



## public works & roads

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

### DIRECTORATE: HUMAN RESOURCE MANAGEMENT

#### VACANCY, CIRCULAR NO. 2 OF 2025 - H/O

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

**CLOSING DATE** : **27 June 2025**, (Posted, Handed and E-mailed Applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online, as a rule not be accepted).

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

**COMPLIANCE** : It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service Departments or on the DPSA Website, [www.dpsa.gov.za](http://www.dpsa.gov.za). Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialed only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae.

The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequential period. Outline or provide the sufficient information about related experience and key responsibilities with respective dates and include three (3) names contactable referees. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth/ work permit, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the required information. Part F is compulsory to be completed for applicants seeking re-employment into Public Service.

Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of

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candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest.

**NB:** Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

### **MANAGEMENT ECHELON - POSTS**

- APPLICATIONS** : All Applications for Head Office must be submitted online, or Hand delivered to Registry Office no. 133, Ground Floor, West Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Human Resource Manager, Public Works and Roads, Private Bag X2080, Mmabatho, 2735. Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za).
- FOR ATTENTION** : HRM Recruitment - Mr. M.E Khauoe.
- POST** : Chief Director: Immovable Asset Management (x1)
- REF NO** : H/O 11/2025
- SALARY** : R1 436 022 Per Annum (SL14) an all-inclusive remuneration package
- CENTRE** : Head Office – Mahikeng
- REQUIREMENTS** : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level-7) in Property Management/ Town & Regional Planning/ Real Estate/ Property Law/ Property Valuation. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at a senior managerial level. Extensive experience in immovable asset and property management. A valid driver's license.
- Knowledge: Knowledge of the North West Land Administration Act, Government Immovable Asset Management Act (GIAMA), Horticultural processes/regulations, Cleaning and Hygiene Industry, Integrated Facilities Management, Occupational Health and Safety Act, Public Service Regulation. Public Service Act, Government procurement system and related legislation (e.g. PPPFA and PFMA), Treasury Regulations, Minimum Information Security Standards (MISS) Act, Understanding of building management legislation, Knowledge and understanding of: the relevant General Conditions of Contract, National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements.

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Skills: Understanding of change management and financial management. Programme and Project Management skills, Strategic capability and leadership, Change Management, Knowledge Management, Service Delivery Innovation, Conflict Resolution, Research and policy formulation, Computer Literacy (MS Word, Excel, Power Point), People Management and Empowerment, Strategic Capability and Leadership, Report writing, Good planning and organizing skills, Data Collection. Problem solving, presentation and facilitation skills. Analytical, innovative, interpersonal skills. Ability to work under pressure, willingness to travel and work beyond normal working hours.

**DUTIES** : Manage state owned property portfolio, housing accommodation and property payments. Oversee, plan, and co-ordinate the strategic management of state owned immovable properties which includes provision of accommodation for all provincial departments as well as acquisition and disposal of land and redundant properties. Oversee the management and maintenance of Prestige Buildings. Manage prestige property portfolio through the implementation of the ministerial handbook. Manage the implementation of GIAMA to ensure the effective, efficient and economic use and maintenance of immovable assets which includes, proactive life cycle management of the Provincial building Immoveable Asset Portfolio). Oversee the management of the leases and housing rental portfolio including the management of lease contracts as well as co-ordination of property services including the cleaning and gardening services. Produce Asset management Plans that will inform the Provincial Planning and budgeting process. Manage the Immoveable Asset Management Policies, Strategies and maintain Provincial Asset Register. Provide guidance and support to User Departments (Client Departments) on the management of immovable assets. Ensure compliance with Asset Management Guidelines as prescribed by Treasury and the Auditor-General through regular conditional assessments and valuation of assets. Implement the infrastructure Delivery Improvement Programme (IDIP) requirements. Provide strategic leadership to the Chief Directorate Immoveable Asset Management.

**ENQUIRY** : Dr. NMG Mfikwe tell: (018) 388 2426  
Use the correct E-mail: DPWRHORecruit@nwpg.gov.za.

**POST** : Director: Planning and Information (x1)  
**REF NO** : H/O 12/2025  
**SALARY** : R1 216 824 per annum (SL13) an all-inclusive remuneration package  
**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) In Financial Management/ Financial Accounting/ Auditing/ Cost Management and Accounting/ Property Studies/ Town & Regional Planning/ Real Estate/ Property Valuation. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license.  
Knowledge: Knowledge of the North West Land Administration Act, Government Immoveable Asset Management Act (GIAMA), Public Service Regulation, Public Service Act, Supply Chain Management Practices, Government procurement systems and related legislation (e.g. PPPFA and PFMA), Treasury Regulations,

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Minimum Information Security Standards (MISS) Act. Understanding of building management legislation. Competencies in terms of the SMS Competency Framework. Compliance with the Occupational Health and Safety Act. Knowledge of labour intensive mode.

Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.

**DUTIES** : Manage the immovable asset management policies and strategies. Design and maintain the Provincial Asset Register System. Co-ordinate vesting of properties. Manage proclamations and inherent legislation. Manage financial assets accounts and reporting. Manage the property payments. Manage the administration of the Provincial Residential Housing Portfolio. Co-ordinate the review and update of residential lease database. Co-ordinate tenants verification process during and after allocation process. Develop policies and procedures for the management of state owned residences. Ensure effective co-ordination and administration of residential leases at District offices. Manage land administration and administer town planning services. Manage commercial lease and implement alternative acquisition strategies. Manage the resources in the Directorate.

**ENQUIRY** : Dr. NMG Mfikwe tell: (018) 388 2426  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za).

**POST** : Director: Provincial Departments Infrastructure, Construction, Maintenance and Technical Portfolio Support (x1)

**REF NO** : H/O 13/2025

**SALARY** : R1 216 824 Per Annum (SL13) an all-inclusive remuneration package

**CENTER** : Head Office – Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus a Bachelor's Degree/B-Tech (NQF Level-7) in Engineering Built environment. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/senior managerial level. A valid driver's license.

Knowledge: Management of professional teams within the built environment. Extensive knowledge of all engineering aspects of the building and construction environment. Advanced knowledge and understanding of the following Acts: Government Procurement systems and related legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Proven programme/ project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Contract Management. Project Management. Ability to maintain integrity and confidential information.

Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal

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relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.

**DUTIES** : Manage infrastructure, maintenance and technical portfolio support for Provincial Departments. Determine life cycle-costs and condition assessments norms and standards for provincial departments. Monitor the implementation of condition assessments. Manage Infrastructure delivery programmes. Enforce validation of building plans. Manage implementation of projects including contract management in line with budgets, timeframes and quality standards. Manage client department projects. Co-ordinate and Plan building Infrastructure projects. Collate the Infrastructure Programme Management Plan and B5 project list. Evaluate and recommend feasibility study/ scoping report, preliminary Design, detailed design and tender documentation. Manage procurement of construction projects supported by departmental SCM. Manage and update building standards documents and procedures. Manage the resources within the Directorate.

**ENQUIRY** : Mr. M. Chwene tell: (018) 388 4460  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

**POST** : District Director (x1)  
**REF NO** : KK 01/2025  
**SALARY** : R1 216 824 per annum (SL13) an all-inclusive remuneration package  
**CENTER** : Dr Kenneth Kaunda District Office-Potchefstroom

**REQUIREMENTS** : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level-7) in any Built Environment discipline/ Public Administration/ Public Management or related field. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license.  
Knowledge: Knowledge and understanding of - Public Service Act; Public Service Regulations and related HRM Acts, PFMA and Treasury Regulations; Supply Chain Management Practices; Competencies in terms of the SMS Competency Framework; Construction Industry Development Board Regulations and best practice requirements; Compliance with the Occupational Health and Safety Act; Knowledge of labour intensive mode.  
Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.

**DUTIES** : Implement infrastructure project/ programmes and condition assessments. Ensure effective and efficient implementation of planned building maintenance projects within the time and budget allocations. Manage day-to-day preventative and renovate maintenance scheduling and programming. Implement property management services. Manage the provision of roads maintenance services and maintenance of the construction plant for the District. Render oversight on Capital Expenditure (CAPEX) Projects. Manage community based programmes (i.e.

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EPWP) and ensure job opportunity creation in the District. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements. Implement monitoring and reporting systems and ensure implementation of appropriate remedial actions where applicable. Manage corporate support services inclusive of District budget and other resources. Ensure effective and efficient risk management within the District.

ENQUIRY : Dr. NMG Mfikwe tell: (018) 388 2426  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

### **HEAD OFFICE - OTHER POSTS**

POST : Deputy Director - Buildings Infrastructure (x1)  
SALARY : R896 436 per annum (SL-11) an all-inclusive remuneration package  
REF NO : H/O 14/2025  
CENTER : Head Office

REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate a Bachelor's Degree (NQF Level 7) in Civil Engineering or Quantity Surveyor or related field in build environment. Experience: Minimum 3-5 years' of experience in the built environment of which 3 years should be at Assistant Director Level. A valid driver's license.  
Knowledge: Knowledge of government policies and planning systems. Construction projects. Design and labour intensive construction projects. Civil engineering related projects. Processing payment certificates. Measuring and estimating of value of works and compilation of tender documents for various Infrastructure Projects. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations.  
Skills: Project management. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer skills. Planning and organising. People management. Report writing skills. Presentation Skills. Willingness to travel and work beyond normal working hours.

DUTIES : Determine life cycle-costs and condition assessment norms and standards for buildings infrastructure (aligned to the prescribed norms and standards). Manage the preparation of life cycle infrastructure maintenance plans. Provide inputs and data to develop the U-AMP (User-Asset Management Plan). Plan and monitor the implementation of condition assessments for buildings infrastructure. Manage the interpretation of condition assessment findings and facilitate the updating of the Asset Register and relevant information systems. Manage procurement of construction projects supported by Departmental SCM Policies. Manage implementation of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Coordinate Performance Information of the Directorate and liaise with Monitoring and Evaluation. Participate in Departmental Committees. Manage day-to-day operational aspects of a project. Effectively apply methodology and enforce project

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standards to minimize risk on projects. Project accounting and financial management. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Register interim payment certificates. Scrutinize and analyse the account for correctness. Verify calculations. Manage and ensure each project is implemented within allocated budget. Ensure projects are implemented according to program of Public works and Roads. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Provide inputs on the development/review of B5 list and Budget. Manage the Sub-Directorate.

ENQUIRY : Mr. M Sepotokele and Mr. T Chanda tell: 018 388 4516/4199  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

POST : Deputy Director - Organizational Design and Change Management (x1)  
REF NO : H/O 15/2025  
SALARY : R896 436 per annum (SL-11) an all-inclusive remuneration package  
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. Experience: Minimum 3-5 years' experience in the relevant of which 3 years should be at Assistant Director Level. A valid driver's license.  
*Knowledge:* Knowledge of Public Service Regulation. Public Service Act. PFMA. Knowledge of Human Resource Management. HR policies and prescripts. Knowledge Job Design practices and Job Evaluation principles. Job description development & 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, Power Point). Analytical thinking. Conflict resolution. Financial Management. 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. 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 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  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za).

