



public works & roads

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

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

VACANCY, CIRCULAR NO. 1 OF 2026A

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, 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.

Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, part of declaration must be signed, dated and initialed only on the first page. The Form is obtainable at any Public Service Departments and DPSA Website, www.dpsa.gov.za.

Part A the applicant(s) must indicate the correct advertised Post name, Reference number and Centre. The Z83 Form must be accompanied by a recently updated Curriculum Vitae with full personal details, qualifications current and previous experience must be listed in date's order, with relevant requirements of the post including three (3) names of contactable referees.

Part B, C and D applicant must provide sufficient information relevant to the post applying for. **Parts B, C and E** fields for date of birth, work permit, business interest and preferred language, current study can be left blank if they don't apply to you. **Part E, F and G** may not be fill if your **CV** already has the updated information. Applicant can skip experience section, but **Part F** is compulsory to be completed if you are seeking re-employment into the 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.

NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) as a mandatory requirement obtainable via this link: <https://www.thensg.gov.za>, offered by the National School of Government.

Failure to submit the requested information will result not being considered. 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 background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks, which include criminal records, citizenship, financial credits, asset records, qualifications verification and vetting.

Note: All shortlisted candidates, including the SMS Levels, shall undertake two (2) pre-entry assessments and one (1) will be a practical exercise including an integrity (ethical conduct) assessment, according to the mandated DPSA directive. The successful candidate will enter into an annual performance agreement: The candidate annually will be requested to disclose his/her financial interest. The Department reserves the right not to make appointment. 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 have not heard from us within six (6) months after the closing date, please accept that your application has been unsuccessful.

PLEASE NOTE : **On the Subject Line of Your E-mail**, Indicate the Correct Name of the Post and the Reference Number also Use the correct E-mail. **All Attachments for Online Submission Must Include the Z83 Form and Updated Curriculum Vitae Only be in PDF Format, also as One Document.** Failure to do so, your application will be disqualified.

APPLICATIONS : All Applications must be Submitted Online or Hand Delivered or Courier to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, Addressed to: Human Resource Manager, Private Bag X2080, Mmabatho, 2735.

FOR ATTENTION : HRM Recruitment Unit - Mr. M.E Khaueo.

PLACEMENT DATE : **12 June 2026 and Closing Date: 29 June 2026**, All Handed/Courier/E-mailed Applications must have reached the Department by 16h30 pm Walk-in and E-mail After (00h00 Mid-night) online will, as a rule will not be accepted.

INTEGRATED INFRASTRUCTURE PLANNING INNOVATION MONITORING & EVALUATION

POST : Chief Engineer (Civil-Pavement, Transport and Materials) Grade A, (x3)
SALARY : R1 317 108 per annum (OSD)
REF. NO. : H/O 01/2026
CENTER : Head Office-Mahikeng

Requirements : Qualifications and Experience: National Senior Certificate plus Civil Engineering Bachelor's Degree [B Eng/BSc (Eng)]. Six (6) years post qualification technical experience in road infrastructure required. Professional registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer is compulsory. A valid driver's license, willing to travel extensively. **Knowledge:** Relevant legislation and Public Service Regulations. Management information knowledge. Engineering Professional Act. National Land Transport Act. Extensive knowledge of TMH and TRH Manuals and other industry specific manuals. Skills – Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process Knowledge and skills. Maintenance skills and knowledge. Engineering Design and analysis knowledge. Research and development. Knowledge of civil engineering (Pavement, Traffic and Transport unit) project design and analysis, legal and operational compliance as well as the creation of a high-performance culture. Applicable legislation and prescripts in the Civil and Construction industries. **Skills:** Computer aided engineering application. Creating High performance culture. Engineering and Professional judgement. Attributes – Decisive, Credible, Flexible, Quality-oriented, Decision making, Team leadership. Negotiation skills. Programme and project management skills. Technical Report writing skills. Ability to work under pressure

Duties : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor



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maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage subordinates' key performance areas by setting and monitoring performance standards. Ensure training and development of production engineers, technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and codes of practice.

Enquiries : Mr. S. Diko tel.: (018) 388 1395

E-MAIL TO : DPWRHORRecruit5@nwpg.gov.za.

POST : Chief Construction Project Manager - Grade A, (x1)
SALARY : R1 317 108 per annum (OSD)
REF. NO. : H/O 02/2026
CENTER : Mahikeng Head Office

Requirements : **Qualifications and Experience:** National Senior Certificate plus National higher diploma/ Bachelor's Degree in Civil Engineering or equivalent qualification in the built environment. Six (6) years post qualification project management experience in construction required, preferable experience in road construction. Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) as Professional Construction Project Manager is compulsory. A valid driver's license, willing to travel extensively. **Knowledge:** Understanding of the following acts: The Public Finance Management Act, Construction Industry Development Board Act, Government Immovable Asset Management Act, Occupational Health and Safety Act, Construction Regulations as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System. Good planning, financial and budget skills. Sound analytical and good written and verbal communication skills. Extensive understanding of the NEC, JBCC and GCC form of contract. Knowledge of programme and project management, project design and analysis, legal and operational compliance as well as the creation of a high-performance culture. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries. **Skills:** Communication skills, problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, financial management and computer skills, Negotiation skills. Programme and project management skills. Technical Report writing skills. Ability to work under pressure

Duties : Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Ensure that construction projects are implemented in line with the NHBRC requirements and standards. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Enquiries : Mr. S. Diko tel.: (018) 388 1395

E-MAIL TO : DPWRHORRecruit5@nwpg.gov.za.



POST : Chief Town and Regional Planner - Grade A, (x1)
SALARY : R1 143 468 per annum (OSD)
REF. NO. : H/O 05/2026
CENTER : Mahikeng Head Office

Requirements : Qualifications and Experience National Senior Certificate plus Bachelor's Degree in Urban/Town/City and Regional planning or equivalent qualification. Six (6) years post qualification experience in the Town and Regional Planning. Compulsory registration with the South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner. A valid driver's license, willing to travel extensively. **Knowledge:** Knowledge of programme and project management. Extensive knowledge of Town & Regional legal and operational compliance, Town & Regional systems and principles and Town & Regional planning processes and procedures. Knowledge of relevant legislation and policies. Knowledge of research and development in the Town and Regional Planning Field. Knowledge of computer-aided applications; Knowledge of creating a high performance culture and technical consulting. **Skills:** Professional judgement and accountability. Strategic management and direction skills. Problem-solving and analysis. Decision-making. Team leadership and analytical skills. Creativity. Self-management. Customer focus and responsiveness skills. Delegation and development of others skills. Planning, organising and execution skills. Ability to manage conflict. Language proficiency skills. Knowledge management. Negotiation and change management skills. Land tenure and land use management system skills. Statistical and land information system analysis skills. Urban and rural economic development planning as well as management of staff and team skills. Good communication skills (verbal & written). Computer literacy in MS Office.

Duties : Estimates the future needs for housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Lead and manage the application of town and regional planning principles in land development. Ensure adherence to legal issues and requirements involving community development and changes in housing and building codes. Compilation of spatial development frameworks (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow. Allocate, monitor and control resources. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Enquiries : Mr. S. Ntlatleng tel.: (018) 388 1439

E-MAIL TO : DPWRHORecruit5@nwpg.gov.za.

POST : Control Engineering Technologists (Civil) - Grade A (x6)
SALARY : R958 776 per annum (OSD)
REF. NO. : H/O 06/2026
CENTER : Mahikeng Head Office

Requirements : Qualifications and Experience National Senior Certificate plus Bachelor of Technology in Civil Engineering (B Tech). Six (6) years post qualification technical experience in road infrastructure required. Professional registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist is compulsory. A valid driver's license, willing to travel

extensively. **Knowledge:** Relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. Engineering Professional Act. National Land Transport Act. Extensive knowledge of TMH and TRH Manuals and other industry specific manuals. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract, knowledge of construction regulations. **Skills:** Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Legal compliance. Technical report writing. Technical consulting. Networking. Professional judgment. Skills needed: Decision making. Team leadership. Creativity; Change management. Financial management; Customer focus and responsiveness. Communication (written and verbal). Computer skills. Planning and organising. People management. Problem solving and analysis.

