manage the resources of the Head of Department.

Enquiries: Ms. M. Mduyana
Tel. No: (053) 8392282

Post: Deputy Director: Provincial Co-ordination (EPWP)
Reference no: DRPW/HCM003/2021
Remuneration package: R 744 255 per annum (SL 11)
Centre: Kimberley

Requirements: The successful candidate should be in possession of an B degree or Diploma in Social Science, Public Management or Business Management, minimum of 3 to 4 years relevant management experience, extensive knowledge and understanding of public service policies & procedures, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excell & Powerpoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license (code B).

Duties: Manage the implementation of projects under the Community based Programme and the integrated Grant Fund Programme, Co-ordinate and consolidate all EPWP business plans submitted by all sector departments, stakeholders, public bodies and district offices, monitor & evaluate the activities and output of the projects under EPWP programmes and manage submission of feedback reports to management.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8392100

Post: Assistant Director: Monitoring & Evaluation (EPWP)
Reference no: DRPW/HCM004/2021
Salary: R 382 245 per annum (SL 9)
Centre: Kimberley

Requirements: The successful candidate should be in possession of a Tertiary Qualification and / or Grade 12 certificate plus minimum of 5 years' experience as a EPWP Reporting System user as a system authoriser, must be computer literate including advanced MS Word, MS Excel and MS Powerpoint, must have good interpersonal skills, good verbal and written communication in English, must be customer orientated, organizational and telephone etiquette skills, willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

Duties: Must conduct EPWP Data quality assurance on all reported data, determine compliant work opportunities reported, authorise all compliant data captured on the EPWP Reporting System, use the EPWP Reporting System monitoring tools and analyze and interpret captured data and give appropriate feedback to Public Bodies, compile Data base for EPWP compliant and non-compliant reports, provide EPWP System support to Public Bodies in the province with their compliance to reporting requirements, training and Capacity building of new EPWP Reporting system users.

Enquiries: Mr. T. Mokomela
Tel. No: (053) 8392171

Post: Vetting Officer: (Security Management)
Reference no: DRPW/HCM005/2021
Salary: R 261 372 per annum (SL 7)
Centre: Kimberley

Requirements: The successful candidate should be in possession of a recognized Bachelor degree/Diploma in Security Management or a Senior Certificate with 3 years' experience in the security environment. Optional registration with PSIRA as grade A. Knowledge of Control of Access to public premises and vehicles act no 53 of 1985, the Criminal Procedure Act 51 of 1977 as amended, Knowledge of Occupational Health 7 Safety Act 8 of 1993 as amended, Minimum information security standards administration procedures relating to specific working environment, Promotion of Access to Information Act 2 of 2000, Protection of Information Act no 84 of 1982, Knowledge of National Strategic Intelligence Act 39 of 1994.

Duties: Facilitate security vetting, pre-screening of candidates and vetting of staff, facilitate the signing and completion of declaration of secrecy and associated documents, investigate security breaches and make recommendations on findings and monitor and implement physical security systems of the Department. Ability to work under pressure, travelling and have top security clearance, computer literate, basic language and written skills and the ability to communicate well with people at different levels.

Enquiries: Mr. A. Mkhize
Tel. No.: (053) 8392287

Post: Senior Administrative Officer: Occupational Health & Safety
Reference no: DRPW/HCM006/2021
Salary: R 321 543 per annum (SL 8)
Centre: Kimberley

Requirements: Diploma in Safety Management or a Grade 12 with 3-5 years' experience in the safety environment, Knowledge of SAMTRAC and other NOSA standards, Sound knowledge of the Occupational Health and Safety Act, Sound knowledge of relevant legislation, Good verbal and written communication skills, Conflict management skills, Investigation skills, Analytical skills, Good interpersonal relationship skills, Planning and organizing skills, Computer literacy, Driver's license.

Duties: The successful candidate will be responsible for ensure compliance to health and safety legislations, Identify potential hazards, determine ways of reducing risks, ensure implementation of internal health and safety policies, compile reports and statistics regarding facilities inspections, Investigate and record incidents, accidents and complaints that occur within the Department, ensure compliance to standard operating procedures, train and equip employees on safety procedures, ensure that safety representatives are trained on the basic Occupational Health and Safety Act, create awareness in the Department regarding health and safety procedures, take minutes at safety meetings, follow-up regarding decisions made at safety meetings, liaise with relevant authorities, Compile monthly reports with regards to health and safety within the Department.

Enquiries: Ms. N. Mbekushe
Tel. No: (053) 8392296

Post: Graphic Designer
Reference no: DRPW/HCM007/2021
Salary: R 321 543 per annum (SL 8)
Centre: Kimberley

Requirements: A three year qualification in Multi-Media Design / Graphic Design Diploma, Knowledge of graphic design procedures and software including such as corel draw, illustrator, adobe photoshop or in-design, Knowledge on corporate branding, Understanding of internal and external brand promotion, Good interpersonal, communication (verbal and writing) and creative skills, Computer literacy, ability to work under pressure and meet deadlines, Understanding of government communication strategy and framework, A Valid Driver's License

Duties: Design and lay-out of publications, Develop graphic material for the DRPW website and Intranet, Social Media and other platforms, Provide photographic and sound engineering services, Be involve in exhibitions for the DRPW, Maintain the corporate image of the DRPW, Development of digital promotional material such as video footage, Participate in the development of the communication strategy.

Enquiries: Ms. C. Robertson
Tel. No.: (053) 8392183

Post: Communication Officer (2 posts)
Reference no: DRPW/HCM008/2021
Salary: R 321 543 per annum (SL 8)
Centre: Kimberley

Requirements: Applicants must be in possession of a Diploma / Degree in Journalism or equivalent Plus 2 to 3 years relevant experience and or Grade 12 certificate and 3 to 5 years relevant Experience. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS Powerpoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a valid code 08 driver license.

