



## public works & roads

Department:  
Public Works and Roads  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE: HUMAN RESOURCE MANAGEMENT

#### VACANCY, CIRCULAR NO. 1 OF 2025

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

**APPLICATIONS** : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, 2735 Or Applications may also be Email: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za).

**FOR ATTENTION** : HRM Recruitment - Mr. M.E Khaueo.

**PLACEMENT** : **Advertised Date: 07 February 2025 and Closing Date: 28 February 2025**  
(Posted Applications must have reached the Department by **16h30 pm**, otherwise they will not be considered)

**NOTE** : Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. **Compliance:** It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, dated and initialed on every page. The new amended z83 form is obtainable from any Public Service Departments or DPSA Website [www.gov.za](http://www.gov.za). Applicants must indicate Post name, Reference number, Centre on the Z83 Form and be accompanied by a recent updated/detailed curriculum vitae clearly indicating current position's held in a sequence period e.g. Acting position or post's according to promotions, outline the experience with respective dates, key responsibilities, competencies, personal details, including three (3) names of contactable referees. **Please note:** It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted or considered. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records,

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citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

**POST** : District Director (x2) Posts  
**REF NO** : BOJ 01/2025  
**REF NO** : NMM 01/2025  
**SALARY** : R1 216 824 per annum (SL 13) an all-inclusive remuneration package  
**CENTER** : Bojanala District x1, Ngaka Modiri Molema District x1

**REQUIREMENTS :** **Qualifications:** National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in any Built Environment discipline/ Public Administration/ Public Management or related field. Senior Management Pre-entry Programme (Nyukela Certificate). **Experience:** 5 years' of experience at middle/ senior managerial level. A valid driver's license. **Competencies:** Knowledge and understanding of - Public Service Act; Public Service Regulations and related HRM Acts, PFMA and Treasury Regulations; Supply Chain Management Practices; Competencies in terms of the SMS Competency Framework; Construction Industry Development Board Regulations and best practice requirements; Compliance with the Occupational Health and Safety Act; Knowledge of labour intensive mode; Willingness to work under pressure and beyond formal working hours. Good verbal and written communication skills; Outstanding people management skills; Good presentation skills; Computer literacy (MS Word, Excel, Power Point).

**DUTIES** : Implement infrastructure project/ programmes and condition assessments. Ensure effective and efficient implementation of planned building maintenance projects within the time and budget allocations. Manage day-to-day preventative and renovative maintenance scheduling and programming. Implement property management services. Manage the provision of roads maintenance services and maintenance of the construction plant for the District. Render oversight on Capital Expenditure (CAPEX) Projects. Manage community based programmes (i.e. EPWP) and ensure job opportunity creation in the District. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements. Implement monitoring and reporting systems and ensure implementation of appropriate remedial actions where applicable. Manage corporate support services inclusive of District budget and other resources. Ensure effective and efficient risk management within the District.

**ENQUIRY** : Dr NMG Mfikwe tell: 018 388 2426

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**POST** : Director: Financial Accounting  
**SALARY** : R1 216 824 per annum (SL 13) an all-inclusive remuneration package  
**REF NO** : H/O 01/2025  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Financial Management/ Financial Accounting. Honours or Postgraduate diploma in Finance will be added advantage. Senior Management Pre-entry Programme (Nyukela Certificate). **Experience:** 5 years' experience at middle/ senior managerial level. A valid driver's license. **Competencies:** Knowledge and understanding of - PFMA and Treasury Regulations; Ability to demonstrate knowledge of Modified Cash Standard and Accounting Manual for departments. Supply Chain Management Practices; government procurement procedures and processes; Public Service Act; Public Service Regulations and related HRM Acts, Competencies in terms of the SMS Competency Framework; Willingness to work under pressure and beyond formal working hours. Good verbal and written communication skills; Conflict Management and problem solving skills; outstanding people management skills; Good presentation skills; Advanced Computer skills.

**DUTIES** : Manage the administration of creditor's payments. Manage the collection of revenue, debtors and bookkeeping services. Manage the administration of the employee's salaries. Meet the reporting requirements and standards promulgated by the PFMA. Ensure adequate internal financial control arrangement and systems and managing the mitigating of potential risks. Manage the departmental budget. Manage and monitor financial reporting. Manage and maintain the departmental BAS System. Manage the budget of the Directorate. Coordinate and facilitate compilation and submission of Interim Financial Statement (IFS) / Annual Financial Statement (AFS) to relevant Treasury and Auditor General. Manage the directorate's performance and development.