Duties : Manage technical services and support in conjunction with Engineers, Technicians and associates in field, workshop and technical office activities. Ensure the adherence and promotion of safety in line with statutory and regulatory requirements. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority. Manage road building material functions including laboratory services. Ensure the development, implementation and maintenance databases. Assess pavements, prioritizing rehabilitation and reseal projects. Manage the implementation of road infrastructure projects through six stages of ECSA. Identify and optimize technical solutions by applying engineering principles. Continuous professional development to keep up with new technologies and procedures. Research/ literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan.

Enquiries : Mr. T. Mhlambe tel.: (018) 388 1193

E-MAIL TO : DPWRHORRecruit5@nwpg.gov.za.

POST : Construction Project Manager - Grade A, (x4)

SALARY : R914 517 per annum (OSD)

REF. NO. : H/O 07/2026

CENTER : Mahikeng Head Office

Requirements : **Qualifications and Experience:** National Senior Certificate plus National Diploma / Bachelors in Civil Engineering or equivalent qualification in the built environment. Four (4) years post qualification project management experience in construction required, preferable experience in road construction. Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager is compulsory. A valid driver's license, willing to travel extensively. **Knowledge:** Knowledge of Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgment. **Skills:** Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial Management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Change management. Innovation.

Duties : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact

with service providers, client and management. Research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

Enquiries : Mr. T. Mhlambe tel.: (018) 388 1193

E-MAIL TO : DPWRHORecruit5@nwpg.gov.za.

POST : Geographical Information Sciences (GISc) Professional - Grade A, (x1)

SALARY : R791 604 per annum (OSD)

REF. NO. : H/O 09/2026

CENTER : Mahikeng Head Office

Requirements : Qualifications and Experience National Senior Certificate plus Bachelors' Degree in Geographic Information Systems or related qualification. Three (3) years post qualification experience within a Geographic Information Systems environment. Compulsory registration with the Professional and Technical Surveyors (PLATO) or South African Geomatics Council (SAGC) as a Geomatics Professional. A valid driver's license, willing to travel extensively. **Knowledge:** Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) Must have knowledge of technical and strategic report writing and understanding of legal compliance. Experience in Geo-Database design and Enterprise GIS Administration. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Experience in administration, licensing and application development on ArcGIS online and ArGIS Portal. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment in which public service delivery occurs. Sound knowledge of the Government Immovable Asset Management Act (GIAMA) and other related legislation. GIS, legal and operational Compliance. GIS Implementation. Standards development. Policy formulation. GIS operational communication. Knowledge and understanding of GIS application and spatial data. **Skills:** Strategic management and direction. Problem solving and analysis. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Systems skills. **Duties:** Plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis. Conduct the cost benefit analysis. Develop the conceptual database design. Develop processing model and workflow diagram. Oversee the process of advance spatial analysis and modeling for institutional strategic. Research, identify, investigate and evaluate new technologies. Participate and liaise with relevant bodies and councils on GISc matters. Manage human resource requirements. Draft tender documents and terms of reference. Draft service level agreements. Determine project cost and quality level. Develop contingency plans. Adhere to financial legislations and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to.

Enquiries : Mr. S. Ntlatleng tel.: (018) 388 1439

E-MAIL TO : DPWRHORecruit5@nwpg.gov.za.

POST : Engineering Technologist (Civil) - Grade A (x4)

SALARY : R471 720 per annum (OSD)

REF. NO. : H/O 10/2026

CENTER : Mahikeng Head Office

Requirements : Qualifications and Experience: National Senior Certificate plus Bachelor of Technology in Civil Engineering (B Tech). Three (3) years post qualification engineering experience in road infrastructure required. Professional registration with the Engineering Council of South Africa (ECSA) as a



Professional Engineering Technologist is compulsory or have submitted with ECSA for professional registration as a Professional Engineering Technologist (proof of submission required with application). **Note:** Compulsory registration with ECSA as a Professional Engineering Technologist must be obtained within 6 months from appointment. A valid driver's license, willing to travel extensively. **Knowledge:** Relevant legislation and Public Service Regulations. Engineering Professional Act. National Land Transport Act. Knowledge of COTO, TMH and TRH Manuals and other industry specific manuals. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract, knowledge of construction regulations. **Skills:** Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Project management. Decision making. Teamwork. Effective communication skills (Verbal and written). Interpersonal skills. Presentation skills. Technical Report writing skills. Ability to work under pressure.

Duties : Assist Engineers, Technicians and associates in field and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Adherence to existing technical manuals, standards drawings and procedures to incorporate new technology. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain database. Manage the implementation of road infrastructure projects through six stages of ECSA. Research/Literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

Enquiries : Mr. S. Ntlatleng tel.: (018) 388 1439

E-MAIL TO : DPWRHORRecruit5@nwpg.gov.za.

POST : Engineering Technician (Civil) - Grade A (x4)
SALARY : R407 337 per annum (OSD)
REF. NO. : H/O 11/2026
CENTER : Mahikeng Head Office

Requirements : Qualifications and Experience: National Senior Certificate plus a National Diploma in Civil Engineering. Three (3) years post qualification technical experience in road infrastructure required. Compulsory registration with ECSA as a Professional Engineering Technician or have submitted with ECSA for professional registration as a Professional Engineering Technician (proof of submission required with application). **Note:** Compulsory registration with ECSA as a Professional Engineering Technician must be obtained within 6 months from appointment. A valid driver's license, willing to travel extensively. **Knowledge:** All roads-related acts, ordinances, policies, standards and norms. Project management. Technical design and analysis. Contract Management. Public Service Regulations. Labour Relations Act. Public Finance Management Act. Construction Manual. Road Traffic Act. Occupational Health and Safety. **Skills:** Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Project management. Decision making. Teamwork. Effective communication skills (Verbal and written). Interpersonal skills. Presentation skills. Technical Report writing skills. Ability to work under pressure.

Duties : Assist Engineers, Technologists and associates in field and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals, standards drawings and procedures to incorporate new technology. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain database. Manage the implementation of road infrastructure projects through six stages of ECSA. Research/Literature studies on technical engineering technology to

improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Supervise and control technical and related personnel and assets.

Enquiries : Mr. T. Mhlambe tel.: (018) 388 1193
E-MAIL TO : DPWRHOREcruit5@nwpg.gov.za.

Post : Secretary - Roads Projects Implementation (x1)
Salary : R237 459 per annum (SL 5)
Ref No. : H/O 34/2026
Center : Mahikeng - Head Office

Requirements: Qualifications: National Senior Certificate with typing as a subject or any training course/qualification (Management Assistant/ Computer Studies/ Office Management/ Secretariat Studies) that will enable the person to perform the work satisfactorily. **Experience:** Experience in rendering secretarial services will be an added advantage. **Knowledge:** Knowledge of applicable Public Service legislations policies and prescripts. Batho Pele Principles. Public Finance Management Act (PFMA). Supply Chain Management Understanding of confidentiality in Government. Ability to correctly interpret relevant documentation. Working procedures in terms of the working environment. **Skills:** Good communication (written and verbal) skills. Ability to communicate well with people from different backgrounds. Good telephone etiquette. Computer literacy (MS Word, MS Excel, and MS Access). Sound organizational and planning skills. Ability to act with tact and discretion. Interpersonal Relations skills. Presentation skills.

Duties : Provide a secretarial/ receptionist support service to the Director. Receives telephone calls and refers the calls to the correct role players if not meant for the Director. Type documents for the Director and per request for other staff in the units. Manage the Director's Diary. Provide a clerical support service to the Director: Make travel arrangements for the Director. Arrange meetings and events for the Director. Draft routine correspondence and reports. Administers matters like the leave registers and telephone accounts. Receive, records and distributes all incoming and outgoing documents. Maintain accurate and up-to-date records, files and databases. Handles the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts, policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

Enquiries : Mr T. Mhlambe, tell: (018) 388 1193
E-mail To : DPWRHOREcruit5@nwpg.gov.za.

INFRASTRUCTURE COORDINATION IMPLEMENTATION AND MAINTENANCE

POST : Chief Engineer Grade A – Infrastructure Project Implementation (x1)
SALARY : R1 317 108 per annum (OSD)
REF. NO. : H/O 03/2026
CENTER : Head Office-Mahikeng

REQUIREMENTS : Qualifications and Experience: National Senior Certificate plus Bachelor's Degree in (B Eng/ BSC (Eng) or relevant qualification. Six years' qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license. **Knowledge:** Knowledge of Programme and project management engineering, legal and operational Compliance. Engineering operational communication. Process knowledge and skills Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis

knowledge Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgment. **Skills:** Strategic capability and leadership. Problem solving and analysis Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organizing. Conflict management. Negotiation skills. Change Management. Problem solving and analytical thinking.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance.

