



Province of the

EASTERN CAPE

ROADS & PUBLIC WORKS

DEPARTMENT OF ROADS AND PUBLIC WORKS

Ingxowa Eyodwa/Private Bag/ Privaatsak Private Bag X 1605, Grahamstown, 6139, SOUTH AFRICA

Umhla:

Ifoni:

Date: 14 October 2015

Telephone: 046 602 8134

Datum:

Telefoon:

Ireferensi:

Ifexi:

Ref. No: S4/1/1

Facsimile:

Verw. No:

Faksmilee:

Imibuzo:

Enquiries: Ms C. Riddin/Ms N. Matya/ Mr M.D. Manjati

Navrae:

**TO: ALL PROGRAMME MANAGERS
ALL EMPLOYEES IN GENERAL**

SUBJECT: VACANCY CIRCULAR IN THE DEPARTMENT OF ROADS AND PUBLIC WORKS: HRM CIRCULAR NO. 8 OF 2015

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1. This circular is issued in terms of recruitment measures contained in the Public Service Regulations, 2001 Chapter VII C 2 and in this regard it is important to note that the Public Service is an **EQUAL OPPORTUNITIES, AFFIRMATIVE ACTION EMPLOYER.**
 2. The contents of this minute must without delay be brought to the notice of all eligible officers. Branches must try to notify all potential candidates who may qualify for the post in this circular minute, even if they are absent from their normal places of work.

Post 5: Material Testers (X2 posts)

Sub - Component: Laboratory

Centre: In House Construction (Grahamstown)

Salary Notch: R196 278 per annum (Level 7)

Requirements: *NQF Level 4 or equivalent with 6 years' experience in the Road Construction environment *2 of the 6 years in the Road Material testing environment *A valid driver's license Code 8

Duties: * Perform laboratory tests without supervision i.e. soils, concrete, asphalt and chemical tests * Perform field tests and investigations i.e. center line and borrow pits * Operate and calibrate of testing apparatus including density gauges (troxler etc.) * Plan and report test and investigation results to the laboratory manager * Computer literacy (basic skills)

Post 6: Principal Auxilliary Services Officer

Sub- Component: Laboratory

Centre: In House Construction (Grahamstown)

Salary Notch: R158 985 per annum (Level 6)

Requirements: * NQF Level 4 with 4 years' experience in the Road construction environment and 1 of the 4 years to be in a road material testing environment * A Valid Code 8 driver's license

Duties: * Assist with the performance of laboratory tests i.e. soils, concrete, asphalt and chemical tests * Assist with the performance of field tests and investigations i.e. center line and borrow pits * Assist with operating and calibrating of testing apparatus including density gauges (troxler etc.) * Assist with the planning and reporting tests and investigation results to the laboratory manager * Computer literacy (basic skills)

Post 7: Chief Auxilliary Services Officer (Safety)

Sub- Component: Laboratory

Centre: In House Construction (Grahamstown)

Salary Notch: R196 278 per annum (Level 7)

Requirements: * NQF Level 4 with 6 years' experience in the Safety - Health (SHE) environment *A valid driver's license - Code 8 *Sound knowledge of Safety and Health Environment Act *Computer literacy *Good verbal and written communication *Organizing and presentation skills

Duties: *Conduct daily site safety inspections and update Safety Plan, ensure that construction sites adhere to all Safety standards and requirements * Establish and convene Safety Committee's * Prepare and submit monthly reports to the Road Works Assistant Manager *Manage the issuing of PPE/PPC and keep records * Conduct daily tool box talks and keep records *Identify all areas that might pose danger and fatalities to the public and put controls in place *Comply with the procedures of the PMDS *Ensure traffic accommodation procedures are implemented daily.

Post 8: Principal Road Works Foreman
Sub- Component: Road Works
Centre: In House Construction (Grahamstown)
Salary Notch: R196 278 per annum (Level 7)

Requirements: * The minimum ABET level is required *More than 15 years Plant Operator experience * 10 out of the 15 Years should have been a Road Works Foreman *Ability to give and receive instructions in either Xhosa, English or Afrikaans * Valid driver's license Code C1

Duties: * Overall supervision of site road works activities *Plan and prepare a weekly site programme *Ensure signing of daily log sheets of hired plant and supervise hired plant *Train road senior and junior foreman where needed * Ensure that daily milestones and weekly milestones are met * Take responsibility for quality of site road works * Ensure traffic safety management before and during construction *Conduct tool box talks with OHS Officer *Ensure survey settings is done by the site surveyor

Post 9: Road Works Foreman
Component: Road Works
Centre: In House Construction (Grahamstown)
Salary Notch: R132 399 per annum (Level 5)

Requirements: *The minimum ABET level is required *More than 8 Years' experience as a Plant Operator *Ability to give and receive instructions in either Xhosa, English or Afrikaans *A valid driver's license (Code C1).

Duties: * Supervising plant operators*Plan and prepare weekly section programme *Sign daily log sheets of hired plant and supervise hired plant *Train road operators where *Ensure that daily tasks and weekly milestones are met *Take responsibility for quality of site road works *Supervise related personnel

DIRECTIONS TO CANDIDATES

- (i) Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by original certified copies of qualifications, identification document, a valid driver's license where required and comprehensive CV.
- (ii) The candidate must indicate the reference number of the advert and must also use the post number provided in the advert, on the Z83 application form.
- (iii) The first page of the Z83 must be appropriately filled or else application will not be considered.
- (iv) Only candidates who in all respects meet with the advertised requirements will be considered.

NB: This is an internal advertisement for employees \ interns who are within the employ of the Eastern Cape Provincial Administration and those in National Departments within the Eastern Cape.

No faxed, e-mailed or late applications will be considered. Failure to submit the required documentation will lead to the disqualification of application.

Communication including correspondence will only be entered into with shortlisted candidates.

Recommended candidates will undergo comprehensive reference checks which include qualification verification and Personnel Suitability Checks.

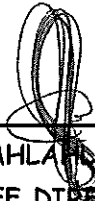
Applications of posts for In-House Construction, Grahamstown and Graaff-Reinet should be forwarded for the attention of Director: In-House Construction; Department of Roads and Public Works; Private Bag X 1605; Grahamstown - 6139

Alternatively, applications can be hand delivered at the following address:
Department of Roads and Public Works Offices: 1 Reynold Street, Industrial Area, Grahamstown

Enquiries: Ms C. Riddin/Ms N. Matya/ Mr M.D. Manjati @ (046) 602 8134

The Department of Roads and Public Works reserves the right not to make an appointment.

Closing date: 13 November 2015



MS. SS. SOMHLALO
ACTING CHIEF DIRECTOR: CORPORATE SERVICES

28/10/2015
DATE