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POST : Deputy Director - Human Resource Planning and Systems (x1)  
REF NO : H/O 16/2025  
SALARY : R896 436 per annum (SL-11) an all-inclusive remuneration package  
CENTER : Head Office - Mahikeng

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/ equivalent Information & Systems qualification. 3-5 years relevant experience of which 3 years should be at Assistant Director Level. Experience: Minimum 3-5 years' experience in the relevant field of which 3 years should be at Assistant Director Level. Related PERSAL training certificates. A valid driver's license.  
Knowledge: Knowledge of Public Service Regulation, Public Service Act, PFMA, Knowledge of Human Resource Management Legislations, prescripts and policies. Knowledge and understanding of Public Service Policies. Working knowledge and experience of PERSAL system. Employment Equity Act. Human Resource Planning. Policy development.  
Skills: Computer Literacy (MS Word, Excel, Power Point). Ability to generate and interpret PERSAL reports. Analytical thinking. Conflict resolution. Financial Management. Effective communication skills (Verbal and written). Interpretation skill. Interpersonal skills. Report writing skills. Good planning and organizing skills. Data Collection Skills. Problem solving skills. People Management. Project management skills. Presentation and facilitation skills.

DUTIES : Manage and facilitate Human Resource client support and establishment administration services. Monitor and ensure effective staff establishment system. Facilitate internal and external HRM client support. Monitor, evaluate and report on human resource information to facilitate planning and decision making. Manage and verify interpretation and analysis of Persal reports. Coordinate and facilitate the conducting of internal human resource audits in terms of standard and adhoc exception reports. Coordinate and facilitate development of the Human Resource strategy, plans and policies. Coordinate and facilitate development of HR policies, systems, processes, and procedures. Coordinate and facilitate the development and implementation of Human Resource and Employment Equity Plans. Coordinate and facilitate implementation of HR Assessment tool. Manage the sub-directorate.

ENQUIRY : Ms. N.V. Matlapeng tell: (018) 388 4453/4287  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : Deputy Director - Human Resource Administration (x1)  
REF NO : H/O 17/2025  
SALARY : R896 436 per annum (SL-11) an all-inclusive remuneration package  
CENTER : Head Office – Mahikeng

REQUIREMENTS : *Qualifications:* National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) Human Resource Management/ Public Management/ Public Administration/ Industrial Psychology. Experience: Minimum 3-5 years' experience in the relevant field of which 3 years should be at Assistant

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Director Level. Related PERSAL training certificates. A valid driver's license. Knowledge: Knowledge of Public Service Regulation, Public Service Act, PFMA, Knowledge of Human Resource Management, HR policies and prescripts. Knowledge and understanding of Public Service Policies. Knowledge of PERSAL system. Policy development.

Skills: Computer Literacy (MS Word, Excel, Power Point). Analytical thinking. Conflict resolution. Financial Management. Effective communication skills (Verbal and written). Interpretation skill. Interpersonal skills. Report writing skills. Good planning and organizing skills. Data Collection Skills. Problem solving skills. People Management. Project management skills. Presentation and facilitation skills.

**DUTIES** : Manage conditions of service, remuneration and employees' benefits. Coordinate the termination of service and payment of exit benefits. Manage and monitor the recruitment, selection and appointment of employees. Provide recruitment and selection advisory support services. Monitor adherence to the Recruitment and Selection Policy, Manage administration of appointments and employees' benefits on the Persal system. Coordinate the compensation of employees. Manage the transfers of employees. Manage records management services. Render the departmental Personnel Controller functions. Manage the sub-directorate.

**ENQUIRY** : Ms. N.V. Matlapeng tell: (018) 388 4453/4287  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

**POST** : Engineering Technician Grade A - Buildings Infrastructure (x1)  
**SALARY** : R391 671 per annum  
**REF NO** : H/O 18/2025  
**CENTER** : Head Office

**REQUIREMENTS** : Qualification: National Senior Certificate plus an appropriate National Diploma In Civil Engineering/ Quantity Surveyor or relevant qualification in build environment. Three years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician.  
Knowledge: Project Management. Technical design and analysis  
Knowledge. 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. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. 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

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technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matter.

ENQUIRY : Mr. M. Sepotokele tell: 018 388 4199  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

POST : Assistant Director: Wellness Management (x1)  
SALARY : R468 459 per annum (SL 09)  
REF NO : H/O 19/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : *Qualifications:* National Senior Certificate plus an appropriate Bachelor Degree (NQF-7) in Social Work or Psychology. Registration with the Council of SACSSP or HPCSA. Experience: Minimum 2-3 years' relevant experience, with at least 3 years at supervisory on salary level 7 or 8 in the spheres of Employee Assistance/ Wellness Programme. A valid driver's license.  
*Knowledge:* Knowledge of Employee Health and Wellness Strategic, Framework in the Public Service, Relevant Legislations, including but not limited to: Labour Relations Act, Public Service Act and Regulations, Employment Equity Act, Occupational Health and Safety Act.  
*Skills:* Good Communication skills (verbal and written), Presentation Skills, Analytical Thinking, Problem Solving, Conflict Management Skills, Supervisory Skills, Computer Literacy in MS Word Packages, Innovative Skills, Good Planning and Organizing Skills, Ability to Work Independently and Work Under Pressure, Willingness to travel and Work extended hours.

DUTIES : Develop policies and programmes to address Employee Health and Wellness in the workplace. Develop policies and programmes for HIV / AIDS, STI and TB Management. Develop policies and programmes for Wellness Management. Develop policies and programmes for Health and Productivity Management. Develop workplace Employee Assistance Programme (EAP). Monthly and quarterly reporting on implementation of Employee Health and Wellness Programmes. Provide Psycho-social support counselling services to employees. Ensure Monitoring and Evaluation of the programme. Division Administration and Control.

ENQUIRY : Mr. Mohau Seitsang tell: (018) 388 4301  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za).

POST : Assistant Director: Conditions of Service (x1)  
SALARY : R468 459 per annum (SL 09)  
REF NO : H/O 20/2025  
CENTER : Head Office - Mahikeng

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

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2-3 years relevant experience of which 2 years should be at supervisory on salary level 7 or 8 in a role relating to Conditions of Service. A valid driver's license. Knowledge: Knowledge of Public Service Act. Public Service Regulations. HRM policies and prescripts. Acts and regulations and DPSA resolutions. Basic Conditions of Employment Act. Government Employees Pension Law. Government Housing Laws. Leave policies. COIDA.

Skills: Computer Literacy (MS Word, Excel, Power point). Communication skills (Verbal and written). Interpersonal skills. Report writing skills. Planning and organizing skills. Problem-solving. Analytical thinking. Client orientation and customer focus. Ability to work under pressure. Ability to work as a team and independently. Ability to maintain integrity and confidentiality. Interpersonal skills.

**DUTIES** : Coordinate the implementation of conditions of service. Administer terminations of service and payment of exit benefits. Administer employee benefits and compensatory practices. Ensure compliance of leave administration processes. Monitor leave of absence of employees, review and approve the leave transactions on Persal system. Monitor the implementation of COIDA in the department. Conduct quality assurance on all COID claims. Manage the division.

**ENQUIRY** : Ms. A.M Mere tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

**POST** : Assistant Director: Labour Relations (x1)  
**SALARY** : R468 459 per annum (SL 09)  
**REF NO** : H/O 21/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's degree (NQF-7) in Labour Relations. Experience: Minimum 3 years practical experience in the field of Labour Relations of which 2 years must be Supervisory level. Labour Relations PERSAL certificate. Computer literacy in the Microsoft packages. A valid driver's license.  
Competencies: Knowledge of Labour legislations/ acts, Public Service policies & regulations, Collective bargaining agreements. Ability to work under pressure. The ability to develop and interpret policies. Integrity and ethical conduct.  
Skills: Research, conflict resolution skills, interpersonal skills, communication (verbal and report writing), investigation, and presentation skills.

**DUTIES** : Manage and coordinate grievances procedures. Handle misconduct cases. Conduct labour relations capacity building within the department. Compile Labour Relations reports. Capturing cases into PERSAL system. Represent the Department in relevant bargaining structures. Advice management on Labour Relations issues. Manage the performance of personnel within the unit.

**ENQUIRY** : Ms. G.M. Matlhaba tell: 018 388 4315  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

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POST : Senior Personnel Practitioner - Occupational Health and Safety (x1)  
SALARY : R397 116 per annum (SL 8)  
REF NO : H/O 22/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Occupational Health and Safety/ Public Management and Governance/ Safety Management/ Occupational Hygiene. Registration with the South African Institute of Occupational Safety and Health (SAIOSH) or Southern Africa Institute for Occupational Hygiene (SAIOH). *Experience:* Minimum 2-3 years relevant experience in Occupational Health and Safety environment. A valid driver's license. *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 : Implement and monitor 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 personnel.

ENQUIRY : Ms. K. Mosiemang tell: 018 388 4320  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : Senior Administrative Officer - Pensions (x1)  
SALARY : R397 116 per annum (SL 8)  
REF NO : H/O 23/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Human Resource Management/ Industrial Psychology/ Public Administration/ Public Management/ Public Management and Governance. *Experience:* Minimum 2-3 years' extensive relevant experience in a role relating to pension field. A valid driver's license. *Knowledge:* Knowledge and understanding of the legislations governing the Public Service (Public Service Regulation, Public Service Act). Public Finance Management Act (PFMA). Basic

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Conditions of Employment Act, Government Employees Pension Law, Collective Agreements, PERSAL, SMS Handbook, Relevant Departmental HR Policies. Skills: Good written and verbal communication. Computer Literacy (MS Office Package). Planning and organizing. Interpersonal relations. Problem solving skills. Ability to work independently and in a team. Presentation and report writing skills. Ability to work under pressure. Conflict Resolution.

**DUTIES** : Supervise and provide administration of service benefits. Supervise and process the service termination and pension administration. Interpret and implement of conditions of service regulations. Quality assure, draft submissions and reports to various delegated authorities. Monitor and maintain database and reports on conditions of service. Submit pension withdrawals to GEPPF. Ensure compliance with the PFMA. Supervise human resources/staff (allocate and ensure quality of work, personnel development and assess staff performance).

**ENQUIRY** : Ms. A.M Mere tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

**POST** : Senior Personnel Practitioner - Human Resource Information Reporting (x1)  
**SALARY** : R397 116 per annum (SL 8)  
**REF NO** : H/O 24/2025  
**CENTER** : Head Office - Mahikeng

**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. A valid driver's license. Experience: 1-2 years relevant experience in Human Resource Information Reporting. Introduction to PERSAL, Persal Reporting, Personnel certificate. Other PERSAL courses certificates will be added an advantage.  
Knowledge: Public Service Act. Public Service Regulations. Understanding of the legislative and regulatory framework that governs Human Resource Administration and PERSAL. PERSAL Auditing, Statistical analysis and Data capturing (file transfer protocol; draw data from Persal into Excel). Skills: Computer Skills (Ms Word, PowerPoint, Excel and Pivot table). Good communication and interpersonal skills. Report writing skills, presentation skill. The ability to work under pressure.

**DUTIES** : Generate User / Management Adhoc reports. Provide support in interpretation and analysis of PERSAL reports. Audit PERSAL user transactions. Consolidate monthly PERSAL User reports. Maintain the Departments staff establishment on PERSAL. Perform reconciliations on the establishment. Quality assure all establishment transactions on the HR systems and ensure accuracy and frequency on PERSAL transactions. Supervise personnel. Note: All shortlisted candidates for the post will be subjected to a technical exercise that intends to test relevant technical elements of the job.

