



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. 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 shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine a candidate's suitability based on the post's technical & generic requirements as well as an integrity (ethical conduct) assessment.

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.

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 29 November 2024.

Post:	Construction Project Manager (Production) Grade A - B
Reference no:	DRPW/HR01/2024
Remuneration package:	R 833 499 – R 1 011 597 (all inclusive) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
Centre:	Kimberley

Requirements: National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, B. Tech (built environment field) with a minimum of 4 years certified managerial experience, Honours degree in any built environment field with a minimum of 3 years' experience, valid driver's license, compulsory registration with the SACPCMP as a professional construction project manager on appointment. Computer literacy, knowledge and understanding of the following acts: Public Finance Management Act, Occupational Health and safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the government procurement system, good planning, financial and budget skills, sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.

Duties: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

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

Post: Quantity Surveyor Grade A – B
Reference no: DRPW/HR02/2024
Remuneration Package: R 721 476 – 876 018 per annum (all inclusive) (Grade A - B) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
Centre: Kimberley

Requirements: Degree in Quantity Survey or relevant qualification, three years post qualification quantity survey experience, valid driver's license, compulsory registration with SACQSP as a professional Quantity Surveyor. Applicant must have good interpersonal and communication skills to be able to liaise with contractors, consultants, public, and all government departments.

Technical competencies: Programme and project management, Quantity Survey principles and methodologies, Research and development, Computer-aided engineering applications • Knowledge of legal compliance, technical report writing, technical consulting, Creating high performance culture, Networking, Professional judgment.

Duties: Advise on the development and maintenance of policy, methods, practices and standards on quantity surveying service; Provide a quality cost control and value management service on all building related matters in the Department. Audit the work of clients to ensure quality control and value for money on building projects; Audit progress claims and final accounts of building projects; Do estimates on building projects or design changes. Prepare reports on projected building costs for clients, visit building sites to monitor progress and perform financial control.

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

Post: Administration Clerk (Road Maintenance)
Reference no: DRPW/HR07/2024
Salary: R 216 417 per annum (SL 5)
Centre: Kimberley

Requirements: Applicants must be in possession of a Grade 12 certificate. Must have good interpersonal skills, good verbal and written communication in English. Must be computer literate including advanced MS Word, MS Excel. Must be customer orientated, organizational and telephone etiquette skills. Code 08 driver license will be an added advantage.

Duties: Receive and forward correspondence on behalf of the unit, unit meeting minutes taking and distribution, compile and distribute agendas for personnel meetings, Capturing of payment certificate on Proman for contractors and consultants, Keep record of payments done and submit the original to finance, attending personnel meetings, taking and distributing minutes, notify personnel of the meeting within the unit, taking and distribution of messages in the absence of personnel in the unit., check leave credits for personnel within the maintenance unit by cooperating with HR in the district, assist with accommodation memos for all personnel with the unit for approval by relevant personnel, assist all personnel in the unit with compilation of memorandum to the different units including stationery and furniture order. To capture way leaves received by the Department and create a database for way leave management.

Enquiries: Ms. Mjajubana
Tel. No: (053) 8619600

Post: Data Capturer (2 posts) (Roads)
Reference no: DRPW/HR011/2024
Salary: R 183 279 per annum (SL 4)
Centre: Kimberley

Requirements: Applicants must be in possession of a Grade 12 certificate. 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. Mjajubana
Tel. No: (053) 8619600

Post: Cleaning Supervisor
Reference no: DRPW/HR016/2024
Salary: R 183 279 per annum (SL 4)
Centre: Kimberley

Requirements: ABET level 4.

Duties: Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms, manage and ensure the maintenance of cleaning materials and equipment, ensure maintenance and replacement of cleaning machines and equipment, issue cleaning materials, supervise cleaners including performing administrative and related functions, provide guidance and advise cleaners, develop and update the cleaning roster.

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

Post: Cleaner (11 posts)
Reference no: DRPW/HR032/2024
Salary: R 131 265 per annum (SL 2)
Centre: Kimberley

Requirements: ABET

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

Post: Cleaner (3 posts)
Reference no: DRPW/HR033/2024
Salary: R 131 265 per annum (SL 2)
Centre: Kimberley

Requirements: ABET

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. M. Kgomongwe
Tel. No: (053) 8392756

FRANCES BAARD DISTRICT

Post: Engineering Technician Grade A (Production) (2 posts)
Reference no: DRPW/HR05/2024
Salary : R 371 253 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 a Engineering Technician. Valid driver's license.