Duties: Monitoring of internal and external media (political & departmental sphere).maintaining an archive for print & electronic media as well as borrowing system for staff members, scan or copy relevant articles and disseminate articles to MEC, and parliamentary Officer at the office of the MEC, Branding of department (letter heads, business cards & name tags are in line with the department's branding strategy, to manage the corporate image of the department by gathering correct info for the design of letter heads, consult with all unit heads and district offices for business cards to officials according to their functions, gather information according to the design of business cards, Consult services provider in terms of producing of business cards according to the specifications with necessary follow- ups, marketing the success and achievements of the department and operational organisation of directorate corporate services, supply content for posters and pamphlets for expo's and events, create awareness about the department through its branding, the role and the responsibility amongst all other spheres of government , stakeholders , local , foreign investors and the community at large.

Enquiries: Ms. C. Robertson
Tel no: (053) 8392183

Post: Senior Administration Officer: Monitoring & Evaluation (EPWP)
Reference: DRPW/HCM009/2021
Salary: R 321 543 per annum (SL 8)
Centre: Kimberley

Requirements: Applicants must be in possession of a Grade 12 certificate plus 2 to 3 years' experience in the EPWP environment, must have good interpersonal skills, good verbal and written communication. Must be computer literate including advanced MS Word, MS Excel and MS Powerpoint, must be customer orientated, organizational and telephone etiquette skills, willing to work overtime and travelling extensively (extended hours) and in possession of a driver's license (code 08).

Duties: Incumbent will be responsible to ensure accurate management of the EPWPRS database, ensure overall data integrity/quality for EPWP reporting, ensure authorization of captured projects on EPWP reporting system, providing capacity building to public bodies to ensure compliance to EPWP reporting.

Enquiries: Mr. T. Mkomela
Tel no: (053) 8392171

Post: Administration Clerk: Innovation & Empowerment (EPWP)
Reference: DRPW/HCM010/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior Certificate. Sound Administrative, organizing and typing skills. Good Interpersonal and communication skills. Computer Literacy (all programs).

Duties: Database Management and Record Keeping, Engagement with role players and stakeholders, Provide support to Phakamile Mabija Artisan Programme, Administrative and Clerical Support, Provide and interface between CIDB and Contractors.

Enquiries: Ms. C. Denyschen
Tel no: (053) 8392173

Post: Administration Clerk: Acquisitions
Reference No: DRPW/HCM011/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a Senior Certificate. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service, basic knowledge of work procedures in terms of the working environment. A code EB driver's license will serve as an added advantage.

Duties: The successful candidate will be responsible updating and maintaining a supplier (including contractors) data base, Register suppliers on logis or similar system, request and receive quotations, capture specification on the electronic purchasing system, place orders, issue and receive bid documents, provide secretariat or logistical support during the bid consideration and contracts conclusion process, compile draft document as required.

Enquiries: Mr. P. Mogorosi
Tel. No: (053) 8392114

Post: Administration Clerk: Demand
Reference No: DRPW/HCM012/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a Senior Certificate. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service, basic knowledge of work procedures in terms of the working environment. A code EB driver's license will serve as an added advantage.

Duties: The successful candidate will be responsible updating and maintaining a supplier (including contractors) data base, Register suppliers on logis or similar system, request and receive quotations, capture specification on the electronic purchasing system, place orders, issue and receive bid documents, provide secretariat or logistical support during the bid consideration and contracts conclusion process, compile draft document as required.

Enquiries: Mr. A. Pulen
Tel. No: (053) 8392247

Post: Personal Assistant to the Directors: Financial Management & Accounting and Supply Chain Management
Reference No: DRPW/HCM013/2021
Salary: R 261 372 per annum (SL 7)
Centre: Kimberley

Requirements: Applicants must be in possession of a Secretarial Diploma or Grade 12 certificate with 3 to 5 years' experience in rendering a support service to senior management, language skills and the ability to communicate well with people at different levels and from different backgrounds. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must have high level of reliability, Ability to conduct research and analyse documents, Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration.

Duties: Provides a secretarial/receptionist support to the Chief Director, performs advanced typing work, records the engagements of the senior manager, coordinates with and sensitizes/advises the manager regarding engagements. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documents in the office of the manager in line with relevant legislation and policies, filling of documents for the manager. Ensures that travel arrangements are well coordinated. Collects and compiles all necessary documents for the manager. Coordinates logistical arrangements for meetings when required.

Enquiries: Mr. D van der Merwe/Mr. K. Moeketsi
Tel. No: (053) 8392219

Post: Secretary to Director: Auxiliary, Security, ICT & Communication Management
Reference No: DRPW/HCM014/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Ms. A. Mpotsang
Tel. No: (053) 8392134

Post: Secretary to Director: Legal Services
Reference No: DRPW/HCM015/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Mr. S.S. Thiso
Tel. No: (053) 8392100

Post: Secretary to Director: Design & Planning (Roads)
Reference No: DRPW/HCM016/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Mr. I.A. Bulane
Tel. No: (053) 8392100

Post: Secretary to Director: Expanded Public Works Programme
Reference No: DRPW/HCM017/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8392100

Post: Secretary to Director: Human Resource Management & Development
Reference No: DRPW/HCM018/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Mr. W. Pike
Tel. No: (053) 8392255

Post: Secretary to Director: Strategic Planning Management
Reference No: DRPW/HCM019/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and

memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Ms. B. Bekebeke
Tel. No.: (053) 8392260