**ENQUIRY** : Mr. M.E Leshotho tell: (018) 388 4293  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

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POST : Administrative Officer - Leave (x1)  
SALARY : R325 101 per annum (SL 7)  
REF NO : H/O 25/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Human Resource Management/ Industrial Psychology/ Public Administration/ Public Management/ Public Management and Governance. *Experience:* Minimum 1-2 years extensive relevant experience in a role relating to Leave. A valid driver's license.  
Knowledge: Knowledge of leave administration duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.  
Skills: Ability to interpret and apply policies. Citizen Service Orientation. Computer literacy. Problem analysis. Planning and organization. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Handle and process applications for leave of absence in the department. Handle the payment of leave gratuity. Maintain accurate records of leave for auditing and compliance purposes. Ensure all relevant information pertaining to leave administration is collected and verified. Gather information on leave usage, analyze data, and prepare monthly leave reports. Provide guidance and support to employees on leave policies and procedures. Provide input in the development and implementation of leave-related policies and procedures in the department. Render administrative support services in the unit. Supervise sub-ordinates.

ENQUIRY : Ms. A.M Mere tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : Administrative Officer - COIDA (x1)  
SALARY : R325 101 per annum (SL07)  
REF NO : H/O 26/2025  
CENTER : Head Office- Mafikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Human Resource Management/ Industrial Psychology/ Public Administration/ Public Management/ Public Management and Governance/. *Experience:* Minimum 1-2 years extensive relevant experience in a role relating to COIDA. A valid driver's license.  
Knowledge: Knowledge of leave administration duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of COIDA.  
Skills: Ability to interpret and apply policies. Citizen Service Orientation. Computer literacy. Problem analysis. Planning and organization. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Team work.

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- DUTIES** : Handle and process claims for injuries and diseases sustain in the workplace. Handle the payment of compensation to injured or diseased employees including temporary and permanent disablement benefits. Maintain accurate records of claims, assessments and payments for auditing and compliance purposes. Ensure all relevant information pertaining to COIDA is collected and verified. Provide guidance and support to employees on filing claims. Provide input in the development and implementation of COIDA-related policies and procedures in the department. Render administrative support services in the unit. Supervise sub-ordinates.
- ENQUIRY** : Ms. A.M Mere            tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.
- POST** : Personnel Practitioner - Appointment Unit (x1)  
**SALARY** : R325 101 per annum (SL07)  
**REF NO** : H/O 27/2025  
**CENTER** : Head Office- Mafikeng
- REQUIREMENTS** : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's degree (NQF-7) in Human Resource Management/ Industrial Psychology/ Public Management/ Public Administration/ Public Management and Governance. *Experience*: Minimum 1-2 years extensive relevant experience in a role relating to appointment environment. A valid driver's license.  
Knowledge: Knowledge of Public Service Act. Public Service Regulations. HRM policies and prescripts. Acts and regulations and DPSA resolutions. Knowledge of Recruitment and Selection procedure. Procurement Procedures. Persal System.  
Skills: Computer Literacy (MS Word, Excel, Power point). Communication skills (Verbal and written). Interpersonal skills. Report writing skills. Planning and organizing skills. Problem-solving. Analytical thinking. Client orientation and customer focus. Ability to work under pressure. Ability to work as a team and independently. Ability to maintain integrity and confidentiality. Interpersonal skills.
- DUTIES** : Capture appointment of employees, transfers, promotion and termination of contracts employees and upgrading of salary levels on Persal System. Capture and approve personnel who qualifies for PMDS rewards on Persal system (i.e. pay progression and performance awards payments). Capture acting allowance and overtime on Persal System. Administer and update service records for personnel. Supervise sub-ordinates.
- ENQUIRY** : Ms. A.M Mere            tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : Personnel Practitioner - Recruitment Unit (x1)  
SALARY : R 325 101 per annum (SL 7)  
REF NO : H/O 28/2025  
CENTER : Head Office - Mafikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Human Resource Management/ Industrial Psychology/ Public Management/ Public Administration/ Public Management and Governance. *Experience*: Minimum 1-2 years extensive relevant experience in a role relating to recruitment and selection environment. A valid driver's license. Knowledge: Good Knowledge of the Public Service Acts and Public Service Regulations. HRM Recruitment policies and prescripts. DPSA resolutions and relevant legislations. Knowledge of recruitment and selection procedures. Procurement procedures. Understanding of Batho Pele Principles (Customer Service) in public service.  
Skills: Computer Literacy (MS Word, Power Point and Excel). Good Communication Skills (both written and verbal). Interpersonal skills. Report writing skills. Planning and organizing. Problem solving and analytical skills. Conflict resolution. People management. Human resource practices.

**DUTIES** : Facilitate and write request approval to fill vacant, funded posts in line with the approved organizational structure and placement of advertisements. Rendering recruitment and selection services for Head Office. Provide advice during the selection (shortlisting and interview) process. Render administration services during profiling, shortlisting and interview process. Prepare documentation packages for selection (pre-shortlisting, shortlisting and interview) meetings. Render secretariat services during selection processes (shortlisting and Interview). Write invitation letters to panel members and observers. Ensure all logistical arrangement are done during shortlisting and interview sitting. Ensure verification of qualifications, security background checks and prepare employment contracts. Clarify contents on employment contract to appointable candidate. Make copies for filing and capture on database for records. Assist to formulate, review and ensure correct application of the said policies relating to HR Recruitment. Handle recruitment enquiries. Supervise sub-ordinates.

**ENQUIRY** : Mr. M.E Khauoe tell: (018) 388 1227/8  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : Personnel Practitioner - Occupational Health and Safety (x1)  
SALARY : R 325 101 per annum (SL 7)  
REF NO : H/O 29/2025  
CENTER : Head Office - Mafikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Occupational Health and Safety/ Safety Management/ Public Management and Governance/ Occupational Hygiene. Registration with the South African Institute of Occupational Safety and Health (SAIOSH) or Southern African Institute for Occupational Hygiene (SAIOH). *Experience*: Minimum 1-2 years relevant experience in Occupational Health and

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Safety environment. A valid driver's license. 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** : 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.

**ENQUIRY** : Ms. K. Mosiemang tell: (018) 388 4320  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

**POST** : Registry Clerk Supervisor - Records (x1)  
**SALARY** : R325 101 per annum (SL 7)  
**REF NO** : H/O 30/2025  
**CENTRE** : Head Office - Mafikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus an appropriate a National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Human Resource Management/ Records Management/ Industrial Psychology/ Public Administration/ Public Management/ Public Management and Governance. *Experience*: Minimum 1-2 Minimum 1 year experience on salary level 5 in the relating to records/ registry environment. A valid driver's license.  
Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.  
Skills: Good written and verbal communication. Computer Literacy (MS Office Package). Planning and organizing. Job knowledge. Communication. Interpersonal relations. Flexibility. Conflict Management. Teamwork.

**DUTIES** : To supervise and provide registry services. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Filing/Storage, tracing (electronically/manually) and retrieval of documents and files. Supervise the operation and operate office machines in relation to the registry

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function. Supervise the processing and process documents for archiving and disposal. Supervise sub-ordinates.

ENQUIRY : Ms. A.M Mere tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : HR Clerk Supervisor-Human Resource Client Support and Establishment  
Administration (x1)

SALARY : R325 101 per annum (SL 07)

REF NO : H/O 31/2025

CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate or Grade 12 certificate. Human Resource Management/ Public Administration/ Public Management/ Industrial Psychology qualification will be an added advantage. A valid driver's license. Experience: 3 – 5 years' experience required in Human Resource Client Support and Establishment Administration. Introduction to PERSAL, Persal Establishment, Personnel certificate. Other PERSAL courses certificates will be added an advantage.

Knowledge: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Regulation. Public Service Act. Public Finance Management Act (PFMA). Understanding of the legislative and regulatory framework that governs Human Resource Administration and PERSAL. Statistical analysis and Data capturing (file transfer protocol; draw data from Persal into Excel). Skills: Computer Literacy (MS Word, Excel, Power point). Communication skills (Verbal and written). Interpersonal relations. Report writing. Problem solving and analytical skills. Planning and organising. Teamwork. Flexibility. Conflict resolution.

DUTIES : Administer and maintain post establishment and data integrity in the department. Provide internal and external HRM client support. Capture all establishment transactions on Persal. Capture placement of personnel according to departmental structure. Verify vacant posts. Prepare reports on Human Resource Client Support and Establishment Administration statistics. Supervise sub-ordinates. Note: All shortlisted candidates for the post will be subjected to a technical exercise that intends to test relevant technical elements of the job.

ENQUIRY : Mr. J.E. Mathe tell: 018 388 4189  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : Labour Relations Officer (x1)

SALARY : R325 101 per annum (SL 7)

REF NO : H/O 32/2025

CENTRE : Head Office - Mafikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate a National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Labour Relations. *Experience:* Minimum 1-2 year's practical experience in Labour Relations. Labour Relations

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Introduction PERSAL certificate will be added advantage. A valid driver's license.  
Competencies: Knowledge and understanding of Labour Relations Legislation/ acts and Public Service Policies.

Skills: Good Communication skills; Computer literacy; Report writing skills; presentations & facilitation skills; interpersonal Skills; conflict resolution; Project Management; Ability to interpret and research skills.

**DUTIES** : Handle grievances within the department. Investigate misconduct cases and initiate disciplinary hearing. Facilitate Labour Relations capacity building within the department. Compile Labour Relations database.

**ENQUIRY** : Ms. G.M. Matlhaba tell: 018 388 4315  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

**POST** : SECRETARY (X4)  
HR Management (x1), Planning and Information (x1), Financial Accounting, (x1)  
Buildings Infrastructure (x1)

**SALARY** : R228 321 per annum (SL 05)  
**REF NO** : H/O 33/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate with typing as a subject or any training computer course or secretarial certificate that will enable the person to perform the work satisfactorily. Management Assistant/ Office Management/ Computer Studies.  
*Experience:* Minimum of one-year 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.  
Skills: Communication (written and verbal) skills. Good telephone etiquette. Computer literacy (MS Word, MS Excel, and MS Access). Sound organizational skills. Planning & organizing. Interpersonal Relations skills. Presentation skills.

**DUTIES** : Provide a secretarial/ receptionist support service to the Director. Receive telephone calls and refers the calls to the correct role players if not meant for the Director. Type documents for the Director and other staff in the unit. 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.

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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:

ENQUIRY : Ms. V. Matlapeng tell: (018) 388 4453/4287  
Ms. N. Vika tell: (018) 388 4597  
Mr. N. Tshabangu tell: (018) 388 1460/63  
Ms. K. Mokaila tell: (018) 388 1679  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : Registry Clerk Production - Records (x1)  
SALARY : R228 321 per annum (SL 05)  
REF NO : H/O 34/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate. *Experience*: Minimum No previous experience is required. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.  
Skills: Good written and verbal communication. Computer Literacy. Planning and organising. Language. Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork.

DUTIES : To render registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Filing/Storage, tracing (electronically/manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and disposal.

ENQUIRY : Ms. A.M Mere tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

POST : HR Clerk Production - Housing (x1)  
SALARY : R228 321 per annum (SL 05)  
REF NO : H/O 35/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate. *Experience*: Minimum No previous experience is required. Knowledge: Knowledge of housing duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Human Resource Policies.  
Skills: Job knowledge. Computer literacy. Planning and organization. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Team work.

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**DUTIES** : Receive and ensure compliance of housing allowance applications. Maintain and update databases related to housing allowances. Ensure timely and accurate payment of housing allowance to eligible employees. Ensure adherence to all relevant directives, policies and circulars related to housing. Provide information and support to employees regarding housing allowances. Provide and maintain effective filing system in the unit. Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component.