ENQUIRY : Ms B.P Kgokong tel.: 018 388 1253

E-MAIL TO : DPWRHORRecruit6@nwpg.gov.za.

POST : Chief Engineer Grade A – Infrastructure Project Monitoring (x1)

SALARY : R1 3 17 108 per annum (OSD)

REF. NO. : H/O 04/2026

CENTER : Head Office - Mafikeng

REQUIREMENTS : **Qualifications and Experience:** National Senior Certificate plus Bachelor's Degree in (B Eng/ BSC (Eng) or relevant qualification. Six years' qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A Valid driver's license. **Knowledge:** Knowledge of Programme and project management engineering, legal and operational Compliance. Engineering operational communication. Process knowledge and skills Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgment. **Skills:** Strategic capability and leadership. Problem solving and analysis Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organising. Conflict management. Negotiation skills. Change Management, Problem solving and analytical thinking.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance.

ENQUIRY : Ms B.P Kgokong tel.: 018 388 1253

E-MAIL TO : DPWRHORRecruit6@nwpg.gov.za.



POST : Construction Project Manager Grade A. Infrastructure Project Implementation (x1)
SALARY : R914 517 per annum (OSD)
REF. NO. : H/O 08/2026
CENTER : Head Office - Mafikeng

REQUIREMENTS : Qualifications and Experience: National Senior Certificate plus National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A Valid driver's license. **Knowledge:** Knowledge of Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgment. **Skills:** Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial Management. Customer focus and responsiveness. Communication. Advanced computer skills and proficiency. Planning and organising. Conflict management. Problem solving and analysis. People management. Change management. Innovation.

DUTIES : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Provide technical support and advice to the relevant unit. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRY : Ms B.P Kgokong tel.: 018 388 1253

E-MAIL TO : DPWRHORRecruit6@nwpg.gov.za.

POST : Engineering Technician Grade A - Infrastructure Project Implementation (x2)
SALARY : R407 337 per annum (OSD)
REF. NO. : H/O 12/2026
CENTER : Head Office – Mafikeng

REQUIREMENTS : Qualifications and Experience: National Senior Certificate plus an appropriate National Diploma in Civil Engineering/ Quantity Surveyor or relevant qualification in built environment. Three years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Valid driver's license. **Knowledge:** Knowledge: Project Management. Technical design and analysis. Research and development. Computer aided engineering applications. Knowledge of legal compliance. Technical consulting. **Skills:** Problem solving and analysis. Decision Making. Team Work. Creativity. Customer focus and responsiveness. Communication. People Management. Computer Skills. Planning and organizing. Technical report writing skills.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Monitor construction and maintenance activities to ensure compliance with specification and standard. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/ engineering operational plan. Develop, implement and maintain databases. Supervise and



control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matter.

ENQUIRY : Ms B.P Kgokong tel.: 018 388 1253

E-MAIL TO : DPWRHORecruit6@nwpg.gov.za.

POST : Personal Assistant – Office of Chief Director (ICI&M) x1

SALARY : R338 106 per annum (SL 7)

REF. NO. : H/O 35/2026

CENTER : Head Office - Mafikeng

REQUIREMENTS : **Qualifications:** National Senior Certificate plus a Secretariat Diploma/ Office Administration/ Office Management/ Management Assistant. **Experience:** 3 to 5 years' experience in rendering support service to senior management. **Knowledge:** knowledge on the relevant legislation/ policies / prescripts/ procedures. Basic knowledge on financial administration. Knowledge of working procedures in terms of the working environment. Knowledge of clerical duties. **Skills:** Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizing skills. Good people skills. High level of reliability. Effective communication skills (Verbal and written). Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provide secretarial/ receptionist support service to the manager. Perform advanced typing work. Record the engagements of the senior manager. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Obtain inputs, collates and compiles reports (progress, monthly and management reports). Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players., follow-up on progress made. Support the manager with the administration of the manager's budget. Collect and coordinate all the documents that relate to the manager's budget. Assist manager in determining funding requirements for purposes of MTEF submissions.

ENQUIRY : Ms M. Seate tel.: 018 388 1253

E-MAIL TO : DPWRHORecruit6@nwpg.gov.za.

POST : Driver Messenger - Office of Chief Director (ICI&M) x1

SALARY : R201 093 per annum (SL 4)

REF. NO. : H/O 36/2026

CENTER : Head Office - Mafikeng

REQUIREMENTS : **Qualifications:** Grade 10 qualification or **Experience:** 7 -12 months relevant experience. A valid code 8 driver's license. **Knowledge:** Knowledge of Public Service policies and procedures: Knowledge of the procedures to operate the motor vehicle e.g. procedure to obtain trip authorities, complete the logbooks of the motor vehicle utilized, to obtain consumables (e.g. petrol) and obtain basic services. Knowledge and procedures to ensure that the motor vehicle is maintained properly. Knowledge and procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies. **Skills:** Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite to the Chief Directorate related work environment.



DUTIES : Drive light and medium motor vehicles to transport and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. Collect and deliver documentation and related items in the department. Copy and fax documents. Collect and deliver documents. Transport documents files to the clients Departments. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRY : Ms M. Seate tel.: 018 388 1253

E-MAIL TO : DPWRHOREcruit6@nwpg.gov.za.

MEC SUPPORT – POST

POST : Deputy Director- Administrative Support and Co-ordination Officer (x1)

SALARY : R932 292 per annum (SL 11) all-inclusive remuneration package

REF. NO. : H/O 13/2026

CENTER : Head Office - Mahikeng

JOP PURPOSE : Manage the administrative and coordination activities within the office of the executive authority.

REQUIREMENTS : **Qualifications:** National Senior Certificate plus an appropriate Degree or equivalent qualification at NQF level 6. A valid driver's license. **Experience:** Three (3) years' experience below middle management (Assistant Director)/ middle management level. Experience in rendering service in the Executive Authority's Office environment will be an added advantage. **Knowledge:** Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of Public Service Regulations. **Skills:** Computer Literacy (MS Word, Excel, PowerPoint), Problem Solving, Analytical skills, Good Communication skills (written and verbal), Interpersonal Skills, Presentation Skills, Report Writing skills, Conflict resolution skills. Good planning and organizing skills. Ability to work under pressure.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Provide comments on submissions to be submitted to the executive authority for consideration. Coordinate the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Provide logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Brief the Director: MEC Support on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. Coordinate and facilitate the distribution of memoranda to Cabinet/executive council members. Coordinate and facilitate the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Director: MEC Support and executive authority of actions to be taken and due dates. Supervise employees.

ENQUIRY : Mr A. Motsurupe tel: (018) 388 1428/1471

E-MAIL TO : DPWRHOREcruit1@nwpg.gov.za.

SUPPLY CHAIN MANAGEMENT - POSTS

Post : Deputy Director - Acquisition Management and Infrastructure Procurement (x1)
Salary : R932 292 per annum (SL 11) all-inclusive remuneration package
Ref No. : H/O 14/2026
Center : Mahikeng Head Office

Requirements : **Qualifications:** Senior National Certificate plus a National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Supply Chain Management or relevant qualification within the related field (Majoring in Accounting) as recognized by SAQA. A valid driver's license, willing to travel extensively. **Experience:** A minimum of 3-5 years' experience in Supply Chain Management (procurement/bid administration) relevant field of which three (3) years should be at an entry/ junior managerial level as Assistant Director or equivalent. **Knowledge:** A thorough and in-depth knowledge of Supply Chain Management Framework. Sound Knowledge and understanding of the regulatory framework for the Public Service or Public Sector, Knowledge of acquisition management services, PFMA, Treasury Practice Notes, Treasury Regulations, Constitution of Bid Committee, CIDB regulations, Contract in Terms of BBBEE Regulations, Government Procurement Systems, Policy Development, Risk Management, Public Service Regulations, Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, Policies and strategies. Ability to interpret, establish, manage acquisition systems, controls and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service Code of Conduct. **Skill:** Computer literacy, Communication (verbal, writing and other), organizational and stakeholder management skills, Leadership skills, Peoples' management skills, Strong analytical and problem-solving abilities, integrity, innovative and creativity, fairness and commitment to transparent processes., Ability to work under pressure. Ability to manage multiple priorities under tight deadlines. Management of procurement plan i.r.o Infrastructure Projects.