Knowledge: Knowledge: All road related acts, ordinance, policies, standards and norms. Project management, technical design and analysis, advertising on Roads and Ribbon Development Act of 1940, South African Road Traffic Sign Manual, Occupational Health and safety. Public Finance Management Act.

Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

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. Liaise and interact with service providers, clients and management. Monitor projects executed by contractors. Manage term contracts. Receive, evaluate and recommend payment certificates. Quantity measurements. Ensure compliance with Public finance Management Act. Perform routine road maintenance of provincial roads in the district. Assist in investigating road user complaints received in the district.

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

Post: Road Worker
Reference no: DRPW/HR019/2024
Salary: R 155 148 per annum (SL 3)
Centre: Ritchie/Kimberley/Douglas

Requirements: A Junior certificate. 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. V. Mhlauli
Tel. No: (053) 8619600

PIXLEY KA SEME DISTRICT

Post: Chief Works Inspector (Electrical)
Reference no: DRPW/HR03//2024
Salary: R 376 413 per annum (SL 8)
Centre: De Aar

Requirements: Applicants must be in possession of a National Diploma (T/N/S streams) or a N3 and a passed trade test with 3 to 5 years' experience. Applicants must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors and client Departments. A valid driver's license.

Duties: The successful candidate will be responsible for the following: To plan and execute inspections for minor new and maintenance work on project sites and to ensure that work is being done in compliance with relevant regulations and legislation, specifically electrical compliance. To conduct audit/ surveys, to compile estimate,

prepare specifications, compile technical reports, Handing over sites under supervision, Conduct regular inspections, Take first delivery under supervision.

Enquiries: Mr. N. Ngxabazi
Tel. No: (053) 6311355

Post: Road Worker (4 posts)
Salary: R 155 148 per annum (SL 3)
Centre: De Aar (2 posts) (Reference no: DRPW/HR020/2024)
Prieska (1 post) (Reference no: DRPW/HR021/2024)
Carnarvon (1 post) (Reference no: DRPW/HR022/2024)

Requirements: A Junior certificate.

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. T.K. Tolong
Tel. No: (053) 6311355

Post: Cleaner (2 posts)
Reference no: DRPW/HR034/2024
Salary: R 131 265 per annum (SL 2)
Centre: De Aar

Requirements: ABET

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. E. Jobe
Tel. No: (053) 6311355

Post: Data Capturer (4 posts): EPWP
Reference no: DRPW/HR012/2024
Salary: R 183 279 per annum (SL 4)
Centre: De Aar

Requirements: Applicants must be in possession of a Grade 12 certificate. 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. Z.H. Sikhundla
Tel. No: (053) 6311355

ZF MGCAWU DISTRICT

Post: Foreman
Reference no: DRPW/HR08/2024
Salary: R 216 417 per annum (SL 5)
Centre: Upington

Requirements: Grade 10 certificate with 3 years road work maintenance experience. Valid Code 10 driver's license and a PDP.

Competencies: Be able to operate all machinery utilised by the Road maintenance teams.

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

Post: Operator (Grader) (5 posts)
Salary: R 155 148 per annum (SL 3)
Center: Upington/Kakamas (3 posts) (Reference no: DRPW/HR027/2024)
Kenhardt (2 posts) (Reference no: DRPW/HR028/2024)

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

Post: Road Worker (3 posts)
Reference no: DRPW/HR023/2024
Salary: R 155 148 per annum (SL 3)
Centre: Upington/Kakamas

Requirements: A Junior certificate.

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: Cleaning Supervisor
Reference no: DRPW/HR017/2024
Salary: R 183 279 per annum (SL 4)
Centre: Upington

Requirements: ABET level 4.

Duties: Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms, manage and ensure the maintenance of cleaning materials and equipment, ensure maintenance and replacement

of cleaning machines and equipment, issue cleaning materials, supervise cleaners including performing administrative and related functions, provide guidance and advise cleaners, develop and update the cleaning roster.

Enquiries: Mr. T. Nyongwana
Tel. No: (054) 3324473

Post: Cleaner (3 posts)
Reference no: DRPW/HR035/2024
Salary: R 131 265 per annum (SL 2)
Centre: Upington

Requirements: ABET

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. T. Nyongwana
Tel. No: (054) 3324473

Post: Data Capturer (3 posts): EPWP
Reference no: DRPW/HR013/2024
Salary: R 183 279 per annum (SL 4)
Centre: Upington

Requirements: Applicants must be in possession of a Grade 12 certificate. 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. P.J. Coetzee
Tel. No: (054) 3324473

NAMAKWA DISTRICT

Post: Engineering Technician Grade A (Production) (2 posts)
Reference no: DRPW/HR06/2024
Salary : R 371 253 per annum (OSD)
Centre: Springbok

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 a Engineering Technician. Valid driver's license.

