



## public works & roads

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

### DIRECTORATE: HUMAN RESOURCE MANAGEMENT

#### VACANCY, CIRCULAR NO. 5 OF 2024/2025

This Department is an Equal Employment Opportunity and 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.

**All Applications must be addressed to:** The Director, Public Works and Roads, Private Bag X 3, Vryburg, 8601 Or Hand delivered at Registry Office no. GDG20, Entrance A Ground Floor Mini Garona Building 2<sup>nd</sup> Noord Street Vryburg 8601 Or Applications may also be **E-mail to:** [dpwdrsmrecruit@nwpg.gov.za](mailto:dpwdrsmrecruit@nwpg.gov.za). **For Attention:** HR Recruitment – Ms. O.S Cawe.

**Advertised Date: 03 December 2024 and Closing Date: 17 December 2024** (Posted Applications must have reached the Department by **15h30 pm**, otherwise they will not be considered)

**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](http://www.gov.za). Applicants must indicate the Post name, the Reference number, the Centre on the Z83 Form and application must be accompanied by a recent updated Curriculum Vitae clearly indicating current position's held in the sequence period e.g. acting, according to promotions, personal details and key responsibilities with competencies and experience with respective dates, including three (3) names of contactable referees.

It is the applicant's responsibility to have all foreign qualifications evaluated by South African Qualifications Authority (SAQA) and to provide proof of such evaluation certificate (only when shortlisted). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents applicant will be disqualified and e-mailed applications will be accepted or considered.

Applicant's previous information as background/reference checks will be verified through contactable referees. 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 and asset records, 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.

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**Post** : ASSISTANT DIRECTOR - PROPERTY  
**Salary** : R 444 036 per annum (SL10)  
**Ref No** : RSM 01/2024  
**Centre** : Dr. RSM District - Vryburg

**Requirements:** **Qualifications:** A National Senior Certificate or equivalent Plus a National diploma or Bachelor degree in property management/ Asset Management/ Logistics management/ Real Estate/ Town planning/ Law or relevant qualification. Valid driver's license.

**Experience:** Two (2) – three (3) years' experience of which two (2) years should be at supervisory level in management of properties at National/ Provincial or Local Sphere of government Including Private Sector.

**Knowledge:** Knowledge and understanding of acts and policies: North West Land Administration ACT, No.4 of 2001, Government immovable asset Management ACT (GIAMA), No. 19 of 2007, Public Financial Management Act (PFMA) No. 1 of 1999, as amended, Treasury regulations, Division of revenue (DORA), Town Planning And Townships Ordinance No. 15 of 1986, Alienation of land Act. No. 68 of 1981, Municipal property Rates, Labour Relations Act and applicable government policies.

**Skills:** Ability to work independently. Sound report writing. Computer Literacy. Problem Solving skills, Analytic. Communication skills. Interpersonal relation. Negotiation and Conflict resolution.

**Duties** : Verify District properties. Reconciliation of accounts. Regular visits to Municipalities to collect invoice and supporting document. Update records on annual Basis. Verify payments schedules and VA2. Make follow up with Supply Chain Management on payment. Identify properties without facility number. Ensure Documentations are filed for records purpose. Ensure accuracy of proper payment. Attend meetings and 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 filling system in place and all asset documents are filed accordingly. Produce Monthly and quarterly report. Supervise staff.

**Enquiries** : Mr. T.M Modirapula Tel 053 927 5552/3

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**Post** : Boiler Operator (x2)  
**Salary** : R 183 279 per annum (SL04)  
**Ref No.** : RSM 02/2024  
**Centre** : Boiler Schwizer-Reneke Hospital

**Requirements:** **Qualifications and experience:** STD 8/ Grade10 school report/ NQF level2 plus Boiler certificate

**Experience:** Minimum 1-3 years relevant experience.

**Knowledge and skills:** OHS Act, Public service regulations. Basic supervisory skills, Interpersonal relations, problem solving, Technical skills, customer care service.

**Duties** : Ensure correct flow and usage of materials. Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Monitor boiler pressure in accordance with demand. Monitor the steam pressure constantly. Check the correct temperature of hot well tanks. Monitor the water/ fuel level in the boiler. Check feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Control flow of oil. Ensure adherence and compliance with occupational and Health standards and the occupational Health and Safety Act. Perform administrative functions. Log all recordings as per assessment in the logbook. Perform supervisory functions.

**Enquiries** : Mr. M.J. Mosarwane Tel: (053) 927 5552/3

**Post** : Senior State Accountant - Compliance  
**Salary** : R 376 413 per annum (SL08)  
**Ref No.** : RSM 03/2024  
**Centre** : Dr. RSM District

**Requirements:** **Qualifications:** A National Senior Certificate or equivalent plus National Diploma/ Bachelor degree in financial management/ Financial accounting/ Management Accounting/ Cost Accounting or relevant qualification. A valid driver's license

**Experience:** One (1) – two (2) years relevant experience in creditors payments. Certificate and training in WALKER and BAS is compulsory.

**Knowledge and skills:** Public service Act, Treasury regulation. PFMA, PERSAL, WALKER/ BAS (Basic Accounting System). Departmental policies. Computer literacy (MS word, Excel, and power point). Analytical and Mathematics skills, interpersonal relations. Coordination skills. Conflict resolution. Ability to work under pressure. Self-motivation. Integrity and honest. Written and verbal communication skills.

**Duties** : Coordinate compliance on procurement (pre auditing), payment of creditors (Post Auditing), payment of EPWP stipends, S&T and other claims/payments.

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Compile monthly and annual reports. Monitor internal control and advise management on issues of compliance. Supervise staff and monitoring their performance and regular assessment.

**Enquiries** : Mr. O.O.O Sebitloane Tel: (053) 928 0416

**Post** : SCM Clerk Supervisor- Supply Chain Management  
**Salary** : R 308 157 per annum (SL07)  
**Ref No.** : RSM 04/2024  
**Centre** : Dr. RSM District

**Requirements:** **Qualifications:** A National Senior Certificate or equivalent plus National Diploma/ Bachelor degree in Transport management/ Logistics/ Supply Chain Management. Valid driver's license  
**Experience:** One (1) year experience in transport management will be an added advantage.

**Knowledge and skills:** Transport policies. Public service Act, Treasury regulation. Departmental policies. Computer literacy (MS word, Excel, and power point). Analytical and Mathematics skills, interpersonal relations. Coordination skills. Conflict resolution. Ability to work under pressure. Self-motivation. Integrity and honest. Written and verbal Communication skills.

**Duties** : Manage and coordinate transport in the District. Maintain assets register. Manage vehicle disk and withdrawal certificate of pool vehicle. Attend to all Mechanical defects and accidents report. Coordinate and be responsible for LOG books. Allocate Transport in the District and ensure coverage. Write monthly and quarterly reports. Supervise Subordinates.

**Enquiries** : Mr. A.M Khan Tel: (053)927 5552/3