



public works & roads

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

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

VACANCY, CIRCULAR NO. 2 OF 2025 – BOJANALA DISTRICT

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 terms of equity plan preference will be given to **Disabilities, Youth, Females** 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.

APPLICATIONS : All Posting Applications must be submitted online or hand delivered to: Registry Office, Old Industrial Site, Waterfall Avenue, Rustenburg, 0300. The District Manager, Department of Public Works and Roads, Private Bag X82063, Rustenburg, 0300. Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

FOR ATTENTION : The HRM Manager: Ms. P.J Selecolo

CLOSING DATE : **24 October 2025**, (Posted, Handed and E-mailed Applications must have reached The Department by 16h30 pm Walk-in and 00h00 Mid-night online, as a rule not be accepted).

PLEASE NOTE : On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified.

COMPLIANCE : It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of Declaration must be signed, dated and initialed only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in a sequence dates. Outline or provide the sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth, work permit, in the event of employment will immediately relinquish such business, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re-employment into Public Service.

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. 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>. Failure to submit the requested information will result in your application

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not being considered. The e-mailed applications will be accepted. 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, 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.

NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended 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.

BUILDING AND ROADS POSTS

Post : Assistant Director - Finance (x1)
Salary : R468 459 per annum (SL9)
Ref No. : BOJ 17/2025
Center : District Office

Requirements: Qualifications: Grade 12 certificate plus National Diploma or Degree in Accounting/Financial Management/Cost Management Accounting/Internal Audit. **Experience:** 2-3 years' experience in financial and accounting management of which 2 years should be at supervisory level. **Knowledge:** Public Service Regulations and relevant prescripts, Departmental policies and procedures, Labour relations and collective bargaining systems, Minimum information Security Standards, Extensive BAS knowledge, Basic knowledge (bas/ walker), Knowledge of the Treasury instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury Regulations. **Skills:** Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer focus and responsiveness, Developing others, Planning and Organizing, Problem Solving and Decision Making, Project Management, Team Leadership, Impact and Influence, Compute literacy, Diversity Management, Networking and Building Bonds, Managing Interpersonal Conflict.

Duties: Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc. Manage user access to financial & personnel systems (BAS/WALKER). Coordinate, review, analyse and District budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the District. Manage expenditure in the District. Manage all resources of the unit.

Enquiries: Mr S Masango Tel.: 087 086 5835
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

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Post : Senior Admin Officer - Labour Relations (x1)
Salary : R397 116 per annum (SL8)
Ref No. : BOJ 18/2025
Center : District Office

Requirements: **Qualifications:** Grade 12 plus 3 years National Diploma in Labour Relations or equivalent qualification. **Experience:** A minimum of 2 years relevant experience in Labour Relations or related field. A valid Driver's license. **Knowledge:** Knowledge of Labour Relations Act, Public Services legislations and PFMA, Implementing PSCBC and GPSSBC resolutions, understanding of bargaining process grievance and dispute resolutions process, Labour Relation statutes, International Labour Organization (ILO), PERSAL. **Skills:** Investigations and negotiations, Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal relations, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigations, Presentation skills.

Duties: Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining. Supervise personnel.

Enquiries: Ms R. Sikwe Tel.: 087 086 5925
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Artisan Foreman Grade A - Carpenter (x1)
Salary : R382 047 per annum (OSD/sl7)
Ref No. : BOJ 19/2025
Center : Rustenburg Service Point

Requirements: **Qualifications:** Appropriate trade test certificate in Carpentry. **Experience:** 5 years post qualification experience as an Artisan. A valid driver's license. **Knowledge:** Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act. Team leadership. **Skills:** Problem solving and analysis skills .Team orientation. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills .Technical report writing skills. Creativity. Customer focus and responsiveness. Self-management. Analytical skills. Decision Making. Conflict Management.

Duties: Undertake site inspections of carpentry equipment and facilities for technical faults. Repair, test and service of carpentry equipment and facilities according to standards, specifications and schedule. Quality assure serviced and maintained equipment and/or facilities. Update register of maintained and repaired carpentry faults. Obtain quotations and purchase (order) required equipment and materials. Planning of resources and scheduling of works. Manage leave and

maintain discipline of team. Identify engineering technical needs. Ensure compliance with safety standards, requirements and regulations. Compile monthly reports. Supervise personnel.