Post: Secretary to Director: Education/Provincial Infrastructure (Public Works)
Reference No: DRPW/HCM020/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Mr. C. Bailey
Tel. No: (053) 8392172

Post: Secretary to Director: Immovable Asset Management
Reference: DRPW/HCM021/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Ms. O.J. Gill
Tel. No: (053) 8392116

Post: Secretary to Director: Internal Audit & Organizational Risk Management
Reference No: DRPW/HCM022/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant

staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Ms. A. Mpotsang
Tel. No: (053) 8392113

Post: Administration Officer: Integrated Planning & reporting
Reference No: DRPW/HCM023/2021
Salary: R 261 372 per annum (SL 7)
Centre: Kimberley

Requirements: Applicants must be in possession of a Degree or Diploma or senior certificate plus 2 to 3 years' experience in Strategic Planning, must have good interpersonal skills, good verbal and written communication in English, must be computer literate including advanced MS Word, MS Excel and MS Powerpoint, must have organizational and telephone etiquette skills. Willing to work under pressure (extended hours)

Duties: Contribute to the development and reporting of the Departmental Programme of Action, Liaise with Programmes to identify programmes/projects to be evaluated, Process and interpret the data, use findings to develop recommendations, the official will be responsible for validating Performance Information (Documenting Performance Information by compiling register for Public Work, Transport Infrastructure and EPWP), compiling files for audit purpose, taking minutes during training sessions and meetings, capturing validated information on Electronic Quarterly Performance reporting System

Enquiries: Ms. B. Bekebeke
Tel. No: (053) 8392190

Post: Data Capturers: Integrated Planning & Reporting (2 posts)
Reference No: DRPW/HCM024/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a Grade 12 certificate and 1 to 2 years' experience as a data capturer, must have good interpersonal skills, good verbal and written communication in English, must be computer literate including advanced MS Word, MS Excel and MS Powerpoint, must have organizational and telephone etiquette skills. Willing to work under pressure (extended hours)

Duties: The official will be responsible for validating Performance Information (Documenting Performance Information by compiling register for Public Work, Transport Infrastructure and EPWP), compiling files for audit purpose, taking minutes during training sessions and meetings, capturing validated information on Electronic Quarterly Performance reporting System

Enquiries: Ms. B. Bekebeke
Tel. No: (053) 8392100

Post: Human Resource Officer: Conditions of Service & Remuneration
Reference no: DRPW/HCM025/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior certificate. The applicant should possess good communication, interpersonal skills, computer literate and should be well versed in relevant Human Resource practices as well as legislation governing the latter in the Public Service. Thorough knowledge of Persal System will be advantageous.

Duties: Administration of remuneration matters e.g overtime and standby allowance, administrating of provisions with regard to medical aid fund, leave, pension, housing subsidy. Dealing with all Pension cases, Operating of Persal System and present available information on request.

Enquiries: Ms. L. Atwell
Tel. No: (053) 8392223

Post: Human Resource Officer: Organizational Development & Planning
Reference no: DRPW/HCM026/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior certificate. The applicant should possess good communication, interpersonal skills, computer literate and should be well versed in relevant Human Resource practices as well as legislation governing the latter in the Public Service. Thorough knowledge of Persal System will be advantageous.

Duties: Perform secretariat/administrative functions in the job evaluation process, assist in facilitating the compilation of job descriptions within the department, assist in the maintenance of the establishment, perform secretariat functions for the employment equity consultative forum, provide administration support services within the component.

Enquiries: Mr. G. Jacobs
Tel. No: (053) 8392344

Post: Human Resource Officer: EPMDS
Reference no: DRPW/HCM027/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior certificate. The applicant should possess good communication, interpersonal skills, computer literate and should be well versed in relevant Human Resource practices as well as legislation governing the latter in the Public Service. Knowledge of Persal System will be advantageous.

Duties: Maintain EPMDS database, render effective and efficient secretarial support to the EPMDS moderation committees, filing EPMDS documents to ensure easily retrieval for both internal & auditing purposes, capturing EPMDS payments on Persal.

Enquiries: Mr. N. Mahlaku
Tel. No: (053) 8392166

Post: Registry Clerk
Reference no: DRPW/HCM028/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior certificate, no experience required.

Duties: Provide registry counter services, handle incoming & outgoing correspondence, render an effective filing and record management service, operate office machines in relation to the registry function and process documents for archiving and disposal.

Enquiries: Ms. S. Perrimore
Tel. No: (053) 8392100

Post: Food Services Aid
Reference no: DRPW/HCM029/2021
Salary: R 104 073 per annum (SL 2)
Centre: Kimberley

Requirements: ABET, no experience required.

Duties: Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal, prepare food, snack and beverages, setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, responsible for food supplies and report waste and losses.

Enquiries: Mr. O.B. Sedisho
Tel. No: (053) 8392756

Post: Cleaner
Reference no: DRPW/HCM030/2021
Salary: R 104 073 per annum (SL 2)
Centre: Kimberley

Requirements: ABET, no experience required.

Duties: Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

Enquiries: Mr. O.B. Sedisho
Tel. No: (053) 8392756

FRANCES BAARD DISTRICT

Post: Engineering Technician Grade A (Production)
Reference no: DRPW/HCM031/2021
Salary: R 316 536 per annum (OSD)
Centre: Kimberley

Requirements: Applicants must be in possession of a National Diploma in Civil Engineering. Three years post qualification technical (engineering) experience. Compulsory registration with ECSA as an Engineering Technician. Valid driver's license.

