



## 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 2024/2025 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.

**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 **E-mail to:** [DPWRHORRecruit@nwpg.gov.za](mailto:DPWRHORRecruit@nwpg.gov.za). For Attention: HR Recruitment - Mr. M.E Khaueo.

Advertised Date: **21 July 2024** and Closing Date: **16 August 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, initialed and dated. The form is obtainable at any National or Provincial Department, [www.gov.za](http://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 information, requirements of qualifications, competencies and experience with respective dates, including three (3) names of contactable referees. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from South African Qualifications Authority (SAQA). Post requiring tertiary qualification(s), applicants must include copies of academic record(s) or transcript(s) for reference and verification of modules. Only shortlisted candidates for the post will be required to submit certified documents of qualifications, ID and A valid driver's license 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. 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. 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.

**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 will 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. The Department reserves the right not to make appointment. The successful candidate will enter into an annual

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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.

Post : Chief Director – Community Based Programme (EPWP)  
Salary : R1, 436 022 per annum (SL14) an all-inclusive remuneration package  
Ref No. : H/O 02/2024  
Centre : Head Office-Mahikeng

Requirements: *Qualifications:* National Senior Certificate plus an Undergraduate Qualification (NQF Level 7) as recognised by SAQA in Social Science/ Sociology/ Public Administration. A valid driver's license. *Experience:* Five (5) years' experience at senior management level in the relevant field. *Knowledge:* Knowledge of government legislatives framework; EPWP Programmes. EPWP Technical Standards/ Procedures; Public Service Regulations; Policy Formulation; Batho Pele Principles; Public Finance Management Act (PFMA) and Supply Chain Management Procedures as well as Needs and Priorities of Stakeholders. *Skills:* Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity Management. Strategic Management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel and MS Access). Planning and organising. Interpersonal skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

Duties : Lead, support, coordinate all sector Departments, stakeholders or public bodies in the province towards the implementation of Community Based Programme (EPWP). Guide the facilitation and implementation of the National Youth Services (NYS) in the Department and creating youth employment opportunities. Guide and provide direction to the facilitation and implementation of Contractor Development, Cooperatives, and the promotion of Enterprise Development. Guide and facilitate the training of EPWP beneficiaries, apprenticeships, learnerships skills programmes and to contribute to the development of apprentices/ artisans and labour intensive practitioners. Guide the provisioning of social facilitation and creation of work opportunities by implementing EPWP Road Maintenance Programme and EPWP Building Maintenance Programmes. Promote community development programmes, innovative and empowerment initiatives for stakeholders and beneficiaries as per EPWP norms and standards. Guide the monitoring of the creation of work opportunities with respect to targets of the different Public Bodies across different sectors and periodic impact assessments. Manage the resources (human and financial) of the Chief Directorate.

Enquiries : Dr N.M.G Mfikwe Tel: (018) 388 2426/8

