



public works & roads

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

HUMAN RESOURCE MANAGEMENT

VACANCY, CIRCULAR NO. 2 OF 2023/2024 FINANCIAL YEAR

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.

Note: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal details, competencies and experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Applicant's previous information as background/reference checks will be verified through contactable referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Faxed, e-mailed applications will not be accepted or considered. Applications received after the closing date will, as a rule not be accepted.

Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates 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 have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

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. **For Attention: HR Recruitment - Mr. M.E Khauoe.**

Advertised Date: 11 August 2023 and Closing Date: 31 August 2023 (Posted Applications must have reached the Department by **15h30 pm**, otherwise they will not be considered)

CIRCULAR NO. 2 OF 2023 HEAD OFFICE



HEAD OFFICE (NWP)

POST : Deputy Director - Maintenance Services (x1)
SALARY : R958 824 per annum (all-inclusive remuneration package) SL-12.
REF NO : H/O 13/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma/ Bachelor's Degree in Property Management/ Facilities Management /Built Environment or relevant Engineering qualification. A valid driver's license. EXPERIENCE: 3-5 years relevant work experience of which 3 years at an Assistant Director level. KNOWLEDGE: Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations, Exposure to contract negotiations and administration. SKILLS: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills.

DUTIES : Coordinate and manage maintenance of Prestige residences. Manage general maintenance at Prestige residence. Manage Prestige residences on maintenance projects progress. Ensure accurate, timeous and coordinated information and reports. Present inspectorate submissions at departmental SCM committees. Control and monitor maintenance requests. Compiling specifications of work to be undertaken. Ensure that all procurement submissions are in accordance with the PFMA. Client Interface Management. Liaise with client departments with regard to their requests; give advice or recommendations where necessary. Compiling of expenditure reports on work completed or in progress. Costing and preparation of BOQs and estimates for projects. Facilitate security upgrade at Prestige residences. Supervise and conduct performance appraisals for Heads of Sections (Control Works Inspectors). Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. J. Mathabela tell: 018 - 388 4632

POST : Senior Legal Admin Officer (MR-6) x2
SALARY : R531 381 per annum
REF NO : H/O 14/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA). A valid driver's license. Experience: At least 6 to 8 years' relevant experience in legal matters. KNOWLEDGE: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department. Good

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Knowledge of corporate governance. SKILLS: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and Organizing skills. Project management. Change management skills and management skills.

DUTIES : Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Overall coordinate and manage litigation matters for the department. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services. Conduct research on policy, legislation and legal principles. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered. Undertake legal research to provide sound legal services to the department Supervise and quality check the work of subordinates

ENQUIRIES : Ms. N.E Kgang. tell: 018 - 388 4143/1190

POST : Assistant Director: Acquisition and Disposals (x1)
SALARY : R527 298 per annum (SL10)
REF NO : H/O 15/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma/Degree in Real Estate or Property Studies/ Town and Regional Planning/ Property Management/ Public Administration/ LLB. Valid driver's license. EXPERIENCE: 2-3 years' work experience of which 2 years should be at a supervisory level. KNOWLEDGE: Knowledge and understanding of the North West Land Administration, Division of revenue (DORA), Government immovable Asset Management Act, No 19 of 2007, PFMA, National Treasury, Deeds Registries Act 47 of 1937, Spatial Planning Land Use management Act No 16 of 2013, Restitution of Land Act, Alienation of land Act no 68 of 1981, Other government property and land policies and prescripts. SKILLS: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution, presentation and facilitating skills.

DUTIES : Conduct land audit and ensure alternative optimum utilisation of state-owned properties (land/ buildings). Manage disposal of redundant State-owned properties. Identify un-surveyed and unregistered State-owned immovable assets and create data base / register. Liaise with relevant stakeholders regarding requests/ enquiries on state-owned land, including the land disputes. Prepare submissions and memos to various committees. Manage the land rights, way-leave agreements, administration of leases and registration. Prepare management reports. Supervise staff.

ENQUIRIES : Mr. J. Lefakane tell: 018 - 388 4590

CIRCULAR NO. 2 OF 2023 HEAD OFFICE



POST : Assistant Director: Office Accommodation (x1)
SALARY : R527 298 per annum (SL10)
REF NO : H/O 16/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma or Bachelor's degree in Real Estate/ Property Studies /Property Management or Public Administration. Valid driver's license. EXPERIENCE: 2-3 years' work experience of which 2 years should be at a supervisory level in the management of office accommodation and lease contract management. KNOWLEDGE: Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations. SKILLS: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills.

DUTIES : Undertake space planning. Manage Provincial leased portfolio and provide office accommodation to client departments. Manage provincial leased office accommodation portfolio. Process office accommodation requests from all provincial client departments. Manage Related Parties Agreements with provincial users occupying State owned office buildings. Undertake space planning and conduct utilisation inspections at State owned and leased office buildings. Present inspectorate submissions at departmental SCM committees. Compiling specifications of tenders to be advertised on behalf of clients. Ensure that all procurement submissions are in accordance with the PFMA. Liaise with client departments with regard to their requests; give advice or recommendations where necessary. Compiling of expenditure reports on work completed or in progress. Draft lease agreements, submissions and other documents resulting from lease negotiations. Manage and conduct inspections of residential and office accommodation. Submit reports and attend meetings as and when requested. Supervise staff.