**ENQUIRY** : Ms. A.M Mere tell: (018) 388 4484  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

**POST** : Assistant Director - Estate Management Services (x1)  
**SALARY** : R468 459 per annum (SL 09)  
**REF NO** : H/O 36/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Public Administration/ Public Management/ Facilities Management/ Horticulture/ Landscaping. A valid driver's license.  
Experience: 2-3 years relevant experience of which 2 years should be at supervisory level. Knowledge: Sound knowledge and understanding of property industry. Knowledge of public sector cleaning and gardening operations. Understanding of PFMA, Treasury Regulations, Health and Safety Regulations, Public Service Act, Labour Relations Act and related legislations. Contract Management. Budget management.  
Skills: Ability to work independently. Sound report writing. Computer literacy (MS Office). Problem solving skills. Analytic skills. Communication skills (written and verbal). Interpersonal relations. Negotiation and conflict resolution. Presentation and facilitating skills. Planning and organizing.

**DUTIES** : Coordinate the provision of residential accommodation to Prestige Clients. Manage and oversee the provision of cleaning and gardening services across government facilities. Coordinate and facilitate the provision of security services to prestige residences and parliamentary village. Coordinate and facilitate the provision of furniture, internal decoration, state functions and protocol. Develop and implement operational plans and policies. Ensure compliance with safety and hygiene standards. Manage budgets and procurement of cleaning and gardening resources. Oversee contracts and liaise with external service providers. Conduct inspections, compile reports, and implement service improvements. Supervise personnel.

**ENQUIRY** : Ms. L. Mabe tell: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

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POST : Senior Admin Officer: Cleaning Services (x1)  
SALARY : R397 116 per annum (SL 08)  
REF NO : H/O 37/2025  
CENTER : Head Office - Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's Degree in Facilities Management/ Public Administration/ Public Management. A valid driver's license. Experience: 2 years relevant experience in cleaning services. Knowledge: Sound knowledge of cleaning operations. Understanding of PFMA, Treasury Regulations, Public Service Act, Labour Relations Act, Health and Safety Regulations in cleaning services. Skills: Sound report writing. Computer literacy (MS Office). Problem solving skills. Analytic skills. Communication skills (written and verbal). Interpersonal relations. Negotiation and conflict resolution, presentation and facilitating skills. Planning and organizing.

**DUTIES** : Maintain records, administer service agreements. Keep record of budget expenditures. Compile reports on cleaning operations and performance. Coordinate Cleaning Services. Develop and implement cleaning schedules. Ensure service quality. Oversee stock control and procurement. Conduct inspections for compliance. Ensure adherence to health and safety regulations. Implement waste management practices. Conduct risk assessments. Liaise with suppliers, resolve complaints, and collaborate with procurement teams to secure contracts. Supervise personnel.

**ENQUIRY** : Ms. L. Mabe tell No: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Senior Admin Officer - Gardening Services (x1)  
SALARY : R397 116 per annum (SL 08)  
REF NO : H/O 38/2025  
CENTER : Head Office - Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus a National Diploma/ Bachelor's Degree in Landscaping or Horticultural services. A valid driver's license. Experience: 2 years relevant experience in gardening services. Knowledge: Sound knowledge of landscaping techniques and environmental best practices. Understanding of PFMA, Treasury Regulations, Public Service Act, Labour Relations Act, Health and Safety Regulations in gardening services. Skills: Sound report writing. Computer literacy (MS Office). Problem solving skills. Analytic skills. Communication skills (written and verbal). Interpersonal relations. Negotiation and conflict resolution, presentation and facilitating skills. Planning and organizing.

**DUTIES** : Maintain records and administer service agreements. Keep record of budget expenditures. Compile reports on gardening operations and performance. Coordinate Gardening and Landscaping services. Develop and implement maintenance schedules. Oversee plant care and conduct site inspections to ensure landscaping standards. Ensure adherence to health and safety regulations. Implement sustainability practices. Conduct risk assessments. Enforce safety

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procedures. Liaise with suppliers, resolve complaints, and collaborate with procurement teams to secure contracts. Supervise personnel.

ENQUIRY : Ms. L. Mabe tell No: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Senior Administrative Officer - Acquisitions and Disposals (x1)  
SALARY : R397 116 per annum (SL 8)  
REF NO : H/O 39/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: National Senior Certificate plus a National Diploma/ Bachelor's Degree in Real Estate/ Town Planning/ Property/ Management/ Property Studies. A valid driver's license. Experience: 2 years relevant experience in land administration.  
Knowledge: Understanding of all applicable legislation. North West Land Administration Act, Government Immovable Asset Management Act, Deeds Registries Act, Land Restitution and Expropriation Acts, Public Finance Management Act, Treasury Regulations, Public Service Act. Skills: Sound report writing. Computer literacy (MS Office). Problem solving skills. Analytic skills. Communication skills (written and verbal). Interpersonal relations. Negotiation and conflict resolution, presentation and facilitating skills. Planning and organizing.

DUTIES : Ensure optimum and alternative utilization of State-owned land and Buildings earmarked for service delivery. Confirm ownership of properties. Conduct land audit/site inspection on identified properties. Liaise with relevant structure/stakeholders regarding requests/enquiries on state-owned land (land and buildings). Coordinate meetings for issues relating to land claims, land donations and transfers. Compile monthly reports on acquisitions and disposals. Facilitate the leasing of State Owned commercial/investment properties and ensure optimum utilization of the Department's property portfolio. Supervise personnel.

ENQUIRY : Mr. J.L Lefakane tell: (018) 388 4590  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Chief Works Inspector - Electrical Services (x1)  
SALARY : R397 116 per annum (SL 8)  
REF NO : H/O 40/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus a National Diploma (T/N/S streams) or N3 certificate and passed trade test in the Electrical environment or Registration as an Engineering Technician. A valid driving license. Experience: 3-5 years appropriate experience.  
Knowledge: Project Management, Procurement systems procedures and regulations, Labour Relations Act, Public Service resolutions and the Public Service Delivery Documents, Public Service Act, Public Finance Management Act, Occupational Health and Safety. Skills: Good communication and interpersonal relations. Analytical and problem solving abilities. Negotiations and conflict resolution skills. Creative and innovative. Ability to work independently and under

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pressure. Ability to interact with stakeholders on various levels. Sound report writing skills. Presentation skills.

**DUTIES** : Repair, test and service of electronic access control equipment and/or facilities according to standards, specification and schedule. Identify electrical/electronic access control needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service work done on new electrical projects and existing structures. Analyze and compile relevant projects documentation for new electrical and existing structures. Manage the activities of contractors on project sites. Supervise, evaluate and develop electrical works inspectors in the unit. Ensure the implementation of the Performance Management Development System. Ensure compliance to Public Finance Management Act. Ensure compliance with safety standards, requirements and regulations. Compile monthly reports. Maintain discipline within the unit.

**ENQUIRY** : Mr. D. Lenkopane tell. (018) 388 3017  
Use the correct E-mail: DPWRHORecruit@nwpg.gov.za

**POST** : Chief Works Inspector - Building Services (x2)  
**SALARY** : R397 116 per annum (SL 8)  
**REF NO** : H/O 41/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualification: National Senior Certificate plus a National Diploma (T/N/S streams) or N3 certificate and passed trade test in the Built environment or Registration as an Engineering Technician. A valid driving license. Experience: 3-5 years appropriate experience.  
Knowledge: Project Management. Procurement system, procedure and regulations. Labour Relations Act. Public Service resolutions and the Public Service Delivery Documents. Public Service Act. Public Finance Management Act. Occupational Health and Safety.  
Skills: Good communication and interpersonal relations. Analytical and problem solving abilities. Negotiations and conflict resolution skills. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing skills. Presentation skills.

**DUTIES** : Identify building infrastructure needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service work done on new building projects and existing structures. analyze and compile relevant projects documentation for new building and existing structures. Manage the activities of contractors on project sites. Supervise, evaluate and develop building works inspectors in the unit. Ensure the implementation of the Performance Management Development System. Ensure compliance to Public Finance Management Act. Ensure compliance with safety standards, requirements and regulations. Compile monthly reports. Maintain discipline within the unit.

**ENQUIRY** : Mr. P.H. Ndaleneni tell. (018) 388 3878.  
Use the correct E-mail: DPWRHORecruit@nwpg.gov.za

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POST : Administrative Officer - Acquisitions and Disposals (x1)  
SALARY : R325 101 per annum (SL 7)  
REF NO : H/O 42/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : *Qualification:* National Senior Certificate plus a National Diploma/ Bachelor's Degree in Real Estate/ Town Planning/ Property Management/ Property Studies. A valid driver's license. *Experience:* 1 year relevant experience in land administration.  
*Knowledge:* Understanding of all applicable legislation. North West Land Administration Act, Government Immovable Asset Management Act, Deeds Registries Act, Land Restitution and Expropriation Acts, Public Finance Management Act, Treasury Regulations, Public Service Act. *Skills:* Sound report writing. Computer literacy (MS Office). Problem solving skills. Analytic skills. Communication skills (written and verbal). Interpersonal relations. Negotiation and conflict resolution, presentation and facilitating skills. Planning and organizing.

DUTIES : Ensure optimum and alternative utilization of State-owned land and buildings earmarked for service delivery. Confirm ownership of properties. Conduct land audit/ site inspection on identified properties. Liaise with relevant structure/ stakeholders regarding requests/ enquiries on state-owned land (land and buildings). Coordinate meetings for issues relating to land claims, land donations and transfers. Compile monthly reports on acquisitions and disposals. Facilitate the leasing of State Owned commercial/investment properties and ensure optimum utilization of the Department's property portfolio. Supervise personnel.

ENQUIRY : Mr. J.L Lefakane tell: (018) 388 4590  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Administrative Officer - Property Payments (x1)  
SALARY : R325 101 per annum (SL 7)  
REF NO : H/O 43/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : *Qualification:* National Senior Certificate plus a National Diploma/ Bachelor's Degree in Financial Management/ Financial Accounting/ Internal Auditing/ Cost and Management Accounting/ Commerce in Public Accounting/ Local Government/ Development Management. A valid driver's license *Experience:* 1 year relevant experience in property related payments.  
*Knowledge:* Understanding of all applicable legislation. Municipal Property Rates Act, Municipal Financial Management Act, Municipal Systems Act, North West Land Administration Act, Public Finance Management Act, Treasury Regulations, Public Service Act and Labour Act.  
*Skills:* Sound report writing. Computer literacy (MS Office). Problem solving skills. Analytic skills. Communication skills (written and verbal). Interpersonal relations. Negotiation and conflict resolution, presentation and facilitating skills. Planning and organizing.