Duties: The successful candidate will be responsible for assisting engineers, technologists and associates in the field and technical office activities, Promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approved by the relevant authority, provide inputs into the budgeting process as required, compile and submit reports as required, provide and consolidate inputs to the technical/engineering operational plan, develop, implement and maintain databases, supervise and control technical and related personnel and assets, continuous professional development to keep up with new technologies and procedures, research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8619600

Post: Works Inspector (Building)
Reference no: DRPW/HCM032/2021
Salary: R 211 713 per annum (SL 6)
Centre: Kimberley

Requirements: Applicants must be in possession of a National Diploma (T/N/S streams) or equivalent or N3 Certificate and a passed trade test in the building environment or registration as an Engineering Technician and a valid drivers' licence. Applicant must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors, Support Staff and client Departments.

Duties: The successful candidate will be responsible for the following: Render a basic inspection service of work done on minor new and existing structures on a project basis, analyze and compile relevant documentation for work to be done on minor new and existing structures, oversee the work of contractors and gather and submit information in terms of the extended Public Works Programme (EPWP).

Enquiries: Ms. A. Kula
Tel. No: (053) 8619600

Post: Works Inspector (Electrical) (2 posts)
Reference no: DRPW/HCM033/2021
Salary: R 211 713 per annum (SL 6)
Centre: Kimberley

Requirements: Applicants must be in possession of a National Diploma (T/N/S streams) or equivalent or N3 Certificate and a passed trade test in the electrical environment or registration as an Engineering Technician and

a valid drivers' licence. Applicant must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors, Support Staff and client Departments.

Duties: The successful candidate will be responsible for the following: Render a basic inspection service of work done on minor new and existing structures on a project basis, analyze and compile relevant documentation for work to be done on minor new and existing structures, oversee the work of contractors and gather and submit information in terms of the extended Public Works Programme (EPWP).

Enquiries: Ms. A. Kula
Tel. No: (053) 8619600

Post: Transport Officer (2 posts)
Reference no: DRPW/HCM034/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior certificate with at least 2 years relevant administrative experience, good organizational, time management and interpersonal skills are further prerequisites. A Code EB driver's license will be required.

Duties: The successful candidate will be responsible for the administration of the fleet within the District, handle general administration duties for general fleet related matters, handle the administration of the compilation of accident reports, keeping a database of vehicles involved in accidents, filing all documentation and log sheets, do out and in vehicle inspections, facilitate the completion of trip forms with the District.

Enquiries: Mr.V. Mhlauli
Tel. No: (053) 8619600

Post: Operator (12 posts)
Salary: R 176 310 per annum (SL 5)
Center: Griekwastad x 2 posts (Reference no: DRPW/HCM035/2021)
Ritchie/Kimberley/Douglas x 4 posts (Reference no: DRPW/HCM036/2021)
Barkly-West/Delportshoop x 3 posts (Reference no: DRPW/HCM037/2021)
Jan Kempdorp x 2 posts (Reference no: DRPW/HCM038/2021)
Bulhill x 1 post (Reference no: DRPW/HCM0039/2021)

Requirements: Junior certificate. Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

Duties: Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cells levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8619600

Post: Admin Clerk: Financial Management
Reference no: DRPW/HCM040/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior certificate. Good writing and communication skills. Computer literacy. Good interpersonal relations and report writing skills.

Duties: Responsible for receiving invoices and check for correctness, filling of all documents, collection of cash, Issue receipts on acceptance of cash or cheques. Do daily banking into the departmental bank account, Ensure safekeeping of all documents related to banking & revenue management. Capture receipts on a daily basis to ensure banking and system interface.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8619600

Post: Administration Clerk (HRM/HRD)
Reference no: DRPW/HCM041/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Senior certificate. The applicant should possess good communication, interpersonal skills, be computer literate and should be well versed in relevant Human Resource practices as well as legislation governing the latter in the Public Service. Thorough knowledge of the Persal System will be advantageous.

Duties: Administration of remuneration matters e.g overtime and standby allowance, Administrating of provisions with regard to leave, pension, housing subsidy. Operating of personnel information system (Persal) and present available information on request. Processing of resignations and terminations, handling of EPWP appointments, assisting with recruitment & selection matters. Handling matters related to training interventions in collaboration with Head Office HRD unit.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8619600

Post: Data Capturer (3 posts): EPWP
Reference no: DRPW/HCM042/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a Grade 12 certificate and 2 to 3 years' experience as a data capturer. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS Powerpoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

Duties: Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

Enquiries: Ms. A. Kula
Tel. No: (053) 8619600

Post: Driver (2 posts)
Reference no: DRPW/HCM043/2021
Salary: R 147 459 per annum (SL 4)
Centre: Jan Kempdorp

Requirements: Junior certificate. Code C Driver's License, Have knowledge of the standard practices, methods, equipment and tools of the construction trade. Valid PDP.

Duties: Operate light, moderate and heavy trucks in performance of Roads and Public Works duties. Assist in the construction and maintenance of streets, roads, parking lots, sidewalks and the installation and maintenance of sewer lines and services. Assist in the loading and unloading of trucks. Assist in the general repair and preventative maintenance on vehicles and equipment. Practice workplace safety in terms of the Health and Safety Act and proper driving rules.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8619600

Post: Driver (3 posts)
Reference no: DRPW/HCM044/2021
Salary: R 147 459 per annum (SL 4)
Centre: Ritchie/Kimberley/Douglas

Requirements: Junior certificate. Code C Driver's License, Have knowledge of the standard practices, methods, equipment and tools of the construction trade. Valid PDP.

Duties: Operate light, moderate and heavy trucks in performance of Roads and Public Works duties. Assist in the construction and maintenance of streets, roads, parking lots, sidewalks and the installation and maintenance of sewer lines and services. Assist in the loading and unloading of trucks. Assist in the general repair and preventative maintenance on vehicles and equipment. Practice workplace safety in terms of the Health and Safety Act and proper driving rules.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8619600

Post: Senior Road Worker
Reference no: DRPW/HCM045/2021
Salary: R 147 459 per annum (SL 4)
Centre: Barkly-West/Delportshoop

Requirements: A Junior certificate with 2-3 years' experience, valid Code C driver's license and a PDP.