Duties : Manage bid administration: Coordinate and administer all stages of the bid process, from advertisement to award. Ensure bid documentation is complete, accurate, and compliant with relevant legislation and the Departmental policies. Ensure that an effective bid/quotation process is implemented and maintained. Ensure that the bid committees are functional. Ensure that all acquisitions are evaluated in terms of the pre-approved and published evaluation criteria. Ensure that all a complete and accurate supplier database is developed and effectively utilised. Maintain a central repository of bid records for audit and reporting purposes. Compliance and Governance: Interpret and apply procurement regulations, including PFMA, Treasury Guidelines, and CIDB requirements. Monitor adherence to internal governance frameworks and escalate risks and irregularities. Draft rejection clauses, compliance briefings, and committee directives. Stakeholder Coordination: Serve as the primary liaison between management, bid committees, user-directorates and service suppliers. Schedule and facilitate bid committee meetings, ensuring proper documentation of proceedings. Provide guidance to bid committee members on compliance and procedural requirements. Documentation and Reporting: Coordinate all committee procedures (through SCM practitioners and secretariats of the different committees). Ensure the appointment of departmental bid committee members. Ensure that all bid committees documentation (i.e. bid agendas, reports, minutes, and recommendations for approval), are properly prepared and followed through by the bid secretariat appointed for each committee. Develop and implement templates, checklists, and reference sheets to streamline committee workflows. Track bid outcomes and provide periodic performance reports to management. Manage the sub-directorate.

Enquiries : Mr. O.O.O Sebitloane tell: (018) 388 1425

E-MAIL TO : DPWRHORRecruit2@nwpg.gov.za.

Post : Assistant Director - SCM Documents Administration Management (x1)
Salary : R487 197 per annum (SL 9)
Ref No. : H/O 27/2026
Center : Head Office – Mahikeng

Requirements: Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's degree in Public Administration/ Public Management/ Business Management/ Project Management/ Supply Chain Management/ Logistics as recognised by SAQA. A valid driver's license. **Experience:** 2-3 years' relevant work experience of which 2 years should be at a supervisory level in supply chain management or contract management. **Knowledge:** Knowledge of Treasury regulations. Contract Management Frameworks. SCM policies. PFMA. PPPFA. BBBEA. SCM Practice Notes. Public Service Regulations. Project Management. E-Tender portal. I-Tender. CSD. Records Managements. Archiving. Disposal of records. **Skills:** Report writing. Team work. Communication. Conflict Management. Computer literacy (Microsoft Word, Excel, Presentation). Good interpersonal relation skill. Ability to work under pressure. Good organizational and planning skills.

Duties: Verify bid information as per the checklist and ensure compliance. Manage Bid Documents received. Ensure capturing of Bid information manually and electronically. Monitor Bid files and Tenders. Compile and monitor contract register. Update the register as and when required. Capture the register on e-tender portal. Communicate to End Users/Project Managers as and when the contract has ended, terminated, extended, or have variations. File appointment and termination letters. Keep records of all Bids by securing Storages for successful and unsuccessful Bid Tenders. Reconcile bid files and tenders after audits. Attend to AG queries related to contract administration. Monitor sound records management practices. Supervise sub-ordinates.

Enquiries : Ms. A. Menqe, Tel.: (018) 388 1390
E-mail To : DPWRHOREcruit2@nwpg.gov.za.

Post : Chief Administrative Clerk - SCM Documents Administration Management (x1)
Salary : R338 106 per annum (SL 7)
Ref No. : H/O 28/2026
Center : Mahikeng Head Office

Requirements: Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's degree in Public Administration/ Public Management/ Business Management/ Project Management/ Supply Chain Management/ Logistics as recognised by SAQA. A valid driver's license. **Experience:** 1-2 years relevant experience in supply chain management or contract management. **Knowledge:** Knowledge of Treasury regulations. Contract Management Frameworks. SCM policies. PFMA. PPPFA. BBBEA. SCM Practice Notes. Public Service Regulations. Project Management. E-Tender portal. I-Tender. CSD. Records Management. Archiving. Disposal of records. **Skills:** Report writing. Team work. Communication. Conflict Management. Computer literacy (Microsoft Word, Excel, Presentation). Good interpersonal relation skill. Ability to work under pressure. Good organizational and planning skills.

Duties: Record incoming and outgoing bid files and tenders. Verify information received as per checklist for compliance. Register all incoming bids and tenders. Create bid and tenders files. Retrieve bid files and tenders as and when required by auditors, internal and external publics. Ensure proper management of all bids records. Make follow ups on requested files and tenders. Make reconciliation of bid files and tenders after audits. Supervise sub-ordinates.

Enquiries : Ms. A. Menqe, Tel.: (018) 388 1390
E-mail To : DPWRHOREcruit2@nwpg.gov.za.



Post : General Admin Clerk - SCM Documents Administration Management (x1)
Salary : R237 459 per annum (SL 5)
Ref No. : H/O 29/2026
Center : Mahikeng Head Office

Requirements: Qualification: National Senior Certificate or equivalent qualification. **Experience:** No previous experience required. **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:** Good communication skills (verbal and written). Job knowledge. Planning and Organising. Computer literacy (Microsoft Word, Excel, Presentation). Interpersonal Relations. Teamwork. Creativity. Flexibility.

Duties: Receive all losing bid documents and tenders as per bid register. Retrieve bid files and tenders as and when requested by Auditors, internal and external stakeholders. Render general clerical support services. Record incoming and outgoing bid files and tenders on register. Scan bid files for safekeeping. Sort, package bid information as per checklist and create files. Store files in storages. Provide supply chain clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation, provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

Enquiries : Ms. P. Seautlweng, Tel.: (018) 388 5372
E-mail To : DPWRHOREcruit2@nwpg.gov.za.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT - POST

POST : Deputy Director-Organizational Design and Change Management (x1) Re-Advert
SALARY : R932 292 per annum (SL 11) all-inclusive remuneration package
REF NO : H/O 15/2026
CENTER : Head Office – Mahikeng

REQUIREMENTS : **Qualifications:** National Senior Certificate plus an appropriate National Diploma (NQF-6)/Bachelor's Degree (NQF-7) in Management Services/ Operations Management/ Production Management/ Organizational Development/ Industrial Engineering. A valid driver's license. **Experience:** Minimum 3-5 years' relevant experience of which 3 years should be at Assistant Director Level. **Knowledge:** Knowledge of Public Service Regulation. Public Service Act. PFMA. Knowledge of Human Resource Management. HR policies and prescripts. Knowledge of Job Design practices and Job Evaluation principles. Job description development and guide. Change Management. Conflict Management. Financial Management. Business Process Management. Knowledge of PERSAL system. Orgplus and Operations Management Framework. Policy development. **Skills:** Computer Literacy (MS Word, Excel, PowerPoint). Analytical thinking. Conflict resolution. Effective communication skills (verbal and written). Interpretation and Interpersonal skills. Report writing skills. Good planning and organising skills. Data Collection. Problem solving skills. People Management. Financial Management. Project management skills. Presentation and facilitation skills. Change management.

DUTIES: Manage organizational design and change management services. Manage and coordinate organizational structuring and job design services. Manage and coordinate the development and design of job descriptions/ profiles and oversee Job Evaluation services. Manage and ensure the development of

Standard Operating Procedures and Business Process Mapping. Manage the implementation of Organizational Functionality Assessment. Manage and ensure the implementation of Ministerial directives on job grading. Coordinate and ensure conducting of work study investigations. Engage on change management workshops and interventions with employees. Manage the sub-directorate.

ENQUIRY : Ms. N.V. Matlapeng tell: (018) 388 4453/4287

E-MAIL TO : DPWRHORecruit1@nwpg.gov.za.

Post : Assistant Director - Labour Relations (x1) Re-advert

Salary : R487 197 per annum (SL 9)

Ref No. : H/O 16/2026

Center : Mahikeng Head Office

Requirements: Qualifications: National Senior Certificate plus Bachelor's Degree (NQF-7)/ National Diploma (NQF-6) in Labour Relations/ Labour Law/ Industrial Relations. A valid driver's license.
Experience: At least 2 to 3 years relevant work experience in the field of Labour Relations, of which 2 years must be Supervisory level. **Competencies:** Knowledge of Labour legislations/acts, Public Service policies, regulations and collective bargaining agreements. Ability to work under pressure. The ability to develop and interpret policies. **Skills:** Computer literacy in the Microsoft packages. Research, conflict resolution skills, interpersonal skills, communication (verbal and report writing), analytic investigation, presentation skills.