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- DUTIES** : Reconcile properties on the payment schedules received from the municipalities and against the Departmental Immovable Asset Register. Process payments and provide municipalities with remittance advices. Conduct regular municipal visits to ensure correct allocation of payments to the relevant accounts. Liaise with Municipalities to resolve any issues related to property payments. Arrange and attend meetings with municipalities and compile back to office reports. Prepare monthly and quarterly reports. Conduct physical verification of properties. Process all other property related payments e.g. utilities, maintenance, etc. Maintain accurate and up-to date records of payments, transactions and report. Provide general office and administrative work. Supervise personnel.
- ENQUIRY** : Ms. N. Vika tell: 018 388 4597  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
- POST** : Artisan Foreman Grade A - Electrical Services (x1)  
**SALARY** : R382 047 per annum (SL7, OSD)  
**REF NO** : H/O 44/2025  
**CENTER** : Head Office - Mahikeng
- REQUIREMENTS** : Qualification: Appropriate Trade Test Certificate in Electrical. A valid driving license. Experience 5 year's post qualification experience as an Artisan. Knowledge: Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Skills: Problem solving and analysis skills. Team orientation and conflict resolution. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.
- DUTIES** : Undertake site inspection of electrical equipment and/or facilities for technical faults. Repair, test and service of electrical equipment and/or facilities according to standards, specification and schedule. Update register of maintained and repaired electrical faults. Obtain quotations and purchase (order) required equipment and materials. Identify engineering technical needs. Planning of resources and scheduling of works. Ensure compliance with safety standards, requirements and regulations. Compile monthly reports. Supervise personnel.
- ENQUIRY** : Mr. O.M.P. Pule tell. (018) 388 4026.  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
- POST** : Artisan Foreman Grade A - Plumbing Services (x1)  
**SALARY** : R382 047 per annum (SL7, OSD)  
**REF NO** : H/O 45/2025  
**CENTER** : Head Office - Mahikeng
- REQUIREMENTS** : Qualification: Appropriate Trade test certificate in Plumbing. A valid driving license. Experience: 5 year's post qualification experience as an Artisan. Knowledge: Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Skills: Problem solving and analysis skills. Team orientation and conflict resolution.

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Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

**DUTIES** : Undertake site inspection of plumbing equipment and/or facilities for technical faults. Repair, test and service of plumbing equipment and/or facilities according to standards, specification and schedule. Update register of maintained and repaired plumbing faults. Obtain quotations and purchase (order) required equipment and materials. Planning of resources and scheduling of works. Manage leave and maintain discipline of team. Identify engineering technical needs. Ensure compliance with safety standards, requirements and regulations. Compile monthly reports. Supervise personnel.

**ENQUIRY** : Mr. N. Mdletshe tell. (018) 388 4031  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

**POST** : Artisan Foreman Grade A: Carpentry Services (x1)  
**SALARY** : R382 047 per annum (SL7, OSD)  
**REF NO** : H/O 46/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualification: Appropriate Trade Test Certificate in Carpentry. A valid driving license. Experience: 5 year's post qualification experience as an Artisan. Knowledge: Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Skills: Problem solving and analysis skills. Team orientation and conflict resolution. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

**DUTIES** : Undertake site inspection of carpentry equipment and/or facilities for technical faults. Repair, test and service of carpentry equipment and/or facilities according to standards, specification and schedule. Update register of maintained and repaired carpentry faults. Obtain quotations and purchase (order) required equipment and materials. Planning of resources and scheduling of works. Manage leave and maintain discipline of team. Identify engineering technical needs. Ensure compliance with safety standards, requirements and regulations. Compile monthly reports. Supervise personnel.

**ENQUIRY** : Mr. N. Mdletshe tell. (018) 388 4031  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

**POST** : Works Inspector - Building (x1)  
**SALARY** : R269 499 per annum (SL 6)  
**REF NO** : H/O 47/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualification: National Senior Certificate plus National Diploma (T/N/S streams) or N3 and a passed trade test in the building environment or Registration as an Engineering Technician. A valid driving license. Experience: No experience required. Knowledge: Public Service Act. Public Service Regulations. Labour

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Relations Act. Public Service Delivery Documents. Contractual Manual. Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety. Skills: Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Numeric. Sound report writing. Presentation skills.

**DUTIES** : Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant building regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work.  
analyze and compile relevant documentation for work to be done on minor new and existing structures. Development and interpretation of plans and sketches. Draw up quotation documents and compile specifications. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Ensure effective contract administration. Timely development of reports on problems emanating from projects.

**ENQUIRY** : Mr. P.H. Ndaleni tell. (018) 388 3878.  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

**POST** : Artisan Production Grade A - Electrical (x3)  
**SALARY** : R243 597 per annum (sl3, OSD)  
**REF NO** : H/O 48/2025  
**CENTER** : Head Office – Mahikeng (Prestige Maintenance)

**REQUIREMENTS** : Qualification and Experience: Appropriate trade test certificate in Electrical. A valid driving license. No experience required. Knowledge: Technical analysis knowledge. Computer – aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills. Decision making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

**DUTIES** : Produce designs according to client specification and within limits of electrical production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure electrical produced objects. Inspect equipment and/or facilities for electrical technical faults. Repair equipment and facilities according to electrical standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan.

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Keep and maintain job record/register. Continuous individual development to keep up with new technologies and procedures. Maintain fixed assets in relation to electrical repairs, renovations and erection of new buildings. Ensure compliance with safety regulations, methods and specifications. Supervise personnel.

Enquiries : Mr. O.M.P. Pule, tell (018) 388 4026  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Artisan Production Grade A: Plumber (x1)  
SALARY : R243 597 per annum (sl3, OSD)  
REF NO : H/O 49/2025  
CENTER : Head Office – Mahikeng (Prestige Maintenance)

REQUIREMENTS : Qualifications and Experience: Appropriate trade test certificate in Plumbing. A valid driving license. No experience required. Knowledge: Technical analysis knowledge. Computer – aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills. Decision making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

DUTIES : Produce designs according to client specification and within limits of plumbing production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure plumbing produced objects. Inspect equipment and/or facilities for plumbing technical faults. Repair equipment and facilities according to plumbing standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Continuous individual development to keep up with new technologies and procedures. Maintain fixed assets in relation to plumbing repairs, renovations and erection of new buildings. Ensure compliance with safety regulations, methods and specifications. Supervise personnel.

ENQUIRY : Mr. N. Mdletshe tell. (018) 388 4031 / 3017  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Artisan Production Grade A - Carpentry (x1)  
SALARY : R243 597 per annum (sl3, OSD)  
REF NO : H/O 50/2025  
CENTER : Head Office – Mahikeng (Prestige Maintenance)

REQUIREMENTS : Qualification and Experience: Appropriate trade test certificate in Carpentry. A valid driving license. No experience required. Knowledge: Technical analysis knowledge. Computer – aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills. Decision making. Team work. Analytical skills. Creativity. Self-management. Customer focus and

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responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

**DUTIES** : Produce designs according to client specification and within limits of carpentry production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure carpentry produced objects. Inspect equipment and/or facilities for carpentry technical faults. Repair equipment and facilities according to carpentry standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Continuous individual development to keep up with new technologies and procedures. Maintain fixed assets in relation to carpentry repairs, renovations and erection of new buildings. Ensure compliance with safety regulations, methods and specifications. Supervise personnel.

**ENQUIRY** : Mr. N. Mdletshe tell. (018) 388 4031 / 3017  
Use the correct E-mail: DPWRHORecruit@nwpg.gov.za

**POST** : General Administrative Clerk (x2)  
**SALARY** : R228 321 per annum (SL 05)  
**REF NO** : H/O 51/2025  
**CENTER** : Head Office-Mahikeng (x1 Asset Register Management & x1 Acquisitions and Disposals)

**REQUIREMENTS** : Qualification: National Senior Certificate or equivalent. Experience: No previous experience required. Knowledge: Knowledge of clerical duties, practices as well 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 verbal and written communication skills. Job knowledge. Planning and Organising. Computer Literate. Interpersonal Relations. Teamwork. Creativity. Flexibility.

**DUTIES** : Render general clerical support services, record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Provide personnel administration 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 financial administration support services in the component.

**ENQUIRIES** : Ms. N. Vika tell: 018 388 4597 and Mr. J.L Lefakane tell: 018 388 4595  
Use the correct E-mail: DPWRHORecruit@nwpg.gov.za

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POST : General Administrative Clerk: Office Accommodation (x2)  
SALARY : R228 321 per annum (SL 5)  
REF NO : H/O 52/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: National Senior Certificate or equivalent. Experience: No previous experience required. Knowledge/Skills: Knowledge of clerical duties, practices as well as the ability to capture data or understanding of Microsoft suite. Basic knowledge and understanding of the legislative framework governing the Public Service, i.e. PFMA, Public Service Act. Government Immovable Asset Management Act. Batho pele principles, Knowledge of working procedures in terms of the working environment. Skills: Good verbal and written communication skills. Job knowledge. Planning and Organising. Computer Literate. Interpersonal Relations. Teamwork. Creativity. Flexibility.

DUTIES : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Make photocopies and distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration 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 financial administration support services in the component.

ENQUIRIES : Ms. V. Tshivhase tell: (018) 388 4630  
Use the correct E-mail: DPWRHORecruit@nwpg.gov.za

POST : General Administrative Clerk: Cleaning Services (x1)  
SALARY : R228 321 per annum (SL 05)  
REF NO : H/O 53/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: National Senior Certificate or equivalent. Experience: No previous experience required. Knowledge/Skills: Knowledge of clerical duties, practices as well as the ability to capture data or understanding of Microsoft suite. Basic knowledge and understanding of the legislative framework governing the Public Service, i.e. PFMA, Public Service Act. Government Immovable Asset Management Act. Batho pele principles, Knowledge of working procedures in terms of the working environment. Skills: Good verbal and written communication skills. Job knowledge. Planning and Organising. Computer Literate. Interpersonal Relations. Teamwork. Creativity. Flexibility.

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- DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Make photocopies and distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration 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 financial administration support services in the component.
- ENQUIRY** : Ms. L. Mabe tell: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
- POST** : Cleaner Supervisor: Cleaning Services (x 2)  
**SALARY** : R193 359 per annum (SL 04)  
**REF NO** : H/O 54/2025  
**CENTER** : Head Office - Mahikeng
- REQUIREMENTS** : Qualification: ABET Level or equivalent to Grade 10 (Std 8). Experience: Minimum 2 years relevant experience in cleaning services environment. Knowledge: Knowledge of supervisory duties, understand OHS. Ability to use cleaning chemicals and operate cleaning equipment and tools. Basic administration (record-keeping, reporting). Skills: Basic Literacy and numeracy skills. Good communication skills. Time management. People management. Planning and organising. Problem solving. Good interpersonal relations. Conflict resolution skills. Decision making skills. Teamwork.
- DUTIES** : Supervise cleaning services. Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Monitor performance, ensure adherence to schedules, conduct cleaning inspections, and address performance issues. Manage and ensure the maintenance of cleaning materials and equipments. Ensure maintenance and replacement of cleaning machines and equipment. Make a requisition and issue cleaning materials. Ensure compliance with regulations, train staff on safe chemical and equipment use, report hazards, and enforce PPE usage. Promote hygiene. Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Supervise cleaners.
- ENQUIRY** : Ms. L. Mabe tell: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

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POST : General Foreman: Gardening Services (x2)  
SALARY : R193 359 per annum (SL 04)  
REF NO : H/O 55/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: ABET Level or equivalent to Grade 10 (Std 8). Experience: Minimum of 2 year's relevant experience in gardening services. Knowledge: Knowledge of supervisory duties, understand OHS. Ability to use garden chemicals and operate garden equipment and tools.  
Skills: Basic Literacy and numeracy skills. Good communication skills. Time management. People management. Planning and organizing. Problem solving, Effective communication, Analytical skills. Conflict resolution skills. Decision making skills. Physical fitness and ability to work outdoors in various weather conditions.

