

EXTERNAL VACANCIES ADVERT

ENQUIRIES: Mr SI Mazibuko Tel No: (013) 766 6961

APPLICATIONS: Email application to: PWRTrecruitS@mpg.gov.za

Post : Chief Works Inspector
Level : 8
Salary : R 397 116 pa
Centre : Ehlanzeni
Ref : (CWI/EH/10)

Requirements: Grade 12 plus **NQF LEVEL 6** (minimum of 3 year National Diploma as recognised by SAQA) in Electrical Engineering with work experience in the related field (built environment) of which 3 years' experience should be at a Senior Works Inspector level. Valid drivers' licence and computer literacy are essential.

Knowledge, Skills & Competencies: Strong knowledge of relevant legislation, regulations and standards as well as excellent communication, interpersonal and problem-solving skills are essential. Able to work independently. Professional. Confidential. Quality-driven. Team player. Ability to work under pressure. Decisive. Strategic. Innovative. Attention to detail. Negotiation skills.

Responsibilities: Conduct inspections on new and existing Government buildings/ clinics/ hospitals. Draw up specifications. Develop a bill of quantiles. Develop proposal on the associated costs. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop and interpret plans and sketches. Adjudicate and provide recommendations on quotations and bids. Manage projects and compile payment certificates and technical reports. Ensure maintenance done by contractors. Manage staff and supervising duties of works inspectors. Liaise with relevant stakeholders in respect of technical aspects. Advice and guide contracts in respect of compliance to legislation and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Manage budget of the section.

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Post : Senior Transport Inspector
Level : 7
Salary : R 325 101 pa
Centre : Nkangala District
Ref. : (SPI/NKA/11)

Requirements: Grade 12 and Basic Traffic Diploma in law enforcement plus 3 years as a Transport Inspector. A valid driver's license and no criminal record.

Knowledge, Skills and Competencies: Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Transport Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for police clearance.

Responsibilities: Enforce Public Passenger and Transport Legislation, Implement planned and approved law enforcement activities. Issue notice and execute arrests under relevant Acts. Directives and procedures and attend court proceedings and give evidence. Participate in roadblocks and special law enforcement Operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damage road surfaces, breakdown of vehicle) be willing to travel extensively and work shifts.

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Post : State Accountant: Salaries
Level : 7
Salary : R325 101 pa
Centre : Ehlanzeni
Ref. : (SASBOH/12)

Requirements: Grade 12 plus **NQF LEVEL 6** (minimum of 3 year National Diploma as recognised by SAQA) in Financial Management / Financial Accounting plus 3 years' experience in finance (salaries). Valid drivers' licence and computer literacy are essential

Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury Regulations, BAS, LOGIS, Computer literacy. Computer literacy, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Payroll administration. Administer Claims (S&T, overtime, cell phone). Verify and authorize claims on PERSAL. Administer a commitments' register for the district. Process payments of goods and services. Perform administrative related activities within the sub-directorate. Prepare reports and assist with related supply chain logistics. Keep sectional records.

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Post : Provisioning Administrative Officer:
Supply Chain Management (3 Posts)

Level : 7

Salary : R325 101 pa

Centres: Nkangala District Office (Ref.: PAOSCM/NK/13)
Bohlabela District Office (Ref.: PAOSCM/BD14/)
Head Office (Ref.: PAOSCM/HO/15)

Requirements: Grade 12 plus **NQF LEVEL 6** (minimum of 3 year National Diploma as recognised by SAQA) in Supply Chain Management/Procurement plus 3 years' relevant experience in Supply Chain Management/Procurement of Goods and Services.

Knowledge, skills and Competencies: Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy

Responsibilities: Compile and capture requisitions on LOGIS, Check the accuracy of transactions information on requisitions prior approval. Approve requisitions and authorize orders on LOGIS. Manage vendor performance. Expediting of orders. Manage Labour saving devices and Supervision of staff.

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Post : Labour Relations Officer
Level : 8
Salary : R397 116 pa
Centre : Nkangala District
Ref. : (LRO/GS/16)

Requirements: a Grade 12 qualification and a **NQF Level 6 qualification** (a minimum of a 3-year National Diploma recognized by SAQA) in Labour Relations/ Bcom in Law. A minimum of 3 years' experience in Labour Relations matters is required. An LLB qualification will be an added advantage. Valid drivers' licence and computer literacy are essential

Knowledge, Skills and Competencies: Knowledge of prescripts and systems applicable in the Public Service and Labour Relations Environment. Computer literacy, report writing skills, problem solving abilities, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Handling of matters pertaining to misconduct. Provide advice to management, employees and organised labour. Investigate grievances and disputes. Arrange grievance hearings and disciplinary hearings. Manage a database of grievances and dispute related matters. Write reports and provide statistics. Implementation of the disciplinary code and procedures. Coordinate training of employees on labour relations. Facilitate mandates for conciliations and arbitrations. Strike management. Manage the resources of the component.

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Post : Personnel Practitioner: Bethal
Level : 7
Salary : R325 101 pa
Centre : Bethal Cost Centre
Ref. : (PPR/B/17)

Requirements: Grade 12 plus **NQF LEVEL 6** (minimum of 3 year National Diploma as recognised by SAQA) in Human Resources Management/Public Management/Administration/Industrial Psychology plus 3 years' experience in Human Resource. Valid drivers' licence and computer literacy are essential.

Knowledge, Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Business Report. Influencing and Networking, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

Responsibilities: Facilitate recruitment, selection and appointment of staff. Maintain the regional establishment. Handle promotions, change of rank and transfers. Handle resettlement and relocation matters. Keep sectional records. Supervise staff. Advice staff on HR related matters.

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roads & transport
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REPUBLIC OF SOUTH AFRICA