Duties: Facilitate grievance resolutions. Investigate, conduct disciplinary hearings and serve as a chairperson for misconduct cases. Conduct labour relations capacity building within the department. Compile various Labour Relations reports. Represent the Department in relevant structures. Advice management on Labour Relations issues. Strike management. Manage the performance of personnel within the unit.

Enquiries : Ms G.M Matlhaba Tel.: (018) 388 4315

E-mail To : DPWRHORecruit1@nwpg.gov.za.

STRATEGY AND SYSTEMS

Post : Assistant Director - Monitoring and Evaluation (x1)

Salary : R487 197 per annum (SL 9)

Ref No. : H/O 17/2026

Center : Head Office - Mahikeng

Requirements: Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's degree in Public Administration/ Public Management/ Monitoring and Evaluation. A valid driver's license.
Experience: 3 years' relevant experience in performance monitoring, reporting or programme performance management of which 2 years must be at supervisory level. Experience in coordinating quarterly and annual reporting processes and conducting data quality assessments (verification) will be an added advantage. **Knowledge:** Knowledge of the monitoring and evaluation framework and processes within the public service. Government Wide Monitoring and Evaluation System (GWMES). Knowledge of revised Framework for Strategic Plans and Annual Performance Plans. Framework for Managing Programme Performance Information (FMPPI). Public Sector Reporting Frameworks. Understanding of performance information concepts such as indicator development, target setting, baselines, measurement tools, data sources, and verification methods. Knowledge of performance planning and reporting cycles: APP, Operational Plans, and Quarterly Performance Reports (QPR), Annual Reports, and oversight reporting. Knowledge of relevant legislative and policy frameworks including the Public Service Act, Public Service Regulations, PFMA and Treasury Regulations. Understanding of budgeting processes and alignment between budgets, operational plans, and performance targets. **Skills:** Competence in data

analysis, problem-solving, and verification of performance information. Strong communication skills (written and verbal), ability to work collaboratively, interpersonal relations, attention to detail, and ability to meet deadlines. Proficiency in MS Office (Excel, Word, PowerPoint) and performance information tracking systems.

Duties : Facilitate, coordinate, and oversee the departmental monitoring and reporting processes by ensuring compliance with DPME and Provincial Treasury guidelines. Coordinate the consolidation, quality assurance, and verification of Quarterly Performance Reports (QPRs) from all departmental programmes. Provide inputs in respect of the development, review, and alignment of Annual Performance Plan (APP) indicators, targets, and Technical Indicator Descriptions (TIDs). Provide technical support to business units on performance information management, data collection tools, and indicator measurement methodologies. Conduct data quality assessments, verification of portfolio of evidence, and compliance reviews in time with the FMPPI. Analyse programme performance trends and prepare reports with recommendations for management decision-making. Prepare consolidated Mid-year Performance Assessments and support the drafting of the Annual Report performance information section. Coordinate departmental submissions to oversight structures (Office of the Premier, Provincial Treasury, EXCO clusters, M&E forums). Facilitate capacity-building initiatives on monitoring, reporting, and performance information management. Supervise sub-ordinates.

Enquiries : Ms. H. Pretorius, Tel.: (018) 388 1366/1254

E-mail To : DPWRHORecruit6@nwpg.gov.za.

Post : Assistant Director – Strategic Planning (x1) Re-Advert

Salary : R487 197 per annum (SL 9)

Ref No. : H/O 18/2026

Center : Head Office - Mahikeng

Requirements: Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's degree in Public Administration/ Public Management/ Strategic Planning. A valid driver's license. **Experience:** 3 years' relevant experience in the strategic planning of which 2 years must be at supervisory level. **Knowledge:** Knowledge of the planning cycle and planning processes within the public sector. Framework for the development of strategic planning documents and reporting on implementation. General knowledge of budgeting process within the public service. Knowledge of guiding legislative and policy frameworks such as the Public Service Act, Public Service Regulations, Public Finance Management Act, White Paper on Batho Pele and the Revised Framework for Strategic Plans and Annual Performance Plans, national strategic priority frameworks. **Skills:** Strong communication skills (written and verbal), ability to work collaboratively, ability to be flexible and responsive to the demands of the work environment, interpersonal relations, attention to detail, and ability to meet deadlines. Proficiency in MS Office (Excel, Word, PowerPoint) and performance information tracking systems.

Duties : Facilitate and coordinate operational and strategic planning processes. Facilitate the development of departmental strategic plan, annual performance plan and operational plans. Verify alignment of the budget with strategic plans. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Facilitate logistical arrangements in relation to the printing and binding of departmental strategic plans. Facilitate the development of the service delivery improvement plans and initiatives. Coordinate the development of service delivery improvement plan and monitor implementation of the service delivery improvement plan. Supervise sub-ordinates.

Enquiries : Ms. H. Pretorius, Tel.: (018) 388 1366/1254

E-mail To : DPWRHORecruit6@nwpg.gov.za.



Post : Senior Administration Officer - Research and Knowledge Management (x1) Re-Advert
Salary : R413 001 per annum (SL 8)
Ref No. : H/O 19/2026
Center : Head Office - Mahikeng

Requirements: Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's degree in Public Administration/ Public Management/ Developmental Studies / Research/ Statistics. A valid driver's license. **Experience:** 2 years' working experience in research, knowledge management, data management or a related/ complementary field in the public sector. **Knowledge:** Basic knowledge and understanding of the Government-Wide Monitoring and Evaluation System (GWMES) and the National Evaluation System (NES) led by DPME. Understanding of knowledge management principles, research processes, evidence-based decision making and organisational learning systems. Knowledge of planning, reporting and performance improvement cycles, including how evaluation findings feed into APPS, Operational Plans and service delivery improvement processes. General knowledge of the budgeting process within the public service, including evaluation budgeting and procurement. General understanding of guiding frameworks such as the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and DPME evaluation guidelines. **Skills:** Strong analytical skills, problem-solving capability, interpersonal relations, teamwork (collaborative approach), communication skills, adaptability and responsiveness to organisational demands. Competence in software used for data and knowledge management.

Duties : Provide administrative and logistical support to the Research and Knowledge Management Unit, including scheduling meetings, preparing agendas, taking minutes and coordinating evaluation workshops. Participate during the coordination of evaluation activities, including organising data collection logistics, stakeholder engagements and dissemination events. Support the development and maintenance of the Knowledge Management System, including filing, archiving and updating knowledge products. Compile evaluation and progress reports. Provide inputs for monitoring the implementation of evaluation recommendations and capture follow-up actions for reporting purposes. Ensure proper document control, including safe storage, version control and retrieval of evaluation documents, research reports and data. Perform general office administration duties such as procurement coordination, record keeping, managing correspondence and handling logistics for evaluation activities. Render support to supervisors and senior managers in the unit.

Enquiries : Ms. H. Pretorius, Tel.: (018) 388 1366/1254
E-mail To : DPWRHORRecruit6@nwpg.gov.za.

RISK MANGT & INTERNAL CONTROL – POSTS

Post : Assistant Director- Risk Management (x1)
Salary : R487 197 per annum (SL 9)
Ref No. : H/O 20/2026
Center : Head Office - Mahikeng

Requirements: Qualifications: National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Risk Management/ Internal Audit/ Accounting/ Economics/ Compliance Management. A valid driver's license. **Experience:** 3 years relevant experience in Risk Management of which 2 years should be at supervisory level. **Knowledge:** Public Service Act, Public Service Regulations, Public Finance Management Act, Public Sector Risk Management Framework. COSO Framework. King Report on Corporate Governance. Treasury Regulations. Anti-fraud and corruption policies. Criminal and Commercial Law. Labour Relations legislation, policies, and procedures. **Skills:** Analytical and strategic management skills. Financial management. Facilitation and presentation. Investigation and interviewing.

People management. Computer literacy. Time management. Communication (written and verbal). Interpersonal skills. Planning and organizing. Report writing skills.