Duties: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

Enquiries: Mr. V. Mhlauli
Tel. No: (053) 8619600

PIXLEY KA SEME DISTRICT

Post: Control Engineering Technician Grade A
Reference no: DRPW/HCM046/2021
Salary: R 452 895 per annum (OSD)
Centre: De Aar

Requirements: National Diploma in Engineering, 6 years post qualification Technical Engineering experience, Compulsory registration with ECSA as an Engineering Technician.

Duties: Responsible for rendering technical services. Assist technologists and associates in field and workshop. Promote Safety in line with statutory and regulatory requirements, Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Provide inputs towards the compilation, operation and execution of business plans in the district. Perform administrative and related functions by providing inputs into the budgeting process as required. Compiling and submitting reports as required. Provide and consolidate inputs to the technical engineering operational plan and annual plan. Supervise and control technical and related personnel and assets.

Enquiries: Mr. E.T. Jobe
Tel. No: (053) 6311355

Post: Assistant Director: Institutional Support
Reference no: DRPW/HCM047/2021
Salary: R 382 245 per annum (SL 9)
Centre: De Aar

Requirements: Diploma or Degree in Public Administration, 5 years administrative experience, knowledge of PFMA, Treasury Regulations and other applicable legislation, regulations & prescripts. Knowledge of SCM/HR procedures and processes, budgeting & financial management skills, change management skills.

Duties: Responsible to render an effective & efficient supply chain management and financial services, render effective and efficient financial services, render effective & efficient human resource and corporate services to the District, manage risks pertaining to Corporate Services in the District.

Enquiries: Mr. E.T. Jobe
Tel. No: (053) 6311355

Post: Operator (Grader)
Salary: R 176 310 per annum (SL 5)
Center: Prieska x 1 post (Reference no: DRPW/HCM048/2021)
De Aar x 4 posts (Reference no: DRPW/HCM049/2021)

Requirements: Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

Duties: Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

Enquiries: Mr. E.T. Jobe
Tel. No: (053) 6311355

Post: Road Worker
Salary: R 124 434 per annum (SL 3)
Centre: De Aar x 9 posts (Reference no: DRPW/HCM050/2021)
Carnarvon x 1 post (Reference no: DRPW/HCM051/2021)

Requirements: A Junior certificate with 2-3 years' experience, valid Code 10 driver's license and a PDP.

Duties: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

Enquiries: Mr. E.T. Jobe
Tel. No: (053) 6311355

Post: Administration Clerk: Finance
Reference no: DRPW/HCM052/2021
Salary: R 176 310 per annum (SL5)
Centre: De Aar

Requirements: Senior certificate. Good writing and communication skills. Computer literacy. Good interpersonal relations and report writing skills.

Duties: Responsible for receiving invoices and check for correctness, filling of all documents, collection of cash, Issue receipts on acceptance of cash or cheques. Do daily banking into the departmental bank account, Ensure safekeeping of all documents related to banking & revenue management. Capture receipts on a daily basis to ensure banking and system interface.

Enquiries: Mr. E.T. Jobe
Tel. No: (053) 6311355

Post: Project Support Officer: EPWP
Reference no: DRPW/HCM053/2021
Salary: R 321 543 per annum (SL 8)
Centre: De Aar

Requirements: Senior certificate plus 3 – 5 years' experience required. Working knowledge and understanding of the legislative framework governing the Public Service. Must have a valid code EB (08) Driver's license, Computer literate.

Duties: The successful candidate will be responsible for representing the Department at EPWP regional forums. Provide hands on technical support at project implementation level. Provide provincial EPWP unit regular reports on projects. Support municipalities on EPWP project initiatives. Maintain list of current projects and contact information of various stakeholders. Serves as the primary contact for the district and the local municipalities as the programme co-ordinator, the successful candidate must set a formal site to familiarize themselves with the projects, Assist with the establishing of budgets for projects and monitor the expenditure.

Enquiries: Mr. E.T. Jobe

Tel. No: (053) 6311355

ZF MGCAWU DISTRICT

Post: Road Worker (3 posts)
Reference no: DRPW/HCM054/2021
Salary: R 124 434 per annum (SL 3)
Centre: Uppington/Kakamas

Requirements: A Junior certificate with 2-3 years' experience, valid Code 10 driver's license and a PDP.

Duties: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

Enquiries: Mr. G. Keyser
Tel. No: (054) 3324473

Post: Driver
Reference no: DRPW/HCM055/2021
Salary: R 147 459 per annum (SL 4)
Centre: Uppington/Kakamas

Requirements: Junior certificate. Code C Driver's License, Have knowledge of the standard practices, methods, equipment and tools of the construction trade. Valid PDP.

Duties: Operate light, moderate and heavy trucks in performance of Roads and Public Works duties. Assist in the construction and maintenance of streets, roads, parking lots, sidewalks and the installation and maintenance of sewer lines and services. Assist in the loading and unloading of trucks. Assist in the general repair and preventative maintenance on vehicles and equipment. Practice workplace safety in terms of the Health and Safety Act and proper driving rules.