DUTIES : Oversee gardening services. Provide garden equipment and machinery to staff. Monitor performance and conduct site inspections. Landscaping & Garden Maintenance. Ensure proper tool use, maintenance and train staff. Oversee planting, pruning, removal of weeds and garden refuse, watering, lawn care, and maintenance of premises and surroundings. Plan seasonal projects. Follow safety and environmental regulations and conduct risk assessments. Perform administrative duties and related functions. Provide guidance and advice to gardeners. Develop and update the garden cleaning roster. Ensure PPE use and compliance with Health & Safety Regulations (OHS). Supervise gardeners.

ENQUIRY : Ms. L. Mabe tell: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Cleaner: Property Management (x15)  
SALARY : R138 486 per annum (SL 02)  
REF NO : H/O 56/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: ABET Level 1-3 or Grade 3-7 (Std 1-5). Experience: No experience required. Knowledge: Understanding of Occupational Health and Safety (OHS) regulations. Knowledge of cleaning chemicals and equipment usage. Skills: Basic literacy and numeracy skills. Good communication skills. Time management and ability to meet deadlines. Interpersonal Relations skills. Teamwork. Planning and organising abilities. Problem-solving and analytical skills. Conflict resolution skills. Ability to handle cleaning chemicals and operate cleaning equipment's.

DUTIES : Provision of cleaning services. Cleaning office corridors, elevators and boardrooms by dusting and waxing office furniture. Sweep, scrub and wax floors. Vacuum and shampoo floors. Clean walls, windows and doors. Empty and clean dirt bins. Collect and remove waste papers. Freshen the office areas. Clean general kitchens. Wash and keep stock of kitchen utensils. Clean the restrooms and refill hand wash liquid soap. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of

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machines (microwaves, vacuum cleaners, etc.) and equipment after use. Request cleaning materials. Comply with OHS regulations to ensure a safe working environment.

ENQUIRY : Ms. L. Mabe tell: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Groundsman: Property Management (x40)  
SALARY : R138 486 per annum (SL 02)  
REF NO : H/O 57/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: ABET Level 1-3 or Grade 3-7 (Std 1-5). Experience: No experience required. Knowledge: Understanding of Occupational Health and Safety (OHS) regulations. Ability to use garden chemicals and operate garden equipment and tools. Skills: Basic literacy and numeracy skills. Good communication skills. Time management and ability to meet deadlines. Interpersonal Relations skills. Teamwork. Planning and organizing skills.

DUTIES : Maintain premises and surroundings. Clean premises and surroundings. Empty dirt bins and ensuring proper waste disposal. Maintain the garden. Cultivate the soil for trees and flowers. Apply insecticides. Load and off-load gardening supplies and deliveries. Report defects and faulty gardening equipment. Proper utilization and maintenance of gardening tools and materials. Comply with OHS regulations to ensure a safe working environment.

ENQUIRY : Ms. L. Mabe tell: (018) 388 1959  
Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST : Assistant Director: Security Operational Services (x1)  
SALARY : R468 459 per annum (SL 09)  
REF NO : H/O 58/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate Bachelor's Degree (NQF 7) in Security Management/ Advanced Diploma in Security (NQF 7) Police Practice/Science. PSIRA registration with Grade A. A valid driver's license. Experience: Minimum 3-5 years relevant experience on salary level 7 or 8 of which two (2) years must be at supervisory level in a role relating to Security Management. Knowledge: Public Service Regulations. Public Service Act. Public Finance Management Act. Knowledge of the Security Management. Knowledge of Physical Security, Control of Access to Public Premises and Vehicle Act. Threat and Security Risk Assessment, Minimum Information Security Standard document. SASREA, Event Management, Occupational Health and Safety. Skills: Computer Literacy (MS Word, Excel, Power point). Communication skills (Verbal and written). Interpersonal skills. Detecting skills. Project Management.

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Report writing skills. Planning and organizing skills. Problem-solving. Analytical thinking. Client orientation and customer focus. Ability to work under pressure. Ability to work as a team and independently. Ability to maintain integrity and confidentiality. Willingness to travel.

**DUTIES** : Assist on Implementation the Departmental Security Plan. Implement the Disaster Recovery Plan. Facilitate the implementation of physical security services in the department. Perform Security Risk Assessments on the Districts. Monitor the performance of the contracted security services providers. Submit reports for non-compliances. Provide safety of officials against threats, blackmail or violence. Implement Events Security Risk Management. Conduct security inspections and audits at various sites. Compile inspection reports with findings and recommendations. Liaise with relevant external safety and security stakeholders. Supervise subordinates.

**ENQUIRY** : Mr. M Kaulela tell: (018) 388 4452  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

**POST** : Assistant Director: Security Administration Services (x1)  
**SALARY** : R468 459 per annum (SL 09)  
**REF NO** : H/O 59/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF 6) in Security Risk Management/ Criminal Justice/ Policing or Forensic Investigation/ Police Science or Advanced Diploma in Security Management. PSIRA registration with Grade A. Completed and passed SSA Security Managers Course Certificate as added advantage. A valid driver's license. Experience: Minimum 3-5 years criminal and forensic investigation, operational experience. Formal training in criminal and Forensic investigations or other specialised courses. Knowledge and Skills: Investigations skills, information gathering, recruitment of informants, interviewing and interrogations, Knowledge of investigation process and principles, Computer literacy, conflict management skills. Supervisory skills, Communication skills (written and verbal), Ability to work independently and work under pressure, willingness to work extended hours, and Innovative. Knowledge of MISS, Criminal Procedure Act, Cyber Crimes Act, Interception and Monitoring Act, Protection of information Act, National Strategic Act, Public service regulation Act, ICT and Data protection, Cyber Security, MPSS, PFMA and other relevant acts regulating personnel security. Knowledge of Contract Management. Planning and prioritizing and reliable and tolerant and determined. Be able to work under pressure.

**DUTIES** : Conduct Investigations of all incidents of security breaches, report to SSA suspected incidents of leakages of sensitive information for further investigations. Implement measures reducing security breaches, Facilitate Special Project such as TSCM and Communication Security. Perform Security Administration duties: facilitation of Security Vetting, conduct Personnel Suitability Checks and Company Screening. Conduct Information Security education and awareness programmes.

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Liaise with various security agencies (SAPS Crime Intelligence, Hawks, and Organized Crime). Compiling of monthly and quarterly security Investigation Reports.

ENQUIRY : Mr. M Kaulela tell: (018) 388 4452  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

POST : Senior Security Admin Officer: Security Administration Services (x1)  
SALARY : R397 116 per annum (SL 08)  
REF NO : H/O 60/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Security Risk Management or Advanced Diploma in Security Management/ Public Management/ Police Science. Experience: Minimum 2-3 years extensive relevant experience in a role relating to Security Management. A valid driver's license. PSIRA registration with Grade B. Knowledge: Knowledge of Public Service Regulations. Public Service Act. Public Finance Management Act. Knowledge of the Security Management. Knowledge of Information Security and Communication Security. Minimum Information Security Standard document. Knowledge of the administrative field. Knowledge of Security Vetting. Skills: Computer Literacy (MS Word, Excel, Power Point). Communication skills (Verbal and written). Interpersonal skills. Good planning and organizing skill. Problem-solving. Analytical thinking. Client orientation and customer focus. Ability to work under pressure. Ability to work as a team and independently. Ability to maintain integrity and confidentiality. Willingness to travel.

DUTIES : Conduct Information security audits for Head Office and Districts in the Department. Conduct information security awareness. Establish measures related to access of classified information and documents. Conduct the process of information security inspection in the Department. Conduct information assessment in the Department. Conduct security vetting awareness programme to departmental officials. Conduct the process of security vetting to all Departmental officials and newly employed officials. Conduct suitability checks to all newly employed officials and employees. Collate and conduct investigations on security breaches. Render security administration services. Supervise subordinates.

ENQUIRY : Mr. M Kaulela tell: (018) 388 4452  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

POST : Assistant Director - Technical Administration (x1)  
SALARY : R468 459 per annum (SL 09)  
REF NO : H/O 61/2025  
CENTER : Head Office

REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate National Diploma/

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Bachelor's Degree in Human Resource Management/ Public Management/ Public Administration/ Financial Management/ Financial Administration. Experience: Minimum 2-3 years' relevant experience of which 2 years should be at supervisory level. Valid driver's license.

Knowledge: knowledge of Public service regulations, Public service Act, PFMA, Treasury Regulations, Sound understanding of administration management, skills: Excellent facilitation skills, Interpersonal skills, team work, report writing, advanced computer proficiency in MS office, MS Excel, infrastructure Reporting Model (IRM), Vulindlela, Monitoring and Evaluation system, problem-solving and analysis. Client orientation. Effective communication skills (verbal and written). Ability to work independently and under pressure.

**DUTIES** : Manage the provision of contract administration. Coordinate and facilitate proper management of service provider contracts and payments to service providers. Coordinate and facilitate quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Manage the provision of financial administration Provide inputs to the monthly and annual spending. Provide inputs on the development/review of B5 list and budget. Render administrative support services.

Advise management and officials on administrative key activities` policies, directives, processes and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly infrastructure reporting model reports to treasury. Co-ordinate key administrative and operational activities within the Directorate. Coordinate and monitor projects of buildings infrastructure. Coordinate information reporting of buildings infrastructure and liaise with Monitoring and Evaluation office. Manage the Division.

**ENQUIRY** : Mr. T. Chanda and Mr. M. Sepotokele tell: 018 388 4199 / 451  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

**POST** : Senior Admin Officer - Technical Administration (x1)  
**SALARY** : R397 116 per annum (SL 08)  
**REF NO** : H/O 62/2025  
**CENTER** : Head Office

**REQUIREMENTS** : Qualification: National Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management/ Public Administration/ Financial Management/ Financial Administration. Valid driver's license. Experience: Minimum 1-2 years' relevant experience on salary level 5-7, in Administration environment.

Knowledge: Knowledge of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations, Sound understanding of administration management.

Skills: Excellent facilitation skills, Interpersonal skills, team work, report writing, advanced computer proficiency in MS office, MS Excel, problem-solving and analysis. Client orientation. Effective communication skills (verbal and written). Ability to work independently and under pressure.

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DUTIES : Provide contract administration support services and payments to service providers. Report quarterly on contract performance. Provide efficient maintenance of accurate information and databases. Provide financial administration support services. Provide inputs to the monthly and annual spending. Render administration support services. Advise management and officials on administrative key activities' policies, directives, processes and procedures. Compile submissions for implementation of administration activities and provision of management reports. Supervise sub-ordinates.

ENQUIRY : Mr. T. Chanda tell: 018 388 4199 / 4516  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

POST : Personal Assistant to Chief Director: Buildings Infrastructure (x1)  
SALARY : R325 101 per annum (SL 07)  
REF NO : H/O 63/2025  
CENTER : Head Office

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. Study the relevant Public Service and the departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRY : Ms. K. Mokaila tell: 018 388 1679  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

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POST : General Administrative Clerk: Buildings Infrastructure (x1)  
SALARY : R228 321 per annum (SL 05)  
REF NO : H/O 64/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification and Experience: National Senior Certificate or equivalent. No previous experience required. Knowledge: Knowledge of clerical duties, practices as well 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 verbal and written communication skills. Job knowledge. Planning and Organising. Computer Literate. Interpersonal Relations. Teamwork. Creativity. Flexibility.

DUTIES : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Make photocopies and distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration 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 financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRY : Ms. P. Fanampe tell: 018 388 4292  
Use the correct E-mail: [DPWRHORecruit@nwpg.gov.za](mailto:DPWRHORecruit@nwpg.gov.za)

POST : Driver/Messenger: Buildings Infrastructure (x1)  
SALARY : R193 359 per annum (SL 04)  
REF NO : H/O 65/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification and Experience: Grade 10 qualification or 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.