ENQUIRIES : Mr. J. Mathabela tell: 018 - 388 4632

POST : Assistant Director: Property Payments (x1)
SALARY : R527 298 per annum (SL10)
REF NO : H/O 17/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma /Degree in Financial Management or Public Administration or relevant qualification. Valid driver's license. EXPERIENCE: 2-3 years' work experience of which 2 years should be at a supervisory level. KNOWLEDGE:

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PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. Municipal Property Rates Act. SKILLS: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution.

DUTIES : Verify provincial properties. Reconciliation of accounts. Regular visits to municipalities to collect invoices and supporting document. Update records on annual basis. Verify Payment Schedules and VA2. Make follow up with Supply Chain Management on payment. Identity properties without facility number. Ensure documentations are filed for records purpose. Ensure accuracy of proper payment. Attend meetings Compile quarterly projection. Ensure availability of cash flow. Compile expenditure report for both monthly and quarterly. Ensure that accounts are processed on time, and ensure information is captured on system. Ensure that accounts are allocated by municipality. Produce proof of payment to municipalities. Ensure filing system in place and all asset documents are filed accordingly. Produce monthly and quarterly report. Supervise staff.

ENQUIRIES : Ms C de Lange tell: 018 - 388 4596

POST : Legal Admin Officer (MR-5) x1
SALARY : R 420 642 per annum
REF NO : H/O 18/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA) or any other relevant equivalent qualification. A valid driver's license. Experience: At least 4 to 6 years' relevant experience in legal matters. KNOWLEDGE: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department. Good Knowledge of corporate governance. SKILLS: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and organizing skills. Project management. Change management skills and management skills.

DUTIES : Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Supervision of staff.

ENQUIRIES : Ms. Kgang N.E. tell: 018 - 388 4143

CIRCULAR NO. 2 OF 2023 HEAD OFFICE



POST : Legal Admin Officer (MR-4) x1
SALARY : R 351 618 per annum
REF NO : H/O 19/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate (Grade 12) plus a LLB Degree (NQF Level 7 as recognised by SAQA). A valid driver's license. Experience: At least 3-4 years' relevant experience in legal matters. KNOWLEDGE: Knowledge of the Constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the Department. Good Knowledge of corporate governance. SKILLS: Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy. Planning and organizing skills. Project management. Change management skills and management skills.

DUTIES : Provide verbal and written legal opinions to the Department on issues affecting the Department. Draft opinions, contracts and other legal documents. Liaise with the Chief State Law Advisor and the State Attorney regarding litigation matters. Provide legislative drafting services.

ENQUIRIES : Ms. N.E Kgang tell: 018 - 388 4143

POST : Chief Works Inspector - Mechanical (x1)
SALARY : R359 517 per annum (SL8)
REF NO : H/O 20/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma in Mechanical Engineering (T /S/N streams) or Registration as Engineering Technician or a N3 and a passed trade test in the mechanical environment • EXPERIENCE: 3-5 years' experience • A valid driving license • KNOWLEDGE: • Public Service Act • Public Service Regulations • Labour Relations Act • Public Service Delivery Documents • Performance Management Development System • Contractual Manual • Public Finance Management Act • Occupational Health and Safety • SKILLS: • Good communication and interpersonal relations • Analytical and problem solving • Negotiations and conflict resolution • Creative and innovative • Ability to work independently and under pressure • Ability to interact with stakeholders on various levels • Numeric • Sound report writing and Presentation skills.

DUTIES : Identifying needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Evaluate existing technical manuals standard drawings and procedures to incorporate new technology, produce technical design with specifications and submit timeous reports as required, ensure continuous professional development to keep up with new technologies and procedures. Render an inspection service work of done on new projects and existing structures.

Development and interpretation of plans and sketches. Analyse and compile relevant projects documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Supervise staff.

ENQUIRIES : Mr. O.K. Diale tell: 018 - 388 3528

POST : Works Inspector - Electrical (x1)
SALARY : R241 485 per annum (SL 6)
REF NO : H/O 21/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the electrical environment or Registration as an Engineering Technician. A valid driving license. EXPERIENCE: no experience required. KNOWLEDGE: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Delivery Documents .Performance Management Development System. Contractual Manual. Public Finance Management Act. Occupational Health and Safety. SKILLS: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Numeric. Sound report writing. Presentation skills.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Development and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Oversee and inspect the work done by contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Process sign off payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects

ENQUIRIES : Mr. M D. Lenkopane tell: 018 - 388 3017

POST : Works Inspector - Mechanical (x1)
SALARY : R241 485 per annum (SL 6)
REF NO : H/O 22/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the Mechanical environment or Registration as an Engineering Technician and

