

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005, Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley. OR emailed to applications@nccoghsta.onmicrosoft.com
- FOR ATTENTION** : Human Resource Registry
- CLOSING DATE** : 06 December 2024
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in the Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

OTHER POSTS

- POST 42/107** : **CONTROL ENGINEERING TECHNOLOGIST (CIVIL): GRADE A REF NO: HS (HSP&P) 1/11/2024**
Directorate: Human Settlements Programme and Project Management
- SALARY** : R873 840 per annum, OSD, (all-inclusive salary package)
- CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)
- REQUIREMENTS** : A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. A valid driver's licence is a pre-requisite. Compulsory registration with ECSA as an Engineering Technologist. Extensive experience in various fields of civil engineering which includes, but is not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, wastewater and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and construction materials. Exposure to the four main contracts used in the civil engineering industry (GCC, FIDIC, JBCC & NEC). Good understanding of the CIDB standard for uniformity and the standard

professional services contract. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Skills: Communication skills and computer Skills. Planning and organizing. People management skills.

DUTIES : Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures. Manage drafting of civil engineering projects technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Manage review and acceptance of the professional service provider's concept and detailed designs. Conduct technical inspections and integrity surveys on various civil engineering assets. Manage and ensure that appointed consultants produce quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department. Provide expert advice to the Department. Resolve technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of infrastructure projects. Compile project monthly and quarterly progress reports. Provide mentorship and supervision to candidate engineering technologist and engineering technologists.

ENQUIRIES : Ms. F. Fredericks Tel No: (053) 830 9529

POST 42/108 : **ADMINISTRATIVE SUPPORT AND COORDINATION: OFFICE OF THE HOD**
REF NO: HOD 2/11/2024
Directorate: Office Of The HOD

SALARY : R849 702 per annum, (all-inclusive salary package)
CENTRE : Provincial Office: Kimberley (Larry Moleko Louw Building)
REQUIREMENTS : An appropriate tertiary qualification (NQF Level 6/7) in Public Management or equivalent qualification with 3 - 5 years' experience in middle management (Assistant Director) level. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. A valid driver's license. Skills: Must have a good understanding and knowledge of financial and procurement systems. Record keeping. Data system maintenance. Skills required: Good communication skills (verbal and written). Ability to compile submissions, reports, etc, independently. Sound planning and organizing skills. Good interpersonal relations. High level of computer literacy. Ability to properly/accurately record minutes and decisions at meetings. Problem solving. Conflict management. Project management. Managerial skills.

DUTIES : Manage the administrative activities within the office of the Executive Authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the Executive Authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the Executive Authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority. Manage the logistical support in the office of the Executive Authority. Develop, implement and maintain a filing system for the office of the Executive Authority. Manage the registry of the office of the

Executive Authority. Ensure the documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players regarding matters relating to the portfolio of the Executive Authority. Brief the Chief of Staff on matters regarding the Executive Authority's portfolio on the agenda of cabinet/executive council. Liaise with senior managers in the institutions within the Executive Authority's portfolio. Co-ordinate the activities of the Executive Authority's office. Render a Cabinet/Executive council support service to the Executive Authority. Manage distribution of memoranda to Cabinet/Executive council members. Manage the distribution of documents and to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/Executive Council and alert Chief of Staff and Executive Authority of actions to be taken and due dates. General supervision of the employees in the office of the Executive Authority. Quality control of the work delivered by supervisees. Advise supervisees regarding all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees.

ENQUIRIES

: Mr. B.Lenkoe Tel No: (053) 830 9527

POST 42/109

: **ENGINEERING TECHNOLOGIST (CIVIL): GRADE A REF NO: HS (HSP&P) 3/11/2024 (X2 POSTS)**
 Directorate: Human Settlements Programme and Project Management

SALARY CENTRE REQUIREMENTS

: R429 930 per annum
 : Provincial Office: Kimberley (Larry Moleko Louw Building)
 : A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Three (3) years post qualification Engineering Technologist experience required. A valid driver's licence is a pre-requisite. Compulsory registration with ECSA as an Engineering Technologist. Extensive experience in various fields of civil engineering which includes, but is not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, wastewater and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and construction materials. Exposure to the four main contracts used in the civil engineering industry (GCC, FIDIC, JBCC & NEC). Good understanding of the CIDB standard for uniformity and the standard professional services contract. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Skills: Communication skills and computer Skills. Planning and organizing. People management skills.

DUTIES

: Provide technological advisory services. Support technologist and associate professionals in the field. Promote safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures. Provide inputs on drafting of civil engineering projects technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Provide technical assistance on the review and acceptance of the professional service provider's concept and detailed designs. Conduct technical inspections and integrity surveys on various civil engineering assets. Facilitate and ensure that appointed consultants produce quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Evaluate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Facilitate the Processing all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Assist in Preparation and submission of project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department. Provide technical advice to the Department. Assist project

managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of infrastructure projects. Compile project monthly and quarterly progress reports. Provide mentorship and supervision to candidate engineering technologists.

ENQUIRIES : Ms. F. Fredericks TI No: (053) 830 9529

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

CLOSING DATE : 29 November 2024

NOTE : 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. Note that all suitable candidates will be subjected to a satisfactory personnel suitability check (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 centers.

OTHER POSTS

POST 42/110 : **CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HR01/2024**

SALARY : R833 499 – R1 011 597 per annum, (all inclusive), (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years' experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver's license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high-performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and

Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision-making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.

DUTIES : The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio- economic objectives under the supervision of a Senior Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. 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 project 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 project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi- disciplinary construction teams regarding the construction/ maintenance of facilities.