**ENQUIRY** : Mr J. Moipolai tell: 018 388 1440

**POST** : Director: Communication  
**SALARY** : R1 216 824 per annum (SL 13) an all-inclusive remuneration package  
**REF NO** : H/O 02/2025  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Public Relations/ Communications/ Journalism/ Media Studies. Senior Management Pre-entry Programme (Nyukela Certificate). **Experience:** 5 years' of experience at middle/ senior managerial level in the communication field. A valid driver's license. **Competencies:** Knowledge and understanding of government policies and planning systems. Knowledge of other multimedia and analytics. Government Communications. Knowledge of Adobe Illustrator, In Design, and Website Content Management. Knowledge of reprography and printing. Understanding of government procurement procedures and processes. Knowledge of digital management with deep understanding of social media platforms and channels. Competencies in terms of SMS competency framework; Good writing and editing skills. Good research and content development skills. Computer literacy.

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Leadership and management skill. Effective communication at all levels (both written and verbal). Report writing. Presentation Skills. Interpersonal skills. Problem solving skills and Conflict Management. Planning and organising. Analytical thinking. Willingness to travel and work beyond normal working hours.

**DUTIES** : Maintain and improve proactive and effective corporate communication process for internal and external stakeholders. Manage the departmental internal communications strategy, plans and policies. Manage the design of layout of all strategic documents. Manage information content both internally and externally and deliver relevant information to employees and public. Manage the department's image in the digital space, traditional media (print, electronic etc.) and all social media channels. Promote effective departmental stakeholder relations and marketing services. Oversee management, planning and execution of internal and external events. Manage the directorate's budget and employees' performance and development.

**ENQUIRY** : Dr NMG Mfikwe tell: 018 388 2426

**POST** : Director: Legal Services  
**SALARY** : R1 216 824 per annum (SL 13) an all-inclusive remuneration package  
**REF NO** : H/O 03/2025  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS:** **Qualifications:** National Senior Certificate (Grade 12) plus an LLB or relevant Legal Degree (NQF level 7). Senior Management Pre-entry Programme (Nyukela Certificate). **Experience:** 5 years' of experience at middle/ senior managerial level in the legal field. A valid driver's license. **Competencies:** Operational knowledge of, and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public administration and the Public Service. Knowledge of all legislation administered by PW&R and its Entities, Protection of Personal Information Act, Magistrates Court Act, Intergovernmental Relations Framework Act, Supreme Court Act, Promotion of Administrative Justice Act, Public Service Act, Public Finance Management Act, Financial Regulations, Government Policies, Public service regulations. Strategic capability and leadership, programme and project management, Effective communication skills (Verbal and written), financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, knowledge management and people management. Project management skills. Willingness to travel and work beyond normal working hours.

**DUTIES** : Manage and handle the litigation matters for and against the Department. Manage drafting, review and interpretation of legislation and Departmental policies. Provide sound legal advice to Executive Authority, Accounting Officer, Department and other stakeholder. Manage the provision of contracts management services. Oversee, Monitor, Evaluate and ensure compliance for all contracts prepared by/for the department. Manage the directorate's performance and development.

**ENQUIRY** : Dr NMG Mfikwe tell: 018 388 2428

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**POST** : Deputy Director: Roads Projects Implementation  
**SALARY** : R849 702 per annum (SL 11) an all-inclusive remuneration package  
**REF NO** : H/O 04/2025  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Civil Engineering or related field. **Experience:** 3 to 5 years' of experience in the built environment. A valid driver's license. **Knowledge:** Knowledge of government policies and planning systems; Design and labour intensive construction projects; Civil engineering related projects. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. **Skills:** Project management. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer skills. Planning and organising. People management. Report writing skills. Presentation Skills. Willingness to travel and work beyond normal working hours.

