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Department:  
**Public Works and Roads**  
North West Provincial Government  
Republic of South Africa

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## DIRECTORATE: HUMAN RESOURCE MANAGEMENT

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### NORTH WEST PROVINCIAL DEPARTMENT

### PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity, Affirmative Action Employer.

It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post's, white, Indian and coloured males and females, also People ***with disability are encouraged to apply***. 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 FOWARDED TO THE FOLLOWING ADDRESS:

The District Manager  
Department of Public Works and Roads  
Bojanala District  
Private Bag x 82063, Rustenburg, 0300

OR

Hand delivery to Office No. 1697 Zendeling Street,  
Waterfall Avenue, Old Industrial Site,  
Rustenburg, 0300

**FOR ATTENTION: HR Practitioner: Mr T. Kojane**

### NOTES :

- (a) Applications must be accompanied by signed Z83 form; recent updated comprehensive CV; as well as originally certified copies of all qualification's **including Grade 12 (Senior Certificate)**; certified ID-document and the names of three contactable referees.
  - (b) Failure to submit the requested documents will result in the application not being considered.
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- (c) All qualifications will be verified. Persons in possession of a Foreign Qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
- (d) Candidates will be subjected to security screening process.
- (e) Applicants must indicate the post and reference number in their applications.
- (f) Applications should be forwarded on time to the department since applications received after the closing date indicated below will as a rule not be accepted.
- (g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (h) The Department reserves the right not to make an appointment.
- (i) Candidates requiring additional information regarding an advertised post, must direct their **enquiries to the different Enquiries of the posts**

- **ADVERTISED DATE: 19/August/2019 and CLOSING DATE: 20/September/2019**
- **CLOSING TIME: 14H00, o'clock**

**NB:** 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.

***{IT IS OUR INTENTION TO PROMOTE REPRESENTATIVELY (RACE, GENDER AND DISABILITY) IN THE DEPARTMENT THROUGH THE FILLING OF THESE POST'S, E.G. WHITE, INDIAN, COLOURED MALES AND FEMALES, ALSO PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY}***

**Post : Principal Road Superintendent (x1 Post)**

**Salary : R 316 791 p.a. (SL 8)**

**Ref No.: BOJ 01/2019**

**Centre: Brits Service Point**

**REQUIREMENTS : Qualifications and experience:** National Diploma / N6 Civil Engineering / Trade Test Certificate. **Experience:** Five (5) years' experience in a roads related field. A valid Code 08 or 10 driver's license will be an added advantage.

**Knowledge:** Public Service Act, Public Service Regulations, Labour Relations Act and Public Service Delivery Documents. Performance Management Development System, Standard Specifications for Roads and Bridges, Construction Manual and Roads Signs Manual. Roads Act, Road Traffic Act, Road Ordinance Act, Ribbon Development Act, Public Finance Management Act and Occupational Health and Safety Act.

**Skills:** Numeracy, Good communication and interpersonal relations. Analytical and problem solving skills. Negotiation and conflict resolution skills. Creativity and innovation. The ability to work independently and under pressure. The ability to interact with stakeholders at various levels. Sound report writing skills. Presentation skills.

**Duties:** Manage maintenance of surfaced and gravel roads. Maintain road construction equipment and vehicle safety. Construct waterproof gravel roads. Rebuild surfaced road shoulders. Manage hired plant for road re-gravelling. Re-gravel roads within the District. Liaise extensively with communities and different stakeholders. Render selected support to local authorities. Supervise, evaluate and develop personnel in the division. Ensure the implementation of the Performance Management Development System. Ensure compliance with the Public Finance Management Act. Maintain discipline within the service point and negotiate with road safety stakeholders.

**Enquiries: Mr J Van Wyk : (014) 523 5709**

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**Post : Tradesman Aid - Road Signs (x1 Post)**

**Salary : R 102 534 p.a. (SL 2)**

**Ref No : BOJ 02/2019**

**Centre : Rustenburg Service Point**

**REQUIREMENTS : Qualifications and experience:** Grade 5-10 school report or equivalent Abet Level 1-3 school report. **Experience:** No experience required.

**Knowledge and Skills:** Communication and Interpersonal relation skills. Ability to handle tools. Ability to operate equipment. Ability to take instructions.

**Duties:** Clean and paint road sign boards. Cut road sign letters and paste them on the boards. Perform routine tasks that require the use of hand tools and often require some physical effort. Assist Artisan to perform scheduled services and repairs in the workshop and on site. Clean the workshop. Adhere to occupational health and Safety Act and Regulations

**Enquiries: Mr B. Ngwenya : (014) 523 5709**

**POST : Road Workers Aid (x1 Post)**

**REF NO : BOJ 03/2019**

**SALARY : R 102 534 p.a. (SL 02)**

**CENTRE : Swartruggens Service Point**

**REQUIREMENTS : Qualifications and experience:** Grade 5-10 school report or equivalent Abet Level 1-3 school report. **Experience:** No experience required.