Enquiries: Mr A.N Makaba tel.: 087 086 6075
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : General Admin Clerk Supervisor (x1)
Salary : R325 101 per annum (SL7)
Ref No. : BOJ 20/2025
Center : Mankwe Service Point

Requirements: **Qualifications:** Grade 12 certificate or equivalent. **Experience:** 3-5 years' experience. Persal certificate and valid driver's license will be an added advantage. **Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. **Skills:** Job knowledge. Interpersonal relations. Flexibility. Teamwork. Planning and organization. Good verbal and written Communication skills.

Duties: Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Service Point. Supervise and provide human resource administration clerical support services within the Service Point. Supervise and provide financial administration support services in the Service Point. Supervise human resources/staff.

Enquiries: Mr S.G Tsoku tel.: 014 555 6075
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : General Admin Clerk Supervisor (x1)
Salary : R325 101 per annum (SL7)
Ref No. : BOJ 21/2025
Center : District Office - Property Management

Requirements: **Qualifications:** Grade 12 certificate or equivalent. **Experience:** 3-5 years' experience. Valid driver's license will be an added advantage. **Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. **Skills:** Job knowledge. Interpersonal relations. Flexibility. Teamwork. Planning and organization. Good verbal and written Communication skills.

Duties: Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Service Point. Supervise and provide human resource administration clerical support services within the Service Point. Supervise and provide financial administration support services in the Service Point. Supervise human resources/staff.

Enquiries: Ms B Letsholo tel.: 087 086 5927
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

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Post : General Admin Clerk Supervisor – EPWP (x1)
Salary : R325 101 per annum (SL7)
Ref No. : BOJ 22/2025
Center : District Office

Requirements: **Qualifications:** Grade 12 certificate or equivalent. **Experience:** 3-5 years' experience. Persal certificate and valid driver's license will be an added advantage. **Knowledge:** Job knowledge. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. **Skills:** Interpersonal relations. Flexibility. Teamwork. Planning and organization. Good verbal and written Communication skills. Language.

Duties: Supervise and render general support services related to EPWP. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the EPWP. Supervise and provide financial administration support services in the EPWP. Supervise EPWP/staff.

Enquiries: Ms P.A.T Motshologane Tel.: 087 086 6027/36
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Admin Officer - Property Management (x1)
Salary : R325 101 per annum (SL7)
Ref No. : BOJ 23/2025
Center : District Office

Requirements: **Qualifications:** Grade 12 plus National Diploma in Property Management/ Building Environment or related. **Experience:** 1 year relevant experience. A valid driver's license. **Knowledge:** Knowledge of legislation, procedures and processes of local government in terms of property management. **Skills:** Must have good verbal and written communication skills. Computer literacy in Microsoft packages. Demonstrate good interpersonal skills. Planning, organization, project management and presentation skills. Good knowledge of Public Service Act and Regulation. PFMA. Labour Relations Act.

Duties: Provides professional support to the Directorate in respect of land and property transactions, secretarial and office support to the head of the Directorate in order to ensure sustainable service delivery. Co-ordinate the implementation of functional procedures, systems and controls associated with the key performance areas and results indicators of the functionality. Coordinate and administer the purchasing, leasing and sales of all immovable assets. Complete monthly performance reports on contract management administrative processes relating to the compliance. Coordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality. Supervise personnel.

Enquiries: Ms B Letsholo tel.: 087 086 5927
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Admin Officer – Finance (x1)
Salary : R325 101 per annum (SL7)
Ref No. : BOJ 24/2025
Center : District Office

Requirements: Qualifications: Grade 12 plus National Diploma in Financial Management or relevant qualification. **Experience:** 1 year relevant experience. Valid driver's license. **Knowledge:** Knowledge of PFMA, Treasury regulations, walker/Bas, computer literacy (Excel and PowerPoint). Financial Management Skills. Budget Administrative Skills. Knowledge of general accounting principles. Ability to analyse and interpret expenditure trends and financial statistical data. Bookkeeping. **Skills:** Computer literate. Word processing and/or data entry skills in the use of database management, word processing, spreadsheets. Good understanding of all relevant national and provincial financial policies pertaining EPWP. Strong interpersonal, verbal and written and communication skills. Ability to train staff. Ability to gather data, compile information and prepare reports. Ability to manage projects. Skill in organizing resources and establishing priorities sound organising and planning skills. Leadership skills. Negotiation skills.