Knowledge: Knowledge: All road related acts, ordinance, policies, standards and norms. Project management, technical design and analysis, advertising on Roads and Ribbon Development Act of 1940, South African Road Traffic Sign Manual, Occupational Health and safety. Public Finance Management Act.

Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

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. Liaise and interact with service providers, clients and management. Monitor projects executed by contractors. Manage term contracts. Receive, evaluate and recommend payment certificates. Quantity measurements. Ensure compliance with Public finance Management Act. Perform routine road maintenance of provincial roads in the district. Assist in investigating road user complaints received in the district.

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

Post: Chief Works Inspector (Building)
Reference no: DRPW/HR04/2024
Salary: R 376 413 per annum (SL 8)
Centre: Calvinia

Requirements: Applicants must be in possession of a National Diploma in Building/Construction and 3 - 5 years' experience or a N3 Certificate and a passed trade test in the building environment. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. 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: To plan and execute inspections for minor new and maintenance work on project sites and to ensure that work is being done in compliance with relevant regulations and legislation, Compilation of technical specifications for maintenance and minor works, Project inspection and reporting on quality, cost, time and contractor performance, Contract management and administration, Compliance to relevant regulations, policies, works procedures and methods on building projects, facility condition auditing and reporting for planned and unplanned programmes.

Enquiries: Mr. R. Tshivase
Tel. No: (027) 7122170

Post: Foreman
Reference no: DRPW/HR09/2024
Salary: R 216 417 per annum (SL 5)
Centre: Springbok

Requirements: Grade 10 certificate with 3 years road work maintenance experience. Valid code 10 drivers license and a PDP.

Competencies: Be able to operate all machinery utilised by the Road maintenance teams.

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

Post: Foreman
Reference no: DRPW/HR010/2024
Salary: R 216 417 per annum (SL 5)
Centre: Calvinia

Requirements: Grade 10 certificate with 3 years road work maintenance experience. Valid code 10 drivers license and a PDP.

Competencies: Be able to operate all machinery utilised by the Road maintenance teams.

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

Post: Operator (Grader) (3 posts)
Reference no: DRPW/HR029/2024
Salary: R 155 148 per annum (SL 3)
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: Ms. R. van Hinsbergen
Tel. No: (027) 7122170

Post: Operator (Grader) (3 posts)
Reference no: DRPW/HR030/2024
Salary: R 155 148 per annum (SL 3)
Center: Calvinia

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

Post: Road Worker (2 posts)
Reference no: DRPW/HR024/2024
Salary: R 155 148 per annum (SL 3)
Centre: Springbok

Requirements: A Junior certificate.

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

Post: Road Worker (3 posts)
Reference no: DRPW/HR025/2024
Salary: R 155 148 per annum (SL 3)
Centre: Calvinia

Requirements: A Junior certificate.

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

Post: Cleaning Supervisor
Reference no: DRPW/HR018/2024
Salary: R 183 279 per annum (SL 4)
Centre: Springbok

Requirements: ABET level 4

Duties: Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms, manage and ensure the maintenance of cleaning materials and equipment, ensure maintenance and replacement of cleaning machines and equipment, issue cleaning materials, supervise cleaners including performing administrative and related functions, provide guidance and advise cleaners, develop and update the cleaning roster.

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

Post: Cleaner (3 posts)
Reference no: DRPW/HR036/2024
Salary: R 131 265 per annum (SL 2)
Centre: Springbok

Requirements: ABET

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

Post: Data Capturer (3 posts): EPWP
Reference no: DRPW/HR014/2024
Salary: R 183 279 per annum (SL 4)
Centre: Springbok

Requirements: Applicants must be in possession of a Grade 12 certificate. 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. R. van Hinsbergen
Tel. No: (027) 7122170

JOHN TAOLO GAETSEWE DISTRICT

Post: Road Worker (3 posts)
Reference no: DRPW/HR026/2024
Salary: R 155 148 per annum (SL 3)
Centre: Kuruman

Requirements: A Junior certificate.

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 (4 posts)
Reference no: DRPW/HR031/2024
Salary: R 155 148 per annum (SL 3)
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: Data Capturer (2 posts): EPWP
Reference no: DRPW/HR015/2024
Salary: R 183 279 per annum (SL 4)
Centre: Kuruman

Requirements: Applicants must be in possession of a Grade 12 certificate. 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. L.J. May
Tel. No: (053) 7739400

Post: Cleaner (3 posts)
Reference no: DRPW/HR037/2024
Salary: R 131 265 per annum (SL 2)
Centre: Kuruman

Requirements: ABET

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