Duties: Develop, revise & implement risk management policies, frameworks, strategies, and procedures. Monitor organizational risk management, ethics and integrity management implementation plans. Facilitate and coordinate risk assessments (strategic, operational, project) across divisions. Maintain risk registers. Monitor emerging risks and update registers regularly. Develop and implement mitigation/treatment plans. Track progress of risk mitigation plans and review controls' effectiveness. Conduct fraud investigation, corruption or compliance failures. Facilitate capacity building sessions to departmental staff on organizational risk and integrity management policies, processes and procedures. Prepare periodic risk reports (quarterly, annually etc.) to senior management and/or risk committees. Present findings, risk trends, recommendations, and advise on risk exposure. Develop, test and review business continuity plans. Liaise with internal departments, external auditors and regulatory bodies. Render secretariat services for Risk Management Committee. Supervise staff, ensure skills development and performance management. Willingness to travel as required.

Enquiries : Ms K. Masilo, tel.: (018) 388 1116

E-mail To : DPWRHORRecruit2@nwpg.gov.za.

Post : Assistant Director- Internal Control and Fraud-Losses (x2)
Salary : R487 197 per annum (SL 9)
Ref No. : H/O 21/2026
Center : Head Office - Mahikeng

Requirements: Qualifications: National Senior Certificate plus an appropriate National Diploma/ Bachelor's degree in Internal Audit/ Cost and Management Accounting/ Accounting/ Managerial Accounting and Finance Management/ Accounting Science and Finance Accounting. A valid driver's license. **Experience:** 3 years relevant experience in an Internal Control or Internal Audit environment of which 2 years must be at supervisory level. **Knowledge:** In-depth understanding and knowledge of the Public Service regulations. Government Systems and Operations. PFMA, Treasury Regulations. Departmental SCM policies and regulations. **Skills:** Strong interpersonal & communication (written & verbal). A sound computer literacy in Advanced Microsoft Word, Excel and PowerPoint, Presentation and Report writing. Analytical and problem solving. Good organizing and planning. Conflict Management. Policy interpretation. Client orientated and customer focused. Ability to work independently and under pressure. Decision-making and maintain confidentiality.

Duties: Develop and implement internal control frameworks. Conduct internal control assessments and monitor external audit action plans. Ensure compliance with PFMA, Treasury Regulations, and internal control standards. Lead implementation and oversight of internal control policies, SOPs, and delegations of authority. Ensure compliance with policies and procedures. Compile monthly, quarterly and annual reports. Supervise subordinates and conduct training, to ensure effective internal control services.

Enquiries : Mr G. Molefi, tel.: (018) 388 1170

E-mail To : DPWRHORRecruit2@nwpg.gov.za.

Post : Senior Risk Practitioner – Risk Management (x1)
Salary : R413 001 per annum (SL 8)
Ref No. : H/O 22/2026
Center : Head Office – Mahikeng

Requirements: Qualifications: National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Risk Management/ Internal Audit/ Accounting/ Economics/ Compliance Management. A valid driver's license. **Experience:** 2 years relevant experience in Risk Management.



Knowledge: Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA). Treasury Regulations. Risk Management Frameworks. Internal Control Systems. Financial Reporting Standards. **Skills:** Analytical and problem-solving skills. Communication (verbal and written). Interpersonal skills. Computer Literacy (Advanced MS Office). Report writing and presentation skills. Ability to work independently and as part of a team. Planning and organizing skills. Client orientation and customer focus. Ability to work under pressure.

Duties: Lead the identification and evaluation of financial and operational risks across the department. Develop and maintain comprehensive risk registers and risk response plans ensuring they are regularly updated and aligned with departmental objectives. Design and implement effective risk mitigation strategies and internal controls. Develop and implement Risk Management strategy, framework and policy. Monitor the effectiveness of these strategies and controls. Address emerging risks. Prepare detailed risk reports for senior management and relevant committees. Maintain accurate records of risk assessments, mitigation strategies, and outcomes. Develop and deliver training programs to enhance risk awareness and management capabilities within the department. Provide guidance and support to staff on risk-related matters. Liaise with internal and external stakeholders to promote risk-awareness culture. Represent the department in risk management forums and committees. Regularly review and improve risk management processes and practices. Implement best practices and lessons learned to enhance the department's risk management framework. Coordinate and facilitate the activities of the Risk Management Committee and perform the secretarial function. Willingness to travel as required.

Enquiries : Ms K. Masilo, tel.: (018) 388 1116

E-mail To : DPWRHORRecruit2@nwpg.gov.za.

Post : Senior State Accountant - Compliance in Internal Control (x1)

Salary : R413 001 per annum (SL 8)

Ref No. : H/O 23/2026

Center : Head Office – Mahikeng

Requirements: Qualifications: National Senior Certificate plus an appropriate National Diploma/ Bachelor's degree in Internal Audit/ Cost and Management Accounting/ Financial Accounting/ Managerial Accounting and Finance Management/ Accounting Science and Finance Accounting/ Accounting. A valid driver's license. **Experience:** 2 years relevant experience in Internal Control or Financial Management environment. **Knowledge:** In-depth understanding and knowledge of the Public Service regulations. Government Systems and Operations. PFMA, Treasury Regulations. Departmental SCM policies and regulations. **Skills:** Strong interpersonal and communication skills (written & verbal). A sound computer literacy in Advanced Microsoft Word, Excel and PowerPoint, Presentation and Report writing. Proficient in planning and organizing. Problem solving. Policy interpretation. Maintain confidentiality. Ability to work independently and under pressure.

Duties: Detect and investigate internal control weaknesses including irregular expenditure and report findings with recommendations. Assess internal control failings and support corrective. Maintain statistics on internal control incidents and prepare accurate reports. Handle internal control unit's day-to-day queries to ensure timely and accurate resolutions. Provide inputs in the compilation of monthly, quarterly and annual reports

Enquiries : Mr G. Molefi, tel.: (018) 388 1170

E-mail To : DPWRHORRecruit2@nwpg.gov.za.

LEGAL SERVICES - POSTS

Post : Legal Admin Officer (x2)
Salary : R483 219 per annum (MR-5)
Ref No. : H/O 24/2026
Center : Mahikeng Head Office

Requirements: Qualifications: National Senior Certificate plus Bachelor's Degree in LLB. A valid driver's license. **Experience:** At least 8 years' appropriate post qualification legal experience. **Knowledge:** Knowledge of the process of litigation including labour forums. Knowledge of case flow management. Drafting of legal documents. Knowledge of legislative framework of the Public Sector. **Skills:** Legal research. Analytical skills. Legal drafting. Decision making. Dispute resolution. Report writing. Computer skills. Conflict resolution. Problem solving. Communication (verbal and written).

Duties: Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome /result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation /justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. 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 : Mr I.R Mokwena, Tel.: (018) 388 4148
E-mail To : DPWRHORrecruit6@nwpg.gov.za.

Post : Admin Officer (x1)
Salary : R338 106 per annum (SL 7)
Ref No. : H/O 33/2026
Center : Mahikeng Head Office

Requirements: Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's Degree in Public Administration/ Law or relevant qualification. **Experience:** 1-2 years' relevant experience. **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:** Computer skills. Planning and organisation. Good verbal and written communication skills. Teamwork. Flexibility. Interpersonal Relations. Report writing.

Duties: Render general administrative support within the Legal Unit. Provide secretariat services to committees coordinated by the Legal Unit. Maintain and manage legal files, case files and related documentation. Ensure proper safekeeping and confidentiality of legal records. Draft and type routine legal correspondence and memorandum. Receive and distribute legal documents to relevant officials. Provide supply chain clerical, personnel administration and financial administration support services within the component. Assist with procurement processes for legal services and related resources. Maintain a register of litigation and advisory matters. Manage outgoing and incoming correspondences within the Legal Unit. Coordinate logistical arrangements for meetings, workshops and consultations.

Enquiries : Mr I.R Mokwena, Tel.: (018) 388 4148
E-mail To : DPWRHORrecruit6@nwpg.gov.za.