**Knowledge and Skills:** Ability to handle basic hand tools, good communication skills, ability to operate equipment and machines, ability to take instructions

**Duties:** Perform routine tasks that require the use of hand tools and often require some physical effort, be responsible for structured work content with well-defined tasks, perform maintenance and operational functions on roads

**Enquiries: Mr L. Mogapi : (014) 544 0164**

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**Post : Artisan Production (Bricklayer) Grade A (X1 Post)**

**Salary : R 190653 p.a. (OSD)**

**Ref No.: BOJ 04/2019**

**Centre: Rustenburg Sub District**

**REQUIREMENTS : Qualifications and experience:** An appropriate Trade Test Certificate.  
A valid driver`s license.

**Knowledge:** Technical analysis, computer aided technical applications, knowledge of legal compliance.

**Skills:** Problem solving, decision making, teamwork, analytical, self management and management of others, customer focus and responsiveness. Communication. Planning and organizing skills.

**Duties:** Maintain fixed assets in relation to repairs, renovations and erection of new buildings (Bricklaying). Ensure compliance with safety regulations, methods and specifications. Supervise unskilled and semi-skilled workers and provide in-service training for them. Provide technical advice to clients and management. Compile monthly progress reports. Ensure occupational health and safety at all times. Ensure proper usage and safe guarding of state resources. Monitor and assess performance of all supervisees on daily basis

**Enquiries: Mr A. Makaba : (014) 592 2230**

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**Post : CHIEF ARTISAN (MECHANICAL) GRADE A (X2 Posts) Re-Advert**

**Salary : R 386 487 p.a. (OSD)**

**Ref No.: BOJ 05/2019**

**Centre: Rustenburg Service Point (X1) and Mankwe Service Point (X1)**

**REQUIREMENTS : Qualifications and experience:** A recognized Artisan Trade Certificate as a Diesel Mechanic. Ten (10) years post qualification experience as a workshop foreman. A valid driver's license.

**Knowledge and Skills:** Technical analysis and Computer literacy. Experience on earthmoving equipment will be an added advantage. Knowledge of legal compliance. Leadership skills. Ability to plan, organizes, control and lead. Customer focus and responsiveness. Conflict management.

**Duties:** Management of the technical Workshop. Scheduling of services and routine maintenance of fleet. Inspection of fleet on site and at private firms. Compilation of monthly reports and attendance of management meeting. Ensure that occupational health and safety is adhered to. Perform any management duties as directed by top management.

**Enquiry: R.H. Kotlhai : (014) 592 1001**

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**Post : Production Clerk (x1 Post)**

**Salary : R 173703 p.a. (SL 5)**

**Ref No: BOJ 06/2019**

**Centre: Moretele-Temba Sub District Office**

**REQUIREMENTS : Qualifications and experience:** Senior Certificate (Grade 12) or equivalent Abet Level qualification.

**Knowledge:** Clerical duties and practices. The ability to capture data, operate a computer and collect statistics. Understanding of the legislative framework governing Public Service. Working procedures in terms of the working environment.

**Skills:** Computer literacy. Planning and organizing skills. Language skills. Good verbal and written communication skills.

**Duties:** Render general clerical support services. Implement human resource administration practices. Provide supply chain clerical support. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**Enquiries: Mr Letsie : (012) 714 3974**

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**Post : Chief Works Inspector - Hospital Maintenance (x1 Post)**

**Salary : R 316 791 p.a. (SL 8)**

**Ref No.: BOJ 07/2019**

**Centre: Rustenburg District Office**

**REQUIREMENTS: Qualification and Experience:** A Senior Certificate (Grade 12) or equivalent qualification • National Diploma (T/N/S streams) • N3 Certificate and passed Trade Test in the electrical/mechanical environment or registration as an Engineering Technician • Five (5) years appropriate experience • A valid driver's license •

**Knowledge:** Project Management, Procurement Systems, Procedure and Regulations, Public Service Act, Public Service regulations, Labour Relations Act, Public Service resolutions and the Public Service Delivery Documents • Performance Management Development System, Construction Manual, Public Finance Management Act and Occupational Health and Safety Act.

**Skills:** Numeracy skills • Good communication and interpersonal relations • Analytical and problem-solving abilities • Negotiation and conflict resolution skills • Creative and innovative • The ability to work independently and under pressure • The ability to interact with stakeholders on various levels • Sound report-writing skills • 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 structures • Analyze 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 the Extended Public Works Programme • Supervise, evaluate and develop personnel in the division • Ensure the implementation of the Performance Management Development System • Ensure compliance to Public Finance Management Act (PFMA) • Maintain discipline within the division.

**Enquiries: Mr Matau : (014) 523 5706**

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