



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**PUBLIC WORKS, ROADS
AND INFRASTRUCTURE**

Ref : S4/1

TO : ALL HEADS OF DEPARTMENTS
LIMPOPO PROVINCIAL GOVERNMENT

FROM : THE ACCOUNTING OFFICER – SECTION 100 (1) (B)
CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA

**DEPARTMENTAL CIRCULAR NO 27 OF 2014: ADVERTISEMENT OF
VACANT POSTS**

1. Applications are invited for the filling of vacant posts which exist in the Department as outlined in this circular.
2. Applications should be submitted on the Z83 forms obtainable from any Public Service Department and should be accompanied by curriculum vitae, certified copies of qualifications and Identity Document. **Applicants with foreign qualifications should attach certified copies of certificates of evaluation by the South African Qualifications Authority (SAQA). Faxed applications will not be considered.**
3. Applications should be forwarded to:

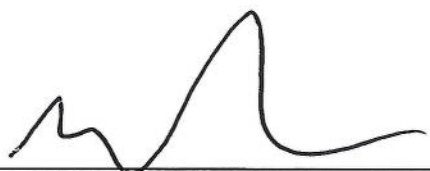
**The Acting Head of Department
Department of Public Works, Roads and Infrastructure
Private Bag X 9490
POLOKWANE
0700**

Or hand deliver to **Works Tower Building, No. 43 Church Street, Polokwane**

43 Church Street, Polokwane, 0699, Private Bag X9490, POLOKWANE, 0700
Tel: (015) 284 7001 (015) 284 7030 website: <http://www.dpw.limpopo.gov.za>

The heartland of Southern Africa - development is about people!

4. Telephone enquiries should be forwarded to: Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Justina Moloji at 015 284 7261 or Mr. David Netshiheni at 015 284 7248.
5. In cases where a post has two (2) or more centres, a separate application for each centre should be submitted and the centre should be clearly reflected on the Z83. Applications which do not reflect a centre will be disqualified.
6. The closing date for this advertisement is **13th February 2015 at 16h00. If you have not heard from us within 90 days after the closing date of the advert, kindly regard your application as unsuccessful. Correspondence will be limited to short listed candidates.**
7. Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply. Only successful candidates will be subjected to personnel suitability checks and security vetting.



ACCOUNTING OFFICER – SECTION 100 (1) (B)

27/1/15
DATE

ROADS MANAGEMENT

POST NO.01 (Ref. S4/2/27/2014/01)

Personal Assistant	:	Roads Management (04 Posts)
Directorate	:	Roads Management
Centre	:	Head Office - Polokwane
Salary Level	:	07
Salary Notch	:	R 183 438.00 per annum

Requirements:-

Grade 12 and Secretarial Diploma or equivalent with 3- 5 years' experience in secretarial environment. Knowledge: - Basic knowledge on financial administration.

Knowledge on relevant legislation/ policies/ prescripts and procedures. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good telephone etiquette, Computer literacy. Good grooming and presentation, good people skills, high level of reliability written communication skills.

Duties:-

- Provide a secretarial/ receptionist support service to the manager. Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order.
- Records the engagements of the senior manager. Utilises discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/ advice the manager regarding engagements.
- Render administrative support services Compiles realistic schedules of appointments; effective flow of information and documents to and from the office of the manager; safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates

and compiles reports e.g. Progress reports, Monthly reports and Management reports. Scrutinises routine submissions/ reports and make notes and/ or recommendations for the managers. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Filling of documents for the manager and the unit where required. Collects analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manage the leave register and telephone accounts of the unit. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports.

- Provides support to manager regarding meetings. Scrutinises documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role – players, follow – up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required.
- Supports the manager with the administration of the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records of expenditure commitments, monitors expenditure and alerts manager of possible over – under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes.
- Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.