MANAGEMENT ACCOUNTING

Post : Assistant Director-Budget Management (x1)
Salary : R487 197 per annum (SL 9)
Ref No. : H/O 30/2026
Center : Head Office - Mahikeng

Requirements: Qualifications: National Senior Certificate plus National Diploma/ Bachelor's degree in Financial Management/ Accounting/ Cost and Management Accounting or related field. A valid driver's license. **Experience:** 3 years' relevant experience in budgeting management and reporting of which 2 years should be at supervisory level. **Knowledge:** Knowledge of Basic Accounting Systems, Vulindlela and Walker System. In-depth understanding and knowledge of the Public Service. Government Systems and Operations. Public Finance Management Act. DORA. Treasury Regulations. Departmental SCM policies and regulations. **Skills:** Report writing skills. Numerical accuracy. Good interpersonal & communication (written & verbal). A sound computer literacy in Microsoft Word, Excel and PowerPoint, Presentation skills. Analytical and problem solving. Organizational and planning. **Personal Attributes:** The incumbent must be assertive and self-driven, innovative and creative. Client orientated and customer focused. Ability to work independently and under pressure. Ability to maintain confidentiality.

Duties: Ensure alignment with PFMA, Treasury Regulations and Treasury Guidelines for the compilation and submission of the Medium Term Expenditure Framework (MTFEF) budget. Allocate the department's limited budget accurately and timeously to address the department's critical and priority needs. Ensure the attainment of annual targets. Monitor and evaluate monthly Departmental expenditure reports against the spending plan. Compile and consolidate revised annual cash flow projections of the Programme. Coordinate and monitor Programme Budget. Advice and assist managers with costing of short medium and long term plans. Coordinate and advice on the reprioritization of funds to ensure that they are directed and utilized to the best achievement of the Departmental objectives. Prepare the appropriation Statement and final Virements for the Annual Financial Statements. Prepare and submits financial reports as per proper financial management system. Ensure compliance with policies and procedures. Compile monthly, quarterly and annual reports. Supervise subordinates.

Enquiries : Ms. M. Mabeleng, Tel.: (018) 388 1471
E-mail To : DPWRHORecruit2@nwpg.gov.za.

Post : Senior State Accountant-Budget Management (x2)
Salary : R413 001 per annum (SL 8)
Ref No. : H/O 31/2026
Center : Mahikeng Head Office

Requirements: Qualifications: National Senior Certificate plus National Diploma/ Bachelor's degree in Financial Management/ Accounting/ Cost and Management Accounting or related field. A valid driver's license. **Experience:** 2 years relevant experience in Budget Management and Reporting. **Knowledge:** Knowledge of Basic Accounting Systems (BAS), Vulindlela and Walker System. In-depth understanding GRAP, Public Service Act and Resolutions, Government Systems and Operations, Public Finance Management Act, DORA, Treasury Regulations, policies and regulations. **Skills:** Report writing. Numerical accuracy. Good interpersonal & communication (written and verbal). A sound computer literacy in Microsoft Office, Presentation skills, Sound accounting skills, Analytical and problem solving. Organizational and planning skills.

Duties: Provide support with budget planning and controlling in Head Office and Districts. Compile annual budget, adjustment budget in line with Medium Term Expenditure Framework (MTEF) budget of the Department. Analyse financial information to ensure all operations are within the approved budget. Monitor the expenditure against the approved budget. Prepare budget management reports. Render sound financial advice to programmes relating to the budget. Upload budget onto the Basic Accounting System. Provide advice on early warning signing with budget spending patterns. Perform shifting and virements of funds and assist in the preparation of rollovers. Provide support with the preparation of Interim and Annual Financial Statements. Prepare In-Year Monitoring report. Provide support in during the auditing process by both internal and external auditors. Provide support with preparing and monitoring departmental cash flow. Supervise subordinates.

Enquiries : Ms. M. Mabeleng, Tel.: (018) 388 1471
E-mail To : DPWRHORecruit2@nwpg.gov.za.

Post : State Accountant-Budget Management (x2)
Salary : R338 106 per annum (SL 7)
Ref No. : H/O 32/2026
Center : Mahikeng Head Office

Requirements: Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's degree in Financial Management/ Accounting/ Cost and Management Accounting. A valid driver's license.

Experience: 1 to 2 years relevant experience in Finance. **Knowledge:** Knowledge of Basic Accounting Systems (BAS), Vulindlela and Walker System. Public Service Act and Resolutions, Government Systems and Operations. Public Finance Management Act. DORA. Treasury Regulations, Policies and regulations.

Skills: Report Writing. Numerical accuracy. Good interpersonal and communication skills (written and verbal). A sound computer literacy in Microsoft Office, Sound accounting skills, Organizational and planning skills.

Duties: Render administrative support services in the unit. Provide support with regard to financial planning and management. Provide inputs in the compilation of the annual budget, adjustment budget in line with Medium Term Expenditure Framework (MTEF) budget of the department. Capture allocated budget on Basic Accounting System (BAS) as per eight segments. Capture and ensure correctness of budget allocations. Handle budget related queries. Request and distribution of monthly financial reports. Perform shifting of funds and virements. Provide support in the preparation of interim and Annual Financial Statements. Provide support in the preparation of In-Year Monitoring report. Provide support in during the auditing process by both internal and external auditors. Provide support in the preparation and monitoring of departmental cash flow. Compile weekly, monthly, quarterly and annual reports.

Enquiries : Ms. M. Mabeleng, Tel.: (018) 388 1471
E-mail To : DPWRHORecruit2@nwpg.gov.za.

INTEGRATED EMPLOYEE HEALTH AND WELLNESS

POST : Senior Personnel Practitioner-Occupational Health and Safety (x1) Re-Advert
SALARY : R413 001 per annum (SL 8)
REF NO : H/O 25/2025
CENTER : Head Office - Mahikeng

REQUIREMENTS: Qualifications: National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Occupational Health and Safety/ Safety Management/ Industrial Sociology/ Occupational Hygiene. Registration with the South African Institute of Occupational Safety and Health

(SAIOSH) or Southern African Institute for Occupational Hygiene (SAIOH). A valid driver's license. **Experience:** Minimum 2-3 years relevant experience in Occupational Health and Safety environment. **Knowledge:** Occupational Health and Safety Act, 85 of 1993. Compensation of Injuries and Diseases Act, 130 of 1993. Incident investigation. Hazard Identification and Risk Assessment. Understanding of government legislation. Emergency evacuation. **Skills:** Computer literacy in MS Word, Power Point and Excel. Good verbal and written communication skills. Report writing. Ability to work independently and as part of a team. Willingness to work long hours and travel extensively. Policy implementation. Flexibility.

DUTIES : Coordinate Occupational Health and Safety Act and its regulations. Develop and implement OHS policies. Ensure that the department complies with OHS regulations and standards. Assess and monitor the effectiveness of safety programs in the department. Facilitate health and safety awareness for employees in the department. Investigate and report all incidents and accidents that occur in the workplace. Arrange medical surveillance for all eligible employees. Conduct health and safety inspections and audits and make recommendations. Coordinate health and safety training of personnel. Coordinate statutory appointments in the department. Coordinate provincial OHS Committee meetings. Compile monthly, quarterly and annual OHS reports. Liaise with internal and external stakeholders on OHS matters. Develop and implement emergency evacuation plans, facilitate emergency evacuation drills and ensure maintenance of emergency evacuation equipment. Supervise sub-ordinates.

Enquiries : Ms K. Mosiemang Tel.: (018) 388 4320

E-mail To : DPWRHORRecruit1@nwpg.gov.za.

Post : Personnel Practitioner – Occupational Health and Safety (x1) Re-Advert

Salary : R338 106 per annum (SL 7)

Ref No. : H/O 26/2026

Center : Mahikeng Head Office

Requirements: Qualifications: National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Occupational Health and Safety/ Safety Management/ Occupational Hygiene. Registration with the South African Institute of Occupational Safety and Health (SAIOSH) or Southern African Institute for Occupational Hygiene (SAIOH). A valid driver's license. **Experience:** 1-2 years relevant work experience in Occupational Health and Safety environment. **Knowledge:** Knowledge of Public Service Regulations. Public Service Act. Occupational Health and Safety Act, 85 of 1993. Compensation of Injuries and Diseases Act, 130 of 1993. Incident investigation. Hazard Identification and Risk Assessment. Understanding of government legislation. Emergency evacuation. **Skills:** Computer literacy in MS Word, Excel, Power Point. Communication skills (verbal and written). Report writing. Ability to work independently and as part of a team. Willingness to work long hours and travel extensively. Policy implementation. Flexibility.

