

		Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Maintain switchboard system: Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of order. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 43/196</u>	:	<u>DRIVER/OPERATOR (X6 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Capricorn District: Dendron Roads Maintenance Ref No: S.4/3/10/192 (X1 Post)
		Waterberg District: Lephalale Roads Maintenance Ref No: S.4/3/10/199 (X1 Post) George Masebe Roads Maintenance Ref No: S.4/3/10/200 (X1 Post) Dwaalboom Roads Maintenance Ref No: S.4/3/10/201 (X1 Post) Bela-Bela Roads Maintenance Ref No: S.4/3/10/202 (X1 Post) Vaalwater Roads Maintenance Ref No: S.4/3/10/203 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Seven (7) to twelve (12) months driving experience. Skills And Knowledge: Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.
<u>DUTIES</u>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612
<u>POST 43/197</u>	:	<u>ROAD WORKER (X16 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Capricorn District: Mothapo Roads Maintenance Ref No: S.4/3/10/204 (X1 Post) Sandriver Roads Maintenance Ref No: S.4/3/10/205 (X1 Post) Regravelling Ref No: S.4/3/10/206 (X2 Posts) Skeiding Ref No: S.4/3/10/133 (X1 Post)
		Mopani District: Ba-Phalaborwa Roads Maintenance Ref No: S.4/3/10/207 (X2 Posts)
		Sekhukhune District: Veeplaas Roads Maintenance Ref No: S.4/3/10/193 (X1 Post) Groblersdal Roads Maintenance Ref No: S.4/3/10/189 (X1 Post) Nebo Roads Maintenance Ref No: S.4/3/10/191 (X1 Post)
		Waterberg District: Mookgophong Ref No: S.4/3/10/195 (X2 Posts) (Re-advert) Roedtan Ref No: S.4/3/10/198 (X2 Posts) (Re-advert) Alma Ref No: S.4/3/10/199 (X1 Post) (Re-advert) Tolwe Ref No: S.4.3.10/172 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.