Duties: Oversees and administers the BAS payments. Provides assistance and support to the Finance unit. Monitor expenditure trends across the District. Prepare the District finance report. Advice and train staff about financial procedures, processes and policies pertaining to the processing of claims. Oversees the operation of the office accounts (budgets & claims). Provide staff with the appropriate training into budget and expenditure control. Assist with audit queries. Caution staff timeously when necessary. Assist the Finance unit to prepare relevant financial documents and policies. Report to the Finance Management on the allocated programmes. Performs miscellaneous job-related duties as assigned. Supervise personnel.

Enquiries: Mr. S. Masango tel.: 087 086 5835

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Personnel Practitioner-HRP (x1)
Salary : R325 101 per annum (SL7)
Ref No. : BOJ 25/2025
Center : District Office

Requirements: Qualifications: Grade 12 plus 3 years National Diploma/ Degree in Human Resource Management or Public Management/Public Administration/Industrial psychology. **Experience:** 1 year practical experience in the field of Human Resource Administration. Persal certificate and valid driver's license will be an added advantage. **Knowledge and Skills:** Must have good verbal and written communication skills. Computer literacy in Microsoft packages. Demonstrate good interpersonal skills. Planning, organization, project management and presentation skills. Good knowledge of Public Service Act and Regulation, Departmental Recruitment and Selection policy and other related policies, Affirmative Action, Employment Equity, Labour Relations Act, Skills Development Act.

Duties: Facilitate and write request for approval to fill vacant, funded posts in line with the approved organizational structure and placement of advertisements. Render recruitment and selection services in the District Office. Provide advice during the selection (shortlisting and interview) process. Prepare documentation packages for selection (pre-shortlisting, shortlisting and

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interview) meetings. Ensure all logistical arrangements are done during shortlisting and interview siting. Ensure verification of qualifications, security background checks and prepare employment contracts. Facilitate and write all recruitment reports. Assist to formulate, review and insure correct application of the policies relating to Human Resource Planning.

Enquiries: Ms. E.A.T Malapane tel.: 087 086 5932
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : General Admin Clerk – EPWP (x3)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 26/2025
Center : District Office

Requirements: ***Qualifications:*** Grade 12 certificate or equivalent qualification. ***Experience:*** No previous experience required. ***Knowledge:*** Knowledge of clerical duties and practices as well as the ability to capture data, operate 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. Interpersonal relations skills. Flexibility. Teamwork.

Duties: Render general clerical support services. Implement EPWP administration practices. Provide EPWP administration. Address EPWP enquiries.

Enquiries: Ms P.A.T Motshologane Tel.: 087 086 6027/36
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Supply Chain Clerk Production (x2)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 27/2025
Center : District Office

Requirements: ***Qualifications:*** Grade 12 certificate or equivalent. ***Experience:*** No experience required. ***Knowledge:*** Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job knowledge. ***Skills:*** Good verbal and written communication skills. Planning and organization. Language. Interpersonal relations. Flexibility. Teamwork. Computer literacy.

Duties: Render asset management clerical support. Compile and maintain asset records/databases. Render demand and acquisition clerical support. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Render logistical support services.

Enquiries: Ms. F.S Molosiwa tel.: 087 086 5931
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : General Admin Clerk Production (x1)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 28/2025
Center : Rustenburg Service Point

Requirements: *Qualifications:* Grade 12 certificate or equivalent qualification. *Experience:* No experience required. *Knowledge:* Knowledge of clerical duties and practices as well as the ability to capture data, operate computer and collect statistics. Understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. *Skills:* Computer literacy. Planning and organizing skills. Language skills. Good communication skills. Interpersonal relations skills.