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**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** : Mr. S Ntsimane tell: 018 388 4215  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

**POST** : Assistant Director: Budget Management (x1)  
**SALARY** : R468 459 per annum (SL 09)  
**REF NO** : H/O 66/2025  
**CENTER** : Head Office - Mahikeng

**REQUIREMENTS** : Qualifications: National Senior Certificate plus an appropriate National Diploma (NQF-6) /Bachelor's Degree (NQF-7) in Financial Management/ Cost Accounting / Management Accounting/ Bcom Accounting. Minimum 2-3 years in financial management and reporting of which 2 years should be at a supervisory level. A valid driver's license.  
Knowledge: Knowledge of Basic Accounting Systems (BAS) and Walker System. Knowledge of Public Finance Management Act. DORA. Treasury Regulations and its application. Policies for the Expanded Public Works Programme and the National Youth Services. Departmental SCM policies and regulations. Working knowledge of the Basic Accounting System. Skills. Report writing skills. Numerical accuracy. Good interpersonal & communication skills (written &v verbal). A sound computer literacy knowledge in Microsoft Word. Excel. Sound accounting skills. Presentation and report writing. Analytical and problem solving skills. Good organizational and planning skills. 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 towards predetermined deadlines. Ability to maintain high levels of confidentiality.

**DUTIES** : Prepare the presentation of the In-Year Monitoring Report. Prepare the Adjustment Estimate. Correct expenditure and revenue misallocations. Prepare the financial reports to management as well as reports to Provincial Treasury and the Legislature, Management of the cash flow management database. analyze and quality assure budget preparation process. Manage the Expanded Public Works Programme (EPWP) incentive grand budget.  
Budget maintenance on the Basic Accounting System (BAS). 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. Liaise with customers,

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stakeholders and suppliers. Ensure effective financial management services. Compile monthly, quarterly and annual reports. Supervise sub-ordinates.

ENQUIRIES : Mr. N.A Tshabangu tell: 018-388 1460 / 1493  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

POST : State Accountant–Debts Management (x1)  
SALARY : R325 101 per annum (SL 07)  
REF NO : H/O 67/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Financial Management/ Accounting/ Cost and Management Accounting/ Internal Auditing/ Bcom Accounting/ Financial Information System. Experience: 1 year relevant experience.  
A valid driving license. Knowledge: Knowledge of Financial Management and Accounting. Knowledge of Public Finance Management Act (PFMA). National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Public Service. Knowledge of transversal systems used in the Department e.g. BAS, PERSAL skills. Sound track record in Financial Accounting in the Public Service or private entities.  
Skills: Communication skills (written and verbal), Problem solving and decision making skills, ability to work under pressure and meet candidates, Computer literacy (MS Word, Excel, Power Point and Outlook) Numerical, Analytical, Reporting, Financial Skills, Assertiveness, Accountancy and attention to detail.

DUTIES : Manage and collect outstanding debts owed to the department. Ensure compliance with financial regulations, by thoroughly tracking debtor accounts, initiating collection actions. Reconciliation of debtors accounts. Process entity maintenance and debt take on entries on BAS.  
Perform monthly & year-end closure on the system. Draw, attend and analyze BAS reports and effect necessary adjustment entries for the clearance of bank exceptions / expenditure misallocations / Debt suspense entries. Arrange proper record keeping and filing of source documents for debt. Supervise sub-ordinates.

ENQUIRY : Mr. LTD Molete tell: (018) 388 1976  
Use the correct E-mail: [DPWRHOREcruit@nwpg.gov.za](mailto:DPWRHOREcruit@nwpg.gov.za)

POST : State Accountant–Revenue Management (x1)  
SALARY : R325 101 per annum (SL 07)  
REF NO : H/O 68/2025  
CENTER : Head Office - Mahikeng

REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate National Diploma (NQF-6)/ Bachelor's Degree (NQF-7) in Financial Management/ Accounting/ Cost and Management Accounting/ Internal Auditing/ Bcom Accounting/ Financial Information System. Experience: 1 year relevant experience. A valid driving license.

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Knowledge: Knowledge of Financial Management and Accounting. Knowledge of Public Finance Management Act (PFMA). National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Public Service. Knowledge of transversal systems used in the Department e.g. BAS, PERSAL skills. Sound track record in Financial Accounting in the Public Service or private entities.

Skills: Communication skills (written and verbal), Problem solving and decision making skills, ability to work under pressure and meet candidates, Computer literacy (MS Word, Excel, Power Point and Outlook). Numerical, Analytical, Reporting, Financial Skills, Assertiveness, Accountancy and attention to detail.

**DUTIES** : Manage and collect revenue paid to the department. Ensure compliance with financial regulations, by thoroughly collecting and updating revenue records. Reconciliation of accrued revenue accounts. Process rental billing invoices monthly. Handle all cash transactions and check daily cash collected from the bank statement.  
Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions/ revenue misallocations. Follow-up all outstanding documents identified on exception report with the district and sub-districts as part of revenue administration. Facilitate revenue administration during departmental auctions. Arrange proper record keeping and filing of source documents for debt. Supervise sub-ordinates.

**ENQUIRY** : Mr. LTD Molete tell no: (018) 388 1976  
Use the correct E-mail: [DPWRHORECRUIT@nwpg.gov.za](mailto:DPWRHORECRUIT@nwpg.gov.za)

### **DR RUTH SEGOMOTSI MOMPATI DISTRICT - POSTS**

**APPLICATIONS** : All Applications for Dr Ruth Segomotsi Mompoti District must be submitted online, or Hand delivered to Registry Office no. GDG20 at Block A, Ground Floor, Mini Garona Building 2<sup>nd</sup> Noord Street, Vryburg, 8601 or Addressed to: District Director, Public Works and Roads, Private Bag X3, Vryburg, 8601. Use the correct E-mail: [dpwdrsmrecruit@nwpg.gov.za](mailto:dpwdrsmrecruit@nwpg.gov.za).

**FOR ATTENTION** : HR Recruitment – Ms. O.S Cawe.

**POST** : Chief Artisan Grade “A”- Building (x1)  
**SALARY** : R480 261 per annum (OSD, SL9)  
**REF NO** : RSMD 01/2025  
**CENTER** : Ganyesa Sub-District

**REQUIREMENTS** : Qualifications and Experience: National Senior Certificate or equivalent plus appropriate Trade Test Certificate in Buildings environment. A valid driver's license. Minimum 10 years post qualification experience as an Artisan/ Artisan Foreman in a relevant field.

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*Knowledge and Skills:* Diversity management, teamwork, problem solving, ethics, organizational support, planning and organising. Attendance/ punctuality, safety and security. Financial Management. Customer focus and responsiveness. Change management. Technical skills. Computer skills, Interpersonal communications, oral and written and customer care. Technical report writing. Planning (Production skills).

**DUTIES** : Manage technical service and support in conjunction with Technicians/ Artisans and Associated in fields, workshop and technical office activities. Ensure the promotion of Safety in line with statutory and regulatory requirements. Provide inputs into existing technical manual, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications. Manage administrative and related functions; provide inputs into the budgeting process. Provide and consolidate inputs to the technical operational plan. Prepare requisitions to procure materials and submissions. Manage Artisans related personnel and assets. Manage the commercial value add of discipline related activities and services. Manage the development, motivation and utilization of human resources. Ensure competent knowledge base for the continued success of technical services according to the organisational needs and requirements. Manage key performance areas.

**ENQUIRY** : Mr. M.T Modirapula tell no: (053) 928 7258 / cell: 0720521187  
Use the correct E-mail: [dpwrdrsmrecruit@nwpg.gov.za](mailto:dpwrdrsmrecruit@nwpg.gov.za).

### **NGAKA MODIRI MOLEMA DISTRICT - POSTS**

**APPLICATIONS** : All Applications for Ngaka Modiri Molema District must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735.  
Use the correct E-mail: [dpwrnmrecruit@nwpg.gov.za](mailto:dpwrnmrecruit@nwpg.gov.za).

**FOR ATTENTION** : Acting-District Director – Ms. V.M.M. More.

**POST** : Deputy Director – Corporate Management (x1)  
**REF NO** : NMMD 02/2025  
**SALARY** : R896 436 per annum (SL-11) an all-inclusive remuneration package  
**CENTER** : Mahikeng 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 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

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prescripts. Knowledge and understanding of Public Service Policies. Knowledge of PERSAL system.

Skills: Computer Literacy (MS Word, Excel, Power Point). Analytical thinking. Conflict resolution. Financial Management. Effective communication skills (Verbal and written). Interpretation skill. Interpersonal skills. Report writing skills. Good planning and organizing skills. Data Collection Skills. People Management. Project management skills. Presentation and facilitation skills

**DUTIES** : Determine and satisfy the District's human resource needs and ensure representatively within the workforce. Administer recruitment processes and service benefits. Administer performance management and skills development. Administer 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 personnel.

**ENQUIRY** : Ms. V.M.M More tell: (018) 388 4384  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

**POST** : Control Works Inspector (x1)  
**REF NO** : NMMD 03/2025  
**SALARY** : R582 444 per annum (SL10)  
**CENTER** : Molopo Sub-District

**REQUIREMENTS** : Qualification: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) registration as an Engineering or N3 with a passed Trade Test in the Building Industry or Technician. Experience: Minimum of 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, Power Point). 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, coordinate and control 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. Supervise personnel.

**ENQUIRY** : Ms. V.M.M More tell: (018) 388 4384  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

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POST : Control Engineering Technician - Grade A: Contracts, Pavements Management and Material Services (x1)

REF NO : NMMD 04/2025

SALARY : R551 493 per annum (sl5, OSD)

CENTER : Mahikeng District Office

REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. Valid driver's license. Knowledge: 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. Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.

DUTIES : Manage technical services and support in conjunction with Engineers Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate 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 district contracts such as reseal surface roads and road markings. Manage road building material functions including laboratory services. Ensure the development, implementation and maintenance databases. Assess pavements and prioritizing of rehab and reseal projects. 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. Manage, supervise and control technical and related personnel and assets.

ENQUIRY : Ms. N. Motsilanyane tell: (018) 388 4251  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

POST : Control Engineering Technician-Grade A: Roads Maintenance Implementation (x1)

REF NO : NMMD 05/2025

SALARY : R551 493 per annum (sl5, OSD)

CENTER : Mahikeng District Office

REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate National Diploma in

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Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. Valid driver's license.

Knowledge: 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. Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.

**DUTIES** : Manage technical services and support in conjunction with Engineers Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Administer Roads Service Points. Evaluate 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 district contracts such as reseal surface roads and road markings. Manage road building material functions including laboratory services. Ensure the development, implementation and maintenance databases. Maintain all provincial road including pavement material (potholes, edges, crack seal) roads signs and markings, drainage and road reserve maintenance and cleaning. Manage hired plant for road maintenance. Assist local authorities with selected services like maintenance of access roads, within allocated budget. Grading of gravel roads, surface road shoulders and structure maintenance (bridges & culverts). 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. Manage, supervise and control technical and related personnel and assets.

**ENQUIRY** : Ms. N. Motsilanyane tell: (018) 388 4251  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

**POST** : Roads Superintended (x1)  
**REF NO** : NMMD 06/2025  
**SALARY** : R397 116 per annum (SL 08)  
**CENTER** : Lichtenburg District

**REQUIREMENTS** : National Senior Certificate plus an appropriate National Diploma or equivalent qualification at NQF Level 6 in Civil Engineering or Construction Management. Experience: Minimum 6 years in road maintenance /construction environment. Valid driver's license.