Enquiries: Mr. G. Keyser
Tel. No: (054) 3324473

Post: Data Capturer: EPWP
Reference no: DRPW/HCM056/2021
Salary: R 176 310 per annum (SL 5)
Centre: Uppington

Requirements: Applicants must be in possession of a Grade 12 certificate and 2 to 3 years' experience as a data capturer. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS Powerpoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

Duties: Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's. number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

Enquiries: Mr. G. Keyser
Tel. No: (054) 3324473

Post: Human Resource Officer
Reference no: DRPW/HCM057/2021
Salary: R 176 310 per annum (SL 5)
Centre: Uppington

Requirements: Senior certificate. The applicant should possess good communication, interpersonal skills be computer literate and should be well conversant with relevant Human Resource practices as well as legislation governing the latter in the Public Service. Thorough knowledge of Persal System will be advantageous.

Duties: Administration of remuneration matters e.g overtime and standby allowance, Administrating of provisions with regard to leave, pension, housing subsidy. Operating of personnel information system (Persal) and present available information on request. Processing of resignations and terminations, handling of EPWP appointments, assisting with recruitment & selection matters.

Enquiries: Mr. G. Keyser
Tel. No: (054) 3324473

Post: Telecom Operator (Receptionist)
Reference no: DRPW/HCM058/2021
Salary: R 147 459 per annum (SL 4)
Centre: Uppington

Requirements: Junior/Senior certificate or equivalent recognized qualifications. Good written and verbal communication and interpersonal skills. Accuracy and attention to detail be able to operate the telephone and functions.

Duties: The successful candidate will be responsible for the following: Render switchboard reception and client referral services, Attend to incoming and outgoing telephone calls, Transfer calls to relevant staff, keep record of all outgoing calls, Print and issue telephone accounts, Update departmental telephone directory, allocate pin codes when authorized, Identify and report telephone faults, Bar and activate telephone extensions when authorized.

Enquiries: Mr. G. Keyser
Tel. No: (054) 3324473

NAMAKWA DISTRICT

Post: Transport Officer
Reference no: DRPW/HCM059/2021
Salary: R 176 310 per annum (SL 5)
Centre: Springbok

Requirements: Applicants must hold a senior certificate with at least 3 years relevant administrative experience, good organizational, time management and interpersonal skills are further prerequisites. A Code EB driver's license will be required.

Duties: The successful candidate will be responsible for the administration of the fleet within the District, handle general administration duties for general fleet related matters, handle the administration of the compilation of accident reports, keeping a database of vehicles involved in accidents, filing all documentation and log sheets, do out and in vehicle inspections, facilitate the completion of trip forms with the District.

Enquiries: Ms. R. van Hinsbergen
Tel. No: (027) 7122170

Post: Secretary to the Director: Namakwa District
Reference no: DRPW/HCM060/2021
Salary: R 176 310 per annum (SL 5)
Centre: Springbok

Requirements: Applicants must be in possession of a senior certificate with one to three years' experience as a receptionist/secretary to a Senior Manager. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS PowerPoint. Must be customer orientated, display good organizational and telephone etiquette skills. Willing to work under pressure (extended hours) a valid code EB driver's License will be an added advantage.

Duties: Coordinate and provide logistical and secretarial support to the Senior Manager. File documents for the Senior Manager. Receive record and distribute incoming and outgoing documents. Typing of reports and memorandums for the Senior Manager. Receiving telephone calls, screening and referring calls to the relevant

staff members within the office of the Senior Manager. Assist with the maintenance of the diary management system of the Senior Manager. Administer the effective work flow between the office of the Senior Manager and the other units.

Enquiries: Mr. H. Roberts
Tel. No: (027) 7122170

Post: Telecom Operator (Receptionist)
Reference no: DRPW/HCM061/2021
Salary: R 147 459 per annum (SL 4)
Centre: Springbok

Requirements: Junior/Senior certificate or equivalent recognized qualifications. Good written and verbal communication and interpersonal skills. Accuracy and attention to detail be able to operate the telephone and functions.

Duties: The successful candidate will be responsible for the following: Render switchboard reception and client referral services, Attend to incoming and outgoing telephone calls, Transfer calls to relevant staff, keep record of all outgoing calls, Print and issue telephone accounts, Update departmental telephone directory, allocate pin codes when authorized, Identify and report telephone faults, Bar and activate telephone extensions when authorized.

Enquiries: Ms. R. van Hinsbergen
Tel. No: (027) 7122170

Post: Human Resource Officer
Reference no: DRPW/HCM062/2021
Salary: R 176 310 per annum (SL 5)
Centre: Springbok

Requirements: Senior certificate. The applicant should possess good communication, interpersonal skills be computer literate and should be well conversant with relevant Human Resource practices as well as legislation governing the latter in the Public Service. Thorough knowledge of Persal System will be advantageous.

Duties: Administration of remuneration matters e.g overtime and standby allowance, Administrating of provisions with regard to leave, pension, housing subsidy. Operating of personnel information system (Persal) and present available information on request. Processing of resignations and terminations, handling of EPWP appointments, assisting with recruitment & selection matters.

Enquiries: Ms. R. van Hinsbergen
Tel. No: (027) 7122170

Post: Stores Assistant/Driver
Reference no: DRPW/HCM063/2021
Salary: R 147 459 per annum (SL 4)
Centre: Springbok

Requirements: Senior certificate. The applicant should possess good communication, interpersonal skills, be computer literate, reporting skills and should be well conversant with relevant SCM regulations, good administrative and analytical skills. Valid driver's license (code B).

Duties: The successful candidate will be responsible to issue stock from the store, keep records of stock issued, issue tools for supervisors, collect parcels from suppliers, prepare waybills and parcels for sending, receive requisition and verify for correctness and signatures, reporting of incidents, keeping record of all orders or items issued and locking of the store.

