

News Flash

Official LDPW News Update

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YOU WRITE MEMORANDA?!

DO YOU REFERENCE IT CORRECTLY?

.....Well here is why it is important for you to reference and file properly!

The Records Management Unit has time and time again; requested officials to properly reference memorandums and any other document developed which carries information of the institution. During audit periods, Records Management again becomes a central issue when information is required to serve as supporting documentation for responses advanced. This interest in Records Management, led *News-flash*, to find out the importance of proper Records Management.

One may ask what Records Management is, well Records Management is the systematic control of records throughout their life cycle - from the moment they are created to the moment they are destroyed or transferred to the Archives for permanent retention.

Ultimately, Records Management ensures that institutional records of vital historical, fiscal and legal value. Proper Records Management ensures effective management of your current records, both paper and electronic, in essence it provides institutional accountability and timely access to information.

Records Management also assists the department to comply with legislated requirements such as Public Access to Information Act (PAIA) and the National Archives Act.

Call to management and staff

It is important for record generators to reference their records in line with the departmental file plans and depositing all official records to registry office. Should you not understand the file plan, or some of your items are not listed, do approach records management for assistance.

Something to note:

Unauthorized destruction of official records, losing, erasing or otherwise concealing of official information is a criminal offence in terms of both national Archives Act and PAIA.



From: Left, Mabitsela Sydwell, Sibanda Mikateko, Matidze Ntshengedzeni and Mpai Rethi of General Registry .

NEWSROOM SERVICE FOR YOUR CONVENIENCE.

As some may define it; newsroom is an area where news is written and edited, well that's the traditional definition of a newsroom environment but there's a lot to it than just being a chaotic office with news people gathering and processing newsworthy information and sending it out in a form that the audience will understand. The Communication Unit's newsroom is a platform used to communicate certain information to our internal clients i.e. Staff. Newsroom is a middle person between officials; it helps enhance the internal communication making it simpler and faster for staff members to receive any form of information such as a memo from the Executive Management, news of national interest, announcements, news of the day, delegation memos or death notices etc.

When using Newsroom:

- Anything that needs to be communicated should be formally written (memo) and it should have a signature of the authorized person.
- The memo should have a correct reference number
- Scan the original copy to newsroom@dpw.gov.limpopo.za (officials need not walk all the way to the newsroom, use the machines on your floors)
- Call communications to notify them of your communiqué.

Newsroom is there to make communication easy between officials and to keep us informed about the activities and information we need to know about our working environment. We encourage staff to send comments, complaints, critics and suggestions on how we can improve the newsroom services to newsroom@dpw.gov.limpopo.za

Work and think smart...with.....Newsroom @ your service!

DEPARTMENTAL EXPERIENTIAL LEARNERS



Profile

My name is Gumane Lorraine Magwala. I did my studies at Capricorn FET College in Polokwane Campus. I studied Human Resource Management.

Expectations

I expect myself to have a permanent job when I complete my experience and to be awarded with a certificate of completing my experiential learning.

Experience

Since I have been working at the Department of Public Works, I now have better understanding of Human Resource section. The section which I have experience in are as follows: human resource planning, service benefits, recruitment and condition of services. I am working well and experiencing more things in the Department of Public Works.



My Profile

My name is Lethabo Moloto, a student from Rosebank College. I studied towards a three year Diploma in Public Relations.

My expectations

This is a wonderful and valuable experience. I hope to apply what I was taught in class to the real world of government and to develop other skills relating to my career path during my stay here. I am hoping to show what I can do, what I have learned over the past three years. I want to take everything I learned to the future.

My experience

This opportunity made available to me has been the best. The team I am working with is amazing and they have shown interest in teaching us their day to day activities. It's already five months down the line and I have been able to gain a lot of experience in a short amount of time and in the process, I have learnt a lot about myself and the way that I must work.

Best Moments

I love what I do and would definitely want to pursue a job in this field. Writing articles, branding, taking photographs and video are part of what I do in the department and I am enjoying every moment in the department.

Challenges

Managing my time is one of things I need to work on.

Motto

Never compromise your integrity or standards.....



My Profile

My name is Moholola Phuti, I did my studies with Jeppe College, presently doing experiential training at the Department of Public Work (head office) working as a personal officer trainee in the field of Human Resource department

The Department offered me a period of 18 months contract. Within the period there's rotation of 3months time. I started working under Conditions of Service Unit, Incapacity Leave (PILLIR) since October 2013.

Expectations

I expect to know more about service benefits, recruitment, office administration and persal. Leave management and other jobs from different sections of HR Department. I am hoping to get a permanent position in any department, as long as I follow my career path.

My experience

Currently I have experience from incapacity leave:

- Opening files
- Receive new applications from the districts
- Submit applications to the manager for approval.
- Make copies from originals applications
- Send applications to Metropolitan for assessment

Challenges

Some of the challenges I met with, are working without computers and other Resources such as stationery.



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

VISION

A leader in the provision and management of land and buildings.

MISSION

Optimal utilization of resources in the provision and management of provincial land and buildings and the coordination of Expanded Public Works Programme.

Issued by: Communication and Stakeholder Management

For comments email: newsroom@dpw.limpopo.gov.za

*"Remember the values
Happy people
Professionalism"*

Re a Sana