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a valid driver's license. EXPERIENCE: No experience required. KNOWLEDGE: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Delivery Documents. Performance Management Development System. Contractual Manual. Public Finance Management Act .Occupational Health and Safety. SKILLS: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Numeric. Sound report writing and Presentation skills.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Development and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Oversee and inspect the work done by contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Process sign off payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects

ENQUIRIES : Mr. O.K. Diale tell: 018 - 388 3528

POST : Senior Admin Officer: Office Accommodation (x1)
SALARY : R359 517 per annum (SL 08)
REF NO : H/O 23/2023
CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma /Degree in Financial Management/ Public Administration /Real Estate/ Property Studies/ Property Management. Valid driver's license. EXPERIENCE: 2 years' relevant experience. KNOWLEDGE: A sound understanding of the Public Finance Management Act (PFMA). Understanding of property market trends and to be able to analyze the property market. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems. Knowledge of all applicable legislation, policies and prescripts that apply to Buildings and Construction Management or Facilities Management. In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations. SKILLS: Effective communication skills. Report writing skills. Computer literacy. General office administrative and organizational skills. Resourcefulness and creative. Conflict resolution skills. Ability to work under pressure.

DUTIES : Administer the renewal of leases. Administer the total

procurement for all leases and make sure that leased buildings are compliant to OHS and other building regulations. Ensure that leases are signed by both parties. Ensure that lease expiry is being managed. Draft submission to the Bid Committee for advertising of the leases. Attend to site visits. Undertake space planning and conduct utilisation inspections at State owned and leased office buildings. Attend to AG queries to avoid audit queries. Compile lease reports monthly. Supervise staff.

ENQUIRIES : Ms T. Matsietsa tell: 018 - 388 4630

POST : Senior Admin Officer: Housing (x1)
 SALARY : R359 517 per annum (SL 08)
 REF NO : H/O 24/2023
 CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma/Degree in Financial Management /Public Administration/ Real Estate/ Property Studies/ Property Management. A valid driver's licence. EXPERIENCE: 2 years' relevant experience. KNOWLEDGE: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. SKILLS: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills .Analytical skills. Communication skills. Interpersonal relation. Negotiation and conflict resolution.

DUTIES : Update the lease register. Report defaulting tenants to Legal section. Report maintenance. Remind tenants on short term arrears. Compile lease agreements. Draft allocation letters. Inspect houses to confirm tenant's occupancy. Verify assets and confirm ownership. Opt arrear statements from Sage system. Ensure filing system is in place and all asset documents are filed accordingly. Supervise staff.

ENQUIRIES : Ms C de Lange tell: 018 - 388 4596

POST : Senior Admin Officer: Maintenance Services (x1)
 SALARY : R359 517 per annum (SL08)
 REF NO : H/O 25/2023
 CENTRE : Head Office - Mahikeng

REQUIREMENTS : QUALIFICATIONS: National Senior Certificate plus a National Diploma /Degree in Property Management/ Facilities Management/Real Estate/Public Administration. Valid driver's licence. EXPERIENCE: 2 years' relevant experience. KNOWLEDGE: PFMA. Treasury Regulations. Public Service Act. Labour Relations Act. SKILLS: Ability to work independently. Sound report writing. Computer literacy. Problem solving skills. Analytic. Communication skills. Interpersonal relation. Negotiation and conflict resolution.

DUTIES : Administer complaints received from clients. Compile reports. Administer project travel advances, expenses reports, consultant fees payments. Ensure vendors and consultants are accurately paid within the



contractual timeframe. Approve invoices and advance requests. Stores and Inventory Management. Monitor pay rolls and distribute payslips. Provide HRM services. Supervise staff.

ENQUIRIES : Mr. P.H. Ndaleni tell: 018 - 388 3878

DR KENNETH KAUNDA DISTRICT:

*All Posting Applications must be addressed to: The District Manager, Public Works and Roads, Ngaka Modiri Molema District, Private Bag x918, Potchefstroom, 2520, Or Hand deliver to Registry Office no. 131, Kruis Street – **Dr. Kenneth Kaunda District Office, Potchefstroom, 2520. For Attention: Deputy Director - Corporate Management: Ms. C. Hlabatau.** All Applications, must be addressed as *Post Reference and Institution Indicate:**

POST : Chief Works Inspector x2
SALARY : R359 517 per annum (SL 8)
REF NO : **KK01/2023**
CENTRE : Buildings Inspectorate x1,
Buildings Potchefstroom-Electro/Mechanical x1

REQUIREMENTS : Qualifications and experience: A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in building environment, electrical or mechanical environment or Registration as an Engineering Technician. Three (3) – five (5) years appropriate Buildings experience. A valid Driver's license. KNOWLEDGE: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety Act. SKILLS: Numeric. Good communication and interpersonal relations. Analytical and problem solving. Conflict management. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills.

DUTIES : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service of work done on new projects and existing structure. Analyse and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of extended Public works Programme.

ENQUIRIES : Ms. B. Ngqondi tell: 018 - 492 0416