Enquiries: Ms. R. van Hinsbergen
Tel. No: (027) 7122170

Post: Operator (Grader)
Reference no: DRPW/HCM064/2021
Salary: R 176 310 per annum (SL 5)
Center: Springbok

Requirements: Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

Duties: Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

Enquiries: Mr. H. Roberts
Tel. No: (027) 7122170

Post: Driver (3 posts)
Reference no: DRPW/HCM065/2021
Salary: R 147 459 per annum (SL 4)
Centre: Springbok

Requirements: Junior certificate. Code C Driver's License, Have knowledge of the standard practices, methods, equipment and tools of the construction trade. Valid PDP.

Duties: Operate light, moderate and heavy trucks in performance of Roads and Public Works duties. Assist in the construction and maintenance of streets, roads, parking lots, sidewalks and the installation and maintenance of sewer lines and services. Assist in the loading and unloading of trucks. Assist in the general repair and preventative maintenance on vehicles and equipment. Practice workplace safety in terms of the Health and Safety Act and proper driving rules.

Enquiries: Mr. H. Roberts
Tel. No: (027) 7122170

Post: Driver (6 posts)
Reference no: DRPW/HCM066/2021
Salary: R 147 459 per annum (SL 4)
Centre: Calvinia

Requirements: Junior certificate. Code C Driver's License, Have knowledge of the standard practices, methods, equipment and tools of the construction trade. Valid PDP.

Duties: Operate light, moderate and heavy trucks in performance of Roads and Public Works duties. Assist in the construction and maintenance of streets, roads, parking lots, sidewalks and the installation and maintenance of sewer lines and services. Assist in the loading and unloading of trucks. Assist in the general repair and preventative maintenance on vehicles and equipment. Practice workplace safety in terms of the Health and Safety Act and proper driving rules.

Enquiries: Mr. H. Roberts
Tel. No: (027) 7122170

Post: Senior Road Worker
Reference no: DRPW/HCM067/2021
Salary: R 147 459 per annum (SL 4)
Centre: Springbok

Requirements: A Junior certificate with 2-3 years' experience, valid Code C driver's license and a PDP.

Duties: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

Enquiries: Mr. H. Roberts
Tel. No: (027) 7122170

JOHN TAOLO GAETSEWE DISTRICT

Post: Engineering Technician Grade A (Production) (2 posts)
Reference no: DRPW/HCM068/2021
Salary: R 316 536 per annum (OSD)
Centre: Kuruman

Requirements: Applicants must be in possession of a National Diploma in Civil Engineering. Three years post qualification technical (engineering) experience. Compulsory registration with ECSA as an Engineering Technician. Valid driver's license.

Duties: The successful candidate will be responsible for assisting engineers, technologists and associates in the field and technical office activities, Promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approved by the relevant authority, provide inputs into the budgeting process as required, compile and submit reports as required, provide and consolidate inputs to the technical/engineering operational plan, develop, implement and maintain databases, supervise and control technical and related personnel and assets, continuous professional development to keep up with new technologies and procedures, research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Senior Foreman
Reference no: DRPW/HCM069/2021
Salary: R 321 543 per annum (SL 8)
Centre: Kuruman

Requirements: Grade 10 certificate with 5 years road infrastructure maintenance and supervisory experience.

Duties: The successful candidate will be responsible for supervising and controlling construction, installation, repair and maintenance work of roads, pavements, proper road marking, relevant street furniture and storm water infrastructure supervision, co-coordinating and controlling the tasks of personnel and allocating and prioritizing outcomes by monitoring attendance, addressing workplace deviations and implementing corrective measures to sustain productivity and efficiency. Complete internal transactional documentation, e.g. timesheets, log sheets, progress reports and related forms.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Foreman
Reference no: DRPW/HCM070/2021
Salary: R 261 372 per annum (SL 7)
Centre: Kuruman

Requirements: Grade 10 certificate with 3 years road work maintenance experience.

Duties: The successful candidate will be responsible support road construction and/or maintenance work through the construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through application of safety and precautionary measures, conduct inspections, exercise control over tools, supplies and other equipment, allocate tasks and oversee work performance and maintenance of equipment, co-ordinate blading program.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Senior Road Worker (6 posts)
Reference no: DRPW/HCM071/2021
Salary: R 147 459 per annum (SL 4)
Centre: Kuruman

Requirements: A Junior certificate with 2-3 years' experience, valid Code C driver's license and a PDP.

Duties: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Road Worker (10 posts)
Reference no: DRPW/HCM072/2021
Salary: R 124 434 per annum (SL 3)
Centre: Kuruman

Requirements: A Junior certificate with 2-3 years' experience, valid Code 10 driver's license and a PDP.

Duties: The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Operator (3 posts)
Reference no: DRPW/HCM073/2021
Salary: R 176 310 per annum (SL 5)
Center: Kuruman

Requirements: Junior certificate, Code EC Driver's License, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP. Driving and operating specialized equipment.

Duties: Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Driver (6 posts)
Reference no: DRPW/HCM074/2021
Salary: R 147 459 per annum (SL 4)
Centre: Kuruman

Requirements: Junior certificate. Code C Driver's License, Have knowledge of the standard practices, methods, equipment and tools of the construction trade. Valid PDP.

Duties: Operate light, moderate and heavy trucks in performance of Roads and Public Works duties. Assist in the construction and maintenance of streets, roads, parking lots, sidewalks and the installation and maintenance of sewer lines and services. Assist in the loading and unloading of trucks. Assist in the general repair and preventative maintenance on vehicles and equipment. Practice workplace safety in terms of the Health and Safety Act and proper driving rules.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Telecom Operator (Receptionist)
Reference no: DRPW/HCM075/2021
Salary: R 147 459 per annum (SL 4)
Centre: Kuruman

Requirements: Senior certificate. Good written and verbal communication and interpersonal skills. Accuracy and attention to detail be able to operate the telephone and functions.