**DUTIES** : Ensure sound implementation of all CAPEX and OPEX road infrastructure projects and framework agreements contracts. Attend site meetings for Capex Projects. Ensure performance, Information and coordination in the Directorate. Participate in Departmental Committees. Manage day-to-day operational aspects of a project. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Register interim payment certificates. Scrutinize and analyze the account for correctness. Verify calculations. Ensure EPWP compliance in roads projects. Ensure that employment statistics are properly captured in the EPWP Reporting System. Ensure portfolio of evidence is in place. Manage projects under construction. Manage and ensure each project is implemented within allocated budget. Ensure projects are implemented according to program of Public works and Roads. Ensure the implementation of Contractor Development Programme. Ensure local beneficiation is maximized. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects.

**ENQUIRY** : Mr S.M Manoto            tell: 018 388 1193

**POST** : Quantity Surveyor Production  
**SALARY** : R721 746 per annum (Grade A)  
**REF NO** : H/O 05/2025  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus an appropriate Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as a professional Quantity Survey. **Experience:** 3 years Quantity Survey experience required. A valid driver's license. **Knowledge:** Programme and project management. Quantity Survey principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Creating high

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performance culture. Networking. Professional judgment. Knowledge of Public Service Regulations. **Skills:** Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer literacy. Planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Presentation skills. Report writing skills. Ability to work under pressure.

**DUTIES** : Perform quantity survey activities on buildings, structures or facilities. Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey-related matters. Supervise personnel.

**ENQUIRY** : Ms. E. Mati tell: 018 388 4496

**POST** : Control Engineering Technician x2  
**SALARY** : R522 741 per annum (Grade A)  
**REF NO** : H/O 06/2025  
**CENTER** : Head Office- Mafikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a National Diploma in Civil Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. **Experience:** 6 years post qualification technical experience. Valid driver's license. **Knowledge:** Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. **Skills:** Problem solving and analysis. Decision making .Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer skills. Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.

**DUTIES** : Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate

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existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRY** : Mr T. Chanda tell: 018 388 4516

**POST** : Assistant Director: Risk Management  
**SALARY** : R444 036 per annum (SL 9)  
**REF NO** : H/O 07/2025  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a National Diploma/Bachelor's Degree in Accounting/ Auditing/ Risk Management. **Experience:** 3 years relevant experience in Risk Management and/or Integrity Management of which 2 years must be at supervisory level. A valid driver's license. **Knowledge:** Knowledge of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations, and ISO31000, COSO Framework, COBIT, etc, Public Service Anti-Corruption Strategy and fraud prevention measures, Public Sector Risk Management; Public Service Integrity Management. Sound understanding of risk management principles, Code of Conduct, Combined assurance, compliance management, internal auditing, enterprise risk, ethics and integrity management, standards and good practices. **Skills:** Excellent facilitation skills. Statistical and qualitative analysis. Policy development. Advanced computer proficiency in Ms Office. Service delivery innovation, problem-solving and analysis. Client orientation and customer focus. Fairness/objectivity. Effective communication skills (Verbal and written). Ability to work independently and under pressure. Strong interpersonal skills, team work, Report writing. Willingness to travel.

**DUTIES** : Compile risk management strategies. Perform risk analysis, risk Identification, risk monitoring and risk reporting. Establish, communicate and facilitate the use of the appropriate Enterprise Risk Management methodologies, tools and techniques. Assist with the development and implementation of an ethics management strategy that prevent and deters unethical conduct and acts of corruption. Implement the fraud prevention and ethics management plan. Promote integrity and ethical behaviour in the Department. Ensure follow ups on the implementation of ethics action plans identified. Identification and assessment of ethics, fraud and corruption risks. Work with individual components and units to establish, maintain, and continuously improve risk. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Serve as secretariat of the Risk Management Committee. Supervise subordinates.

**ENQUIRY** : Ms. K. Masilo tell: 018 388 1116

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**POST** : Assistant Director: Internal Control  
**SALARY** : R444 036 per annum (SL 9)  
**REF NO** : H/O 08/2025  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a National Diploma/ Bachelor's Degree in Accounting/ Auditing/ Risk Management/ Compliance. **Experience:** 3 years' relevant experience in Internal Control of which 2 years should must be at supervisory level. A valid driver's license. **Knowledge:** Good knowledge and understanding of accounting/auditing, applicable legislations and prescripts, government systems, information management and policies and procedures. PFMA, Public Service Act and Regulations. SCM prescripts, Internal auditing. Code of conduct. **Skills:** Computer Literacy. Effective communication skills (Verbal and written). Service delivery innovation. Problem solving and analytical skills. Strong Planning and coordination abilities. Proven management skills. Operational and financial plans and projects. Client orientation and customer focus. Ability to work independently and under pressure, team work, report writing. Willingness to travel.