Duties: Implement and monitor Occupational Health and Safety Act and its regulations. Implement OHS policies. Maintain safety records. Conduct health and safety awareness for employees. Investigate and report incidents and accidents that occur in the workplace. Respond to health and safety concerns raised by employees. Arrange medical surveillance for all eligible employees. Identify hazards, conduct risk assessments and make recommendations. Measure and evaluate level of exposure to identified hazards. Conduct safety inspections and audits. Arrange OHS Committee meetings. Implement control measures to minimize and eliminate risks. Compile monthly, quarterly and annual OHS reports. Promote safety in the workplace. Liaise with internal and external stakeholders on OHS matters. Conduct emergency evacuation exercises. Supervise sub-ordinates.

Enquiries : Ms K. Mosiemang Tel.: (018) 388 4320

E-mail To : DPWRHORRecruit1@nwpg.gov.za.

HEAD OF DEPARTMENT - POST

POST : Personal Assistant - HOD Support (x1)
SALARY : R338 106 per annum (SL 7)
REF. NO. : H/O 37/2026
CENTRE : Head Office – Mahikeng

NB: THIS IS AN INTERNAL ADVERT WHICH IS RESTRICTED TO PERMANENT EMPLOYEES AND CONTRACT OR INTERN WORKERS WHO ARE SERVING THE NORTH WEST DEPARTMENTS.

REQUIREMENTS : Qualifications: National Senior Certificate plus a Diploma in Secretariat/ Office Administration/ Office Management/ Management Assistant. **Experience:** Minimum 3-5 years' experience in rendering support service to senior management environment. **Knowledge:** Knowledge on the relevant legislation/ policies/ prescripts/ procedures. Basic knowledge on financial administration. Knowledge of working procedures in terms of the working environment. Knowledge of clerical duties. **Skills:** Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy (MS Word, MS Excel, Access, PowerPoint). Sound organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES: Provide secretarial/ receptionist support service to the Head of Department. Receive telephone calls in an environment where, in addition to the calls for the senior manager discretion is required, to decide to whom the call should be forwarded. Performs advanced typing work. Operate and ensure that office equipment are in good working order. Records the engagements of the Head of Department. Utilize discretion to decide whether to accept or decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the Head of Department. Ensure the safekeeping of all documentation in the office of the Head of Department. Obtains inputs, collates and compiles reports. Respond to enquiries received from internal and external stakeholders. Provide support to the Head of Department regarding meetings. Scrutinise documents to determine actions/ information/ other documents required for meetings. Record minutes/ decisions and communicate to relevant role-players, follow up on progress made. Supports the HOD with the administration of the HOD's budget. Study the relevant Public Service and the departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms. N.V Matlapeng tell: (018) 388 4453 / 4287
E-MAIL TO : DPWRHORRecruit1@nwpg.gov.za.



BOJANALA DISTRICT RUSTENBURG - POSTS

APPLICATIONS : All Applications must be Submitted Online, or Hand Delivered or Courier to Registry Office no, Old Industrial Site, Waterfall Avenue, Rustenburg. 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 : Acting Corporate Manager – Mr. T.L. Kojane.

PLACEMENT DATE : 12 June 2026 and Closing Date: 29 June 2026, All Handed/Courier/E-mailed Applications must have reached the Department by 15h30 pm Walk-in and E-mail After (00h00 Mid-night) online will, as a rule will not be accepted.

POST : DEPUTY DIRECTOR: BUILDINGS INSPECTORATE (x1)
SALARY : R1 101 468 per annum (SL12) an all-inclusive remuneration package
REF. NO. : BOJ 01/2026
CENTRE : Bojanala District Office

REQUIREMENTS : **Qualifications:** National Senior Certificate plus an appropriate Bachelor's Degree (NQF Level 7) in Property Management/ Civil Engineering/ Quantity Surveyor or related field in build environment. **Experience:** Minimum 3-5 years' of experience in the built environment of which 3 year's should be at Assistant Director Level. A valid driver's license. **Knowledge:** Knowledge and understanding of building in the built environment. Monitoring and Evaluation. Project closure. Building norms and standards. Building regulations and contracts. Maintenance of various equipment. Measuring and estimating of value of works and compilation of tender documents for various Projects. Knowledge of Public Service Regulations. Knowledge of government policies and planning systems. **Skills:** Computer (MS Word, Excel, PowerPoint). Management Skill. Communication skill (verbal & written). Project Management. Conflict Management Skill. Planning and Organising. Analysis and problem solving. Report writing. Planning, Design and execution. Ability to influence and motivate others including members of the public and client departments. Assertiveness. Problem Solving. Good planner, Team builder and coordinator. Client and market orientation. Flexibility and teamwork. Receptive to suggestions and ideas. Excellent coordination. Willingness to work under pressure. Ability to meet deadlines.

DUTIES : Manage and provide day to day routine maintenance, repairs and renovations of buildings in the district. Deliver, repair and renovate projects in line with Infrastructure Delivery Management System (IDMS). Respond to Infrastructure Programme Management Plan with Infrastructure Programme Implementation Plan. Approve implementation of repair and renovations and maintenance reports. Ensure tender documents are accurate. Ensure compliance with relevant Acts, Joint Building Contract Committee. Implementation of minor building projects. Manage contract and reporting. Interact with Community, Stakeholders, Municipalities, Public Entities and Provincial Departments. Manage building maintenance in service points. Manage the resources of the Sub-Directorate.

ENQUIRY : Ms K.R Morena, Tel: (087) 086 5944
E-MAIL TO : DPWRBOJANALARecruit@nwpg.gov.za.

POST : DEPUTY DIRECTOR: CORPORATE MANAGEMENT (x1)
SALARY : R932 292 per annum (SL11) an all-inclusive remuneration package
REF. NO. : BOJ 02/2026
CENTRE : Bojanala District Office

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF -6)/ Bachelor's Degree (NQF-7) in Human Resource Management/ Public Management/ Public Administration/ Industrial Psychology. **Experience:** Minimum of 3-5 years relevant experience of which 3 years should be at Assistant Director Level. A valid driver's license. **Knowledge:** Knowledge of Public Service Regulations, Public Service Act, Public Financial Management Act, Employment Equity Act, Knowledge of Human Resource Management, HR policies and prescripts, Knowledge and understanding of Public Service Policies. Knowledge of PERSAL system. **Skills:** Computer literacy (MS Word, Excel, Power Point), Analytical thinking, Conflict resolution, Effective communication skills (Verbal and written), Interpretation skill, Report writing skill, Good planning and organizing skills, Data Collection Skills, People Management, Project Management, Presentation and facilitation skills.

DUTIES : Determine and satisfy the districts human resource needs and ensure representatively within the workplace. Manage recruitment processes and service benefits. Manage performance management. Manage skills development. Manage labour relations matters. Promote and maintain employee health and wellness programmes. Provide information management and technological services. Oversee records management. Compile monthly, quarterly and annual reports. Manage the Sub-Directorate.

ENQUIRY : Ms K.R Morena, Tel: (087) 086 5944
E-MAIL TO : DPWRBOJANALARecruit@nwpg.gov.za.

POST : CONTROL WORKS INSPECTOR (x1)
SALARY : R605 742 per annum (SL10)
REF. NO. : BOJ 03/2026
CENTRE : Rustenburg Services Point

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) or N3 and a passed Trade Test in the building environment or registration as an Engineering Technician. **Experience:** More than 6 years appropriate experience. A valid driver license. **Knowledge:** Knowledge of the Public Service Act. Public Service Regulation. Labour Relation Act. Public Finance Management Act. Occupational Health and Safety Act. Construction Manual. Ribbon Development Act. **Skills:** Computer Literacy (MS Word, Excel, PowerPoint). Numeracy skills. Effective communication skills (Verbal and written). Interpersonal relations. Analytical and problem solving abilities. Negotiation and conflict resolution skill. Creative and innovative. Report writing skills. Presentation skills. Ability to work independently. Ability to work under pressure. Ability to interact with stakeholders on various levels.

DUTIES : Manage the process for identification of needs, new services and requirements for minor new work and repairs to existing work. Facilitate, co-ordinate and control the implementation of new works, repair and renovations and maintenance. Ensure compliance with relevant project documentation for new and existing structures. Manage activities of contractors and consultants. Gather and submit information in terms of extended public works programme. Ensure compliance to Public Finance Management Act (PFMA). Manage activities of contractors and consultants. Manage the service point.

ENQUIRY : Ms K.R Morena, Tel: (087) 086 5944
E-MAIL TO : DPWRBOJANALARecruit@nwpg.gov.za.