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Knowledge: Knowledge and understanding of record keeping and document management. Knowledge of MS Microsoft Suite (Microsoft Word, PowerPoint, Access and Excel). Construction and maintenance of roads. General conditions of contract. Construction regulations. Standard and specification of roads and bridges. Design manual and material for roads. Contract management. Public Financial Management Act. Extended Public Works Programme.

Skills: Computer Literacy (MS Word, Excel, Power Point). Effective communication skills (Verbal and written). Planning and organizing. Interpersonal relations. Accuracy. Aptitude of figures. Flexibility. Teamwork.

**DUTIES** : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly /monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors /maintenance teams. Render EPWP and technical administrative support services. Supervise personnel.

**ENQUIRY** : Ms. N. Motsilanyane tell no: (018) 388 4251  
Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za.

**POST** : Artisan Production Mechanical (x1)  
**REF NO** : NMMD 07/2025  
**SALARY** : R 243 597 OSD  
**CENTRE** : Lichtenburg SD

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate in Diesel Mechanic, 0 to 2 yrs experience, Valid driver's license: Knowledge: Technical analysis, Computer aided technical applications, Report writing, knowledge of legal compliance Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills and technical report writing, Planning and organising skills

**DUTIES** : Maintenance and repair of yellow fleet plant and vehicles. Supervising plant and vehicles as per manufacture specification. Perform general administrative duties. Supervise staff. Compile weekly and monthly reports. Compile work plans and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor

**ENQUIRIES** : Mr. T. Serati tell: (018) 632 3032  
Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za.

**POST** : Artisan Bricklayer Grade A (x4)  
**REF NO** : NMMD 08/2025  
**SALARY** : R 243 597 OSD  
**CENTER** : 2x Molopo SD, 2 x Ditsobotla

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate in Bricklaying,

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0 to 2 yrs experience. Valid driver's license. Knowledge: Technical analysis, Computer aided technical applications, Report writing, knowledge of legal compliance Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills and technical report writing, Planning and organising skills

**DUTIES** : Construction, renovation and maintenance of government houses and buildings, read and interpret plans, set out foundations, layout bricks and install frames and plastering. Perform general administrative duties. Supervise staff. Compile weekly and monthly reports. Compile work plans and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor

**ENQUIRIES** : Mr. T.D Leburu tell: (018) 338 1444  
Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za.

**POST** : Artisan Electrician Grade A (x4)  
**REF NO** : NMMD 09/2025  
**SALARY** : R 243 597 OSD  
**CENTRE** : 2x Lehurutshe, 1 x Molopo, 1x Ditsobotla

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate in electricity, 0 to 2 yrs experience. Valid driver's license. Knowledge: Technical analysis knowledge, Computer aided technical applications, technical report writing, knowledge of legal compliance Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills, Planning and organising skills.

**DUTIES** : Assembling, installation and maintenance of electrical equipment. Repair, replacement and Installations of lights, heaters, stoves etc. trace, repair or replace faulty cables. Distribution board wiring. Assist wiring and rewiring. In maintenance of standby plants control panels. Request and quantify material. Perform general administrative duties. Supervise staff. Compile weekly and monthly reports. Compile work plans and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor

**ENQUIRIES** : Mr. T.D Leburu tell: (018) 388 1444  
Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za.

**POST** : Artisan Painter Grade A (x6)  
**REF NO** : NMMD 10/2025  
**SALARY** : R 243 597 OSD  
**CENTRE** : 2x Molopo, 2x Lehurutshe, 2x Ditsobotla

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate in painting, 0 to 2 yrs experience, Valid driver's license. Knowledge: Technical analysis, Computer aided technical applications, technical report writing, knowledge of legal

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compliance Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills, Planning and organising skills

**DUTIES** : Maintain, construct and repair paint work on all surfaces e.g., wood, zinc, brick wall, plastered wall, steel frames, glazing etc. request and quantify material, write material request and undertake needs analysis on the job to be carried out. Perform general administrative duties. Supervise staff. Compile weekly and monthly reports. Compile work plans and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor

**ENQUIRIES** : Mr. M. Ramotsoela tell: (018) 388 5336  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

**POST** : Artisan Forman Grade A (x2)  
**REF NO** : NMMD 11/2025  
**SALARY** : R243 597 OSD  
**CENTRE** : 2x Lehurutshe Sub District

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate of any field in the built environment. Five years post qualification experience as an Artisan. Valid driver's license: Knowledge: Technical analysis, Computer aided technical applications, Report writing, knowledge of legal compliance, Team leadership, technical report writing, customer focus and responsiveness. Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills, communication, computer skills, Planning and organising skills, conflict management skills.

**DUTIES** : Control and supervise building trade within the Sub-District. Site inspection. Identifying engineering technical needs. Ensure compliance with safety codes and regulations. Perform general administrative duties. Ensure effective performance and management trade teams. Supervise staff. Management of leave and maintenance of discipline. Compile weekly and monthly reports. Compile work plans for and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor.

**ENQUIRIES** : Mr. B. Mabaso tell: (018) 363 3916  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

**POST** : Artisan Welder Grade A (x2)  
**REF NO** : NMMD 12/2025  
**SALARY** : R 243 597 OSD  
**CENTRE** : 2x Molopo Sub District

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate in Welding, 0 to 2 yrs experience, Valid driver's license. Knowledge: Technical analysis, Computer aided technical applications, technical report writing, knowledge of legal compliance Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills, Planning and organising skills.

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**DUTIES** : Construct, erect and repair all steel metal fixtures. Inspect and write report of instructions. Request and quantify material. Write material request and perform needs analysis on job to be carried out. Perform general administrative duties. Supervise staff. Compile weekly and monthly reports. Compile work plans and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor

**ENQUIRIES** : Mr. O Mabaso tell: (018) 363 3916  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

**POST** : Artisan Carpenter Grade A (x4)  
**REF NO** : NMMD 13/2025  
**SALARY** : R 243 597 OSD  
**CENTRE** : Lehurutshe x2, Molopo x1, Ditsobotla x1

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate in Carpentry, 0 to 2 yrs experience. Valid driver's license. Knowledge: Technical analysis, Computer aided technical applications, technical report writing, knowledge of legal compliance Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills, Planning and organising skills

**DUTIES** : Constructing, maintaining and repair of wooden structures. Fitting and repair of all types of ceiling. Construct all types of cabinets. Requesting and quantifying of material. Writing material requests and doing needs analysis on the job to be carried out. Perform general administrative duties. Supervise staff. Compile weekly and monthly reports. Compile work plans and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor.

**ENQUIRIES** : Mr. M. Ramotsoela tell: (018) 388 5336  
Use the correct E-mail: [dpwrnmmrecruit@nwpg.gov.za](mailto:dpwrnmmrecruit@nwpg.gov.za).

**POST** : Artisan Plumber Grade A x3  
**REF NO** : NMMD 14/2025  
**SALARY** : R 246 597 OSD  
**CENTRE** : Lehurutshe x1, Molopo x1, Ditsobotla x1

**REQUIREMENTS** : Qualifications and Experience: Appropriate Trade test certificate in Plumbing, 0 to 2 yrs experience, valid driver's license Knowledge: Technical analysis, Computer aided technical applications, technical report writing, knowledge of legal compliance, Skills: Problem solving and analysis, team work, customer focus and responsiveness, computer skills, Planning and organising skills

**DUTIES** : Construction, maintenance work and repairs on government houses and buildings. Install plumbing equipment. Repair and replacement of kitchen, toilet and laundry equipment. Installation of geysers and repairs. Requesting and quantifying material. Perform general administrative duties. Supervise staff. Compile weekly

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and monthly reports. Compile work plans and evaluate the managed in terms of performance management and development system. Ensure OHS compliance. Report to the Supervisor

ENQUIRIES : Mr. M Ramotsoela tell: (018) 388 5336  
Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za.

POST : Tradesman AID - Mechanical (x5)  
REF NO : NMMD 15/2025  
SALARY : R 163 680 (SL3)  
CENTRE : Marico x2, Lichtenburg x2 Delareyville x1

REQUIREMENTS : Qualifications and experience: Grade 10 report. Six (6) months related experience in Mechanical environment. Applicants must be physically fit and have sober habits. Knowledge and Skills: Basic knowledge of any simple and routine tasks in mechanical environment. Team work. Analytical skills, creativity, communication, planning and organizing skills.

DUTIES : Assist team during execution of their daily duties. Cleaning and maintaining of tools and workshop. Carry tools, equipment, spares and material which are required to perform duties. Performing simplified and routine artisan mechanical and handyman tasks. Daily report to supervisor on all defects and abnormal activities.

ENQUIRIES : Mr. T. Serati or Mr. S.O.S Modise tell: (018) 362 3032  
Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za.

POST : Tradesman AID x4 (Building)  
REF NO : NMMD 16/2025  
SALARY : R163 680 SL 03  
CENTRE : Ditsobotla x 3, Molopo x 1

REQUIREMENTS : Qualifications and Experience: Grade 10 report. Six (6) month`s experience in build environment. Applicants must be physically fit and have sober habits. Knowledge and Skills: Basic knowledge of any simple and routine tasks in mechanical environment. Team work. Analytical skills, creativity, communication, planning and organizing skills.

DUTIES : Assist team during execution of their daily duties. Cleaning and maintaining of tools and workshop. Carry tools, equipment, spares and material which are required to perform duties. Performing simplified and routine artisan technician and handyman tasks. Daily report to supervisor on all defects and abnormal activities.

ENQUIRIES : Mr. T. D. Leburu tell: (018) 338 1250/1444  
Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za.

### **DR KENNETH KAUNDA DISTRICT - POSTS**

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**APPLICATIONS** : All Applications for Dr Kenneth Kaunda District must be submitted online, or Hand delivered to Registry Office no. 131 Kruis Street, Potchefstroom, 2531, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X918, Potchefstroom, 2520. Use the correct E-mail: [DPWRDRKKRecruit@nwpg.gov.za](mailto:DPWRDRKKRecruit@nwpg.gov.za).

**FOR ATTENTION** : Acting District Director – Ms. C. Tsimane.

**POST** : Artisan Production Grade A - Plumber (x2)  
**SALARY** : R243 597 per annum (sl3, OSD)  
**REF NO** : KK02/2025  
**CENTRE** : Buildings Maintenance – Klerksdorp Hospital and Construction Unit

**REQUIREMENTS** : Qualifications and experience: Appropriate Trade Test Certificate in Plumbing. A valid driving license. No experience required. Knowledge: Technical analysis knowledge, Computer-aided technical application. Knowledge of legal compliance. Production process knowledge. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills. Decision-making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

**DUTIES** : Produce designs according to client specification and within limits of plumbing production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure plumbing produced objects. Inspect equipment and/or facilities for plumbing technical faults. Repair equipment and facilities according to electrical standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Continuous individual development to keep up with new technologies and procedures. Maintain fixed assets in relation to plumbing repairs, renovations and erection of new buildings. Ensure compliance with safety regulations, methods and specifications. Supervise personnel.

**ENQUIRIES** : Mr. O.D More tell: (018) 492 0287  
Use the correct E-mail: [DPWRDRKKRecruit@nwpg.gov.za](mailto:DPWRDRKKRecruit@nwpg.