

<b><u>POST 33/65</u></b>	:	<b><u>CHIEF ARTISAN GRADE A (MAINTENANCE) REF NO: 290925/02</u></b> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<b><u>SALARY</u></b>	:	R480 261 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Gariep Dam
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Ten (10) years post qualification experience as an Artisan or Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production process. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Good communication skills both (verbal and written). Computer literacy. Planning and organising skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Candidates may be required to complete a practical and theoretical test.
<b><u>DUTIES</u></b>	:	Manage technical services and support in conjunction with artisan and workshop activities, Manage administrative and related functions. Provide inputs into the budgeting process, compile and submit reports as required. Manage artisan and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Management the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services. Ensure adherence to safety standards, requirements, and regulations. Compile and submit reports as required. Human and Capital resource management. Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr LJ Mkafane Tel No: (051) 754 0001
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>NOTE</u></b>	:	Candidates may be required to complete a practical and theoretical test.
<b><u>POST 33/66</u></b>	:	<b><u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/03</u></b> Branch: Infrastructure Management Southern Operations Directorate: Operations Southern
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Worcester (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.). Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.
<b><u>ENQUIRIES</u></b>	:	Ms S Moodley Tel No: (021) 941 6019
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the online link <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>NOTE</u></b>	:	Preference will be given to candidates from the Western Cape geographical area.