Duties: The successful candidate will be responsible for the following: Render switchboard reception and client referral services, Attend to incoming and outgoing telephone calls, Transfer calls to relevant staff, keep record of all outgoing calls, Print and issue telephone accounts, Update departmental telephone directory, allocate pin codes when authorized, Identify and report telephone faults, Bar and activate telephone extensions when authorized.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Data Capturer: Roads
Reference no: DRPW/HCM076/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kuruman

Requirements: Applicants must be in possession of a Grade 12 certificate and 2 to 3 years' experience as a data capturer. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel and MS Powerpoint. Must be customer orientated, organizational and telephone etiquette skills. Willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

Duties: Must be responsible for assessing reported data against Compliance Assessment Report. Determine compliant work opportunities reported. Verify Ownership of submitted Project Data. Calculate reported FTE's, number of projects captured. Number of data capturing reports submitted to monitoring and reporting manager. Compile database for EPWP Compliant and non-compliant reports. Develop filing system per sector and public body. Compile database of all beneficiaries captured on reporting systems.

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

Post: Administration Officer: SCM
Reference no: DRPW/HCM077/2021
Salary: R 261 372 per annum (SL7)
Centre: Kuruman

Requirements: Senior certificate. Minimum 3 years working experience. Good writing and communication skills. Computer literacy. Good interpersonal relations and report writing skills.

Duties: Update and maintain supplier database, ensure suppliers are registered on CSD, request CSD reports and check compliance of suppliers before calling for quotations/bids, request and receive quotations for market price determination, ensure that all orders are placed on time, issue and receive quotations/bid documents, prepare agenda for BEC meetings, provide secretariat or logistical support during bid evaluation, compile bid evaluation reports for BAC, receive and verify goods from suppliers, receive request for goods from end users, issue goods to end users, update and ensure the maintenance of suppliers performance database, send orders for goods and services to suppliers, ensure certification of invoices, submit certified invoices with order and supporting documents to Finance for payment process, conduct monthly/quarterly assets verifications, assist asset management from Head Office with quarterly and annual assets verification processes, assist with assets disposal processes. Supervision of staff.

Enquiries: Mr. P. Bosman
Tel. No: (053) 7739400

Post: Administration Clerk: Finance
Reference no: DRPW/HCM078/2021
Salary: R 176 310 per annum (SL5)
Centre: Kuruman

Requirements: Senior certificate. Good writing and communication skills. Computer literacy. Good interpersonal relations and report writing skills.

Duties: Capturing EPWP time registers for payment on Persal system, ensure proper capturing of time registers on Persal, receive camping allowance claim forms, checking correct personal information has been filed, check compliance of S&T claims i.e whether all the necessary documents have been attached, capture S&T claims, attend to all salary queries, capture EPWP's information on line (SARS), Compilation of payments of the District.

Enquiries: Mr. P. Bosman
Tel. No: (053) 7739400

Post: Technical Support Officer: EPWP
Reference no: DRPW/HCM079/2021
Salary: R 321 543 per annum (SL8)
Centre: Kuruman

Requirements: Senior certificate. 3 years' work experience in project management/administration. Interpretation and application of policies and procedures, communication & interpersonal relations.

Duties: Ensure compliance and adherence to EPWP guidelines and strategies, visit EPWP projects on a regular basis with reference to those funded by municipalities and provincial departments, to collect and verify data from implementing bodies and submit for capturing on the system.

Enquiries: Mr. P. May
Tel. No: (053) 7739400

Post: Cleaner
Reference no: DRPW/HCM080/2021
Salary: R 104 073 per annum (SL 2)
Centre: Kuruman

Requirements: ABET, no experience required.

Duties: Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

Enquiries: Ms. E. Modise
Tel. No: (053) 7739400

NORTHERN CAPE FLEET MANAGEMENT TRADING ENTITY

Post: Administration Clerk: Provincial Motor Transport
Reference number: DRPW/HCM081/2021
Salary: R 176 310 per annum (SL 5)
Centre: Kimberley

Requirements: The successful candidate must possess a Matric (Grade 12) certificate with at least 3 years' experience in the relevant working environment. Valid code EB driver's license (recommended). The candidate will also be required to travel within the Province from time to time. Knowledge of legislation/directives governing fines and transport related regulations (AARTO), Knowledge of Excel, PowerPoint and MSWord.

Skills: Monitoring and Evaluation of set targets for all the fines, Communication (verbal and Written), Basic Problem solving, Basic analysis of fines, planning and organizing, filling.

Duties: Administration of all traffic violations, distribution of fines to the different client departments, liaising with client departments to remind and ensure that processes of payment of fines are being followed, assist with office filling and general administration, attending provincial transport meetings and interacting with other units within the Entity on fine related matters, the candidate will be expected to perform other administrative duties as the need arises.

Enquiries: Mr. P. McCarthy
Tel. No: (053) 8366005

Post: Administration Clerk: Workshops (2 posts)
Reference number: DRPW/HCM082/2021
Salary: R 179 310 per annum (SL 5)
Centre: Springbok/Calvinia

Requirements: The successful candidate must possess a Matric (Grade 12) certificate. Valid code EB driver's license.

Skills: Communication (verbal and written); Basic Problem solving; Typing skills; Basic planning and organizing skills, filling.

Duties: The candidate will be expected to do all the administration in support to the workshop. The candidate must also ensure that all documents and records in the workshop is kept safe and in accordance with the National Archives Act. The candidate will also be required to travel within the district and province as the need arises. Knowledge of Excel, PowerPoint and MSWord. The incumbent will also assume the responsibility of records/documents in the workshop, include the transfer of records/documents to the registry at Government Garage.

Enquiries: Mr. A. Karsten
Tel. No: 072 706 0245