**DUTIES** : Provide inputs in the development of departmental annual internal control plan. Interpret and apply relevant legislations, policies, regulations frameworks, standards and guidelines. Review of departmental policies and procedures to ensure compliance with relevant legislations, regulations, circulars and practice notes. Monitoring compliance with financial delegations' prescript/ frameworks. Identifying, investigating and addressing financial discrepancies, ensuring compliance and implementing corrective measures to prevent future unauthorised, irregular, fruitless and wasteful expenditures. Overseeing pre and post-audit (claims and payments vouchers) of documents for verification and validity. Develop and coordinate internal and external audits. Review the requested information to the relevant directorates and ensure that is submitted within a day against the audit register. Supervise subordinates.

**ENQUIRY** : Ms. K. Masilo tell: 018 388 1116

**POST** : Senior Administrative Officer–Community Based Programme  
**SALARY** : R376 413 per annum (SL 8)  
**REF NO** : H/O 09/2025  
**CENTER** : Head Office - Mafikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a National Diploma/ Bachelor's Degree in Social Science/ Public Administration. **Experience:** 2 to 3 years' of experience. A valid driver's license. **Knowledge:** Understanding of Expanded Public Works Programme. Knowledge of the Local Government sector and applicable legislations. Public Finance Management Act. Knowledge of Administrative field. Community Based Programme/ EPWP and applicable legislation i.e COIDA, OHS, Ministerial Determination, UIF & BCEA. Document Management. Managerial Functions. Needs and priorities of stakeholders. Public Service Regulations. Government Legislative Frameworks. Technical standards/ procedures. **Skills:** Computer Literacy (MS Word, Excel, Power Point). Analytical thinking. Conflict resolution. Financial Management. Effective communication skills (Verbal and written). Change/ diversity management. Interpersonal skills. Report writing skills.

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Good planning and organizing skills. Data collection skills. Problem solving skills. Project management skills. Customer care and client orientation.

**DUTIES** : Render administrative services with regards to reporting and monitoring of EPWP projects on the EPWP Reporting System. Facilitate training of officials on EPWP Reporting System. Render administration services with regards to capacitation of project staff, Public entities and management. Facilitate the strategic and operational integration and coordination of planning and policy within the Department and between other Department and Municipalities. Implement and manage Web-Based EPWP Reporting System for reporting. Facilitate collection, validation and cleaning of monitoring data. Analyse data collected from Provincial Departments and Municipalities. Analyse the variance reports and facilitate the correction. Compile Departmental and Provincial EPWP monitoring reports for stakeholders. Undertake monitoring trips to monitor the implementation of EPWP projects.

**ENQUIRY** : Ms. C.S Anthony-Chocklingo tell: 018 388 4522/4628

**POST** : Personal Assistant-Immovable Asset Management  
**SALARY** : R308 154 per annum (SL 7)  
**REF NO** : H/O 10/2025  
**CENTER** : Head Office - Mafikeng

**REQUIREMENTS** : **Qualifications:** National Senior Certificate plus a Secretariat Diploma/ Office Administration/ Office Management/ Management Assistant. **Experience:** Minimum 3 to 5 years' experience in rendering support service to senior management. **Knowledge:** knowledge on the relevant legislation/ policies / prescripts/ procedures. Basic knowledge on financial administration. Knowledge of working procedures in terms of the working environment. Knowledge of clerical duties. **Skills:** Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizing skills. Good people skills. High level of reliability. Effective communication skills (Verbal and written). Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

**DUTIES** : Provides a secretarial/ receptionist support service to the manager. Performs advanced typing work. Records the engagements of the senior manager. Renders administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Obtains inputs, collates and compiles reports. Provides support to manager regarding meetings. Supports the manager with the administration of the manager's budget. Studies the relevant Public Service and the departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRY** : Mr J. Mathabela tell: 018 388 4632

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