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

POST 42/111 : **QUANTITY SURVEYOR GRADE A – B REF NO: DRPW/HR02/2024**

SALARY : Grade A – B: R721 476 – R876 018 per annum, (all inclusive), (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

CENTRE : Uppington
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 42/112 : **CHIEF WORKS INSPECTOR (ELECTRICAL) REF NO: DRPW/HR03//2024**

SALARY : R376 413 per annum (Level 08)

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) 631 1355

POST 42/113 : **CHIEF WORKS INSPECTOR (BUILDING) REF NO: DRPW/HR04/2024**

SALARY : R376 413 per annum (Level 08)

CENTRE REQUIREMENTS : Calvinia
: 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 42/114 : **ENGINEERING TECHNICIAN GRADE A (PRODUCTION) REF NO: DRPW/HR05/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R371 253 per annum, (OSD)
: Kimberley
: 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 42/115 : **ENGINEERING TECHNICIAN GRADE A (PRODUCTION) REF NO: DRPW/HR06/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R371 253 per annum, (OSD)
: Springbok
: 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 42/116 : **ADMINISTRATION CLERK (ROAD MAINTENANCE) REF NO: DRPW/HR07/2024**

SALARY : R216 417 per annum (Level 05)

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 42/117 : **FOREMAN REF NO: DRPW/HR08/2024**

SALARY : R216 417 per annum (Level 05)

CENTRE : Uptington

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 42/118 : **FOREMAN REF NO: DRPW/HR09/2024**

SALARY : R216 417 per annum (Level 05)
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 42/119 : **FOREMAN REF NO: DRPW/HR010/2024**

SALARY : R216 417 per annum (Level 05)
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 42/120 : **DATA CAPTURER (ROADS) REF NO: DRPW/HR011/2024 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
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 42/121 : **DATA CAPTURER: EPWP REF NO: DRPW/HR012/2024 (X4 POSTS)**

SALARY : R183 279 per annum (Level 04)
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

POST 42/122 : **DATA CAPTURER EPWP REF NO: DRPW/HR013/2024 (X3 POSTS)**

SALARY : R183 279 per annum (Level 04)
CENTRE : Uppington
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

POST 42/123 : **DATA CAPTURER: EPWP REF NO: DRPW/HR014/2024(X3 POSTS)**

SALARY : R183 279 per annum (Level 04)
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

POST 42/124 : **DATA CAPTURER: EPWP REF NO: DRPW/HR015/2024 (X2 POSTS)**

SALARY : R183 279 per annum (Level 04)
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 42/125 : **CLEANING SUPERVISOR REF NO: DRPW/HR016/2024**

SALARY : R183 279 per annum (Level 04)
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 42/126 : **CLEANING SUPERVISOR REF NO: DRPW/HR017/2024**

SALARY : R183 279 per annum (Level 04)
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 42/127 : **CLEANING SUPERVISOR REF NO: DRPW/HR018/2024**

SALARY : R183 279 per annum (Level 04)
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 42/128 : **ROAD WORKER REF NO: DRPW/HR019/2024**

SALARY : R155 148 per annum (Level 03)
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

POST 42/129 : **ROAD WORKER REF NO: DRPW/HR020/2024 (X2 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : De Aar
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) 631 1355

POST 42/130 : **ROAD WORKER REF NO: DRPW/HR021/2024**

SALARY : R155 148 per annum (Level 03)

CENTRE REQUIREMENTS DUTIES : Prieska
: A Junior certificate.
: 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) 631 1355

POST 42/131 : **ROAD WORKER REF NO: DRPW/HR022/2024**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Carnarvon
: A Junior certificate.
: 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) 631 1355

POST 42/132 : **ROAD WORKER REF NO: DRPW/HR023/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Uppington/Kakamas
: A Junior certificate.
: 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) 332 4473

POST 42/133 : **ROAD WORKER REF NO: DRPW/HR024/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Springbok
: A Junior certificate.
: 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) 712 2170

POST 42/134 : **ROAD WORKER REF NO: DRPW/HR025/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Calvinia
: A Junior certificate.
: 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) 712 2170

POST 42/135 : **ROAD WORKER REF NO: DRPW/HR026/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS DUTIES : R155 148 per annum (Level 03)
: Kuruman
: A Junior certificate.
: 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) 773 9400

POST 42/136 : **OPERATOR (GRADER) REF NO: DRPW/HR027/2024 (X3 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Uppington/Kakamas
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) 332 4473

POST 42/137 : **OPERATOR (GRADER) NO: DRPW/HR028/2024 (X2 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Kenhardt
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) 332 4473

POST 42/138 : **OPERATOR (GRADER) REF NO: DRPW/HR029/2024 (X3 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : 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) 712 2170

POST 42/139 : **OPERATOR (GRADER) REF NO: DRPW/HR030/2024 (X3 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : 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) 712 2170

POST 42/140 : **OPERATOR REF NO: DRPW/HR031/2024 (X4 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : 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) 773 9400

POST 42/141 : **CLEANER REF NO: DRPW/HR032/2024 (X11 POSTS)**

SALARY : R131 265 per annum (Level 02)
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) 839 2756

POST 42/142 : **CLEANER REF NO: DRPW/HR033/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)
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) 839 2756

POST 42/143 : **CLEANER REF NO: DRPW/HR034/2024 (X2 POSTS)**

SALARY : R131 265 per annum (Level 02)
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) 631 1355

POST 42/144 : **CLEANER REF NO: DRPW/HR035/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)
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) 332 4473

POST 42/145 : **CLEANER REF NO: DRPW/HR036/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)
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) 712 2170

POST 42/146 : **CLEANER REF NO: DRPW/HR037/2024 (X3 POSTS)**

SALARY : R131 265 per annum (Level 02)

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) 773 9400