Duties: Render Human Resource, Supply Chain Management and Finance clerical support services and implement Human Resource, Supply Chain Management and Finance Administration practices. Attend to Service Point administration enquiries. Render Technical Building Admin Support services.

Enquiries: Mr A.N Makaba tel.: 087 086 6075
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Finance Clerk Production (x2)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 29/2025
Center : District Office-Financial Administration

Requirements: *Qualifications:* Grade 12 certificate or equivalent qualification. *Experience:* No experience required. *Knowledge:* Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS e.t.c). Job Knowledge. *Skills:* Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures. Basic numeracy skills. Planning and organising.

Duties: Render financial support services. Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.

Enquiries: Mr. S. Masango Tel.: 087 086 5835
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Finance Clerk Production (x1)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 30/2025
Center : District Office-Financial Management

Requirements: *Qualifications:* A Grade 12 certificate or equivalent. *Experience:* No experience required. *Knowledge:* Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA,

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PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS e.t.c). Job knowledge. **Skills:** Computer literacy. Planning and organizing skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. Basic numeracy skills. Accuracy. Aptitude of figures.

Duties: Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval. File documents. Perform salary administration support services. Check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions. Perform bookkeeping support services. Capture all financial transactions. Render a budget support service.

Enquiries: Mr. S. Masango Tel.: 087 086 5835

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Admin Clerk Production - IEHW (x1)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 31/2025
Center : District Office

Requirements: **Qualifications:** Grade 12 certificate or equivalent. **Experience:** No previous experience required. **Knowledge:** Knowledge of clerical duties and practices as well as the ability to capture data, operate 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. Interpersonal relations skills. Flexibility. Teamwork.

Duties: Render general clerical support services. Implement Integrated Employee Health & Wellness and related practices. Provide Integrated Employee Health & Wellness clerical support. Provide personnel administration clerical support services within component. Provide Supply chain management and financial administration support services in the component.

Enquiries: Ms S. Motsogi Tel.: 087 086 6165

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : HR Clerk Production: HRP & Admin (x1)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 32/2025
Center : District Office

Requirements: **Qualifications:** Grade 12 certificate or equivalent qualification. **Experience:** No experience required. **Knowledge:** Knowledge of clerical duties and practices. The ability to capture data, operate 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. Interpersonal relations skills. Flexibility.

Duties: Render human resource clerical support services. Implement Human Resource Planning and Administration practices. Attend to Human Resource Planning and Administration enquiries. Provide and maintain effective filing system for the unit. Render general clerical support services within the component. Provide personnel administration clerical services within the component.

Enquiries: Ms E.A.T Malapane Tel.: 087 086 5932

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

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Post : Road Works Foreman (x2)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 33/2025
Center : Madibeng – Roads Service Point

Requirements: ***Qualifications:*** NQF level 3 (Grade 10 certificate or equivalent). ***Experience:*** 3 years' road work maintenance experience. ***Knowledge:*** Basic knowledge of OHS, Public Service Act and Departmental policies. Usage of basic hand tools. ***Skills:*** Ability to operate elementary machines. Basic interpersonal relations. Planning and organizing. Computer literacy.

Duties: Support road construction and/or maintenance work through inter alia, the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Co-ordinate the blading program. Supervise activities in respect of road construction and/or maintenance work through the application of safety and precautionary measures. Conduct inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance and maintenance of equipment.

Enquiries: Mr J Mthembu Tel.: 087 086 6192

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Road Works Foreman (x2)
Salary : R228 321 per annum (SL5)
Ref No. : BOJ 34/2025
Center : Rustenburg – Roads Service Point

Requirements: ***Qualifications:*** NQF level 3 (Grade 10 certificate or equivalent). ***Experience:*** Three (3) years road work maintenance experience. ***Knowledge:*** Basic knowledge of OHS, Public Service Act and Departmental policies. Usage of basic hand tools. ***Skills:*** Ability to operate elementary machines. Basic interpersonal relations. Planning and organizing. Computer literacy.

Duties: Support road construction and/or maintenance work through inter alia, the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Co-ordinate the blading program. Supervise activities in respect of road construction and/or maintenance work through the application of safety and precautionary measures. Conduct inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance and maintenance of equipment.

Enquiries: Mr PM Motshegare Tel.: 087 086 6149

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Driver Operator (x16)
Salary : R163 680 per annum (SL3)
Ref No. : BOJ 35/2025
Center : Moretele Roads Service Point (x4), Madibeng Roads Service Point (x4),
Kgetleng Roads Service Point (x4), Rustenburg Roads Service Point (x3),
Moses Roads Kotane Service Point (x1)

Requirements: Qualifications: NQF Level 3 (Grade 10 certificate or equivalent). A valid driver's license (Code EC) and operating certificate. **Experience:** 5 years driving and operating specialized equipment experience. **Knowledge:** Operating of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts. Exposure or experience in roads construction/ maintenance would be an added advantage. **Skills:** Communication skills. Ability to read and write. Good eyesight. Team work.

Duties: Perform activities in respect of operation through inter alia the following: Operating specialized equipment. Load and offload goods/ equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery, equipment, grading of gravel roads and re-raveling/shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/ equipment's. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

Enquiries: Mr LD Morokane tel.: 012 714 3974/5
Mr J Mthembu tel.: 087 086 6192
Mr NG Malema tel.: 087 086 6178
Mr PM Motshegare tel.: 087 086 6149
Mr TG Khuduge tel.: 014 555 5317/8

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

Post : Tradesman Aid (x2)
Salary : R163 680 per annum (SL3)
Ref No. : BOJ 36/2025
Center : Mankwe Service Point

Requirements: Qualifications: Basic literacy and numeracy (NQF level 3, Grade 10 certificate) or equivalent. **Experience:** 6 months plumbing experience. Applicants must be physically fit and have sober habits. **Knowledge:** Basic knowledge of simple and routine tasks on fitting, plumbing, electrical, building and mechanical. **Skills:** Interpersonal skills. Good communication and organizing skills.

Duties: Provide assistance in the maintenance of facilities, buildings and equipment. Repair, clean service and safe keeping of equipment and tools according to standards. Carry tools, equipment, spares and material, which are required to perform duties. Perform simplified and routine artisan technician and handyman tasks. Daily report to supervisor on all defects and abnormal activities.

Enquiries: Mr. S.G Tsoku Tel.: 014 555 6075
Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.

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Post : Tradesman Aid (x2)
Salary : R163 680 per annum (SL3)
Ref No. : BOJ 37/2025
Center : Rustenburg Service Point

Requirements: **Qualifications:** Basic literacy and numeracy (NQF level 3, Grade 10 certificate) or equivalent. **Experience:** 6 months plumbing experience. Applicants must be physically fit and have sober habits. **Knowledge:** Basic knowledge of simple and routine tasks on fitting, plumbing, electrical, building and mechanical. **Skills:** Interpersonal skills. Good communication and organizing skills.

Duties: Provide assistance in the maintenance of facilities, buildings and equipment. Repair, clean service and safe keeping of equipment and tools according to standards. Carry tools, equipment, spares and material, which are required to perform duties. Perform simplified and routine artisan technician and handyman tasks. Daily report to supervisor on all defects and abnormal activities.

Enquiries: Mr. A.N Makaba Tel.: 087 086 6075

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za

Post : Tradesman Aid - Mechanical (x3)
Salary : R163 680 per annum (SL3)
Ref No. : BOJ 38/2025
Center : Kgetleng Roads Service Point (x1) & District Office-Yellow Fleet (x2)

Requirements: **Qualifications:** Basic literacy and numeracy (NQF level 3, Grade 10 certificate or equivalent). **Experience:** 6 months related experience in Mechanical environment. Applicants must be physically fit and have sober habits. **Knowledge:** Basic knowledge of simple and routine tasks on fitting, plumbing, electrical, building and mechanical. **Skills:** Interpersonal skills. Good communication and organizing skills.

Duties: Provide assistance in the maintenance of facilities, buildings and equipment. Repair, clean service and safe keeping of equipment and tools according to standards. Carry tools, equipment, spares and material, which are required to perform duties. Perform simplified and routine artisan technician and handyman tasks. Daily report to supervisor on all defects and abnormal activities.

Enquiries: Mr. D. Mokonyama tel.: 087 086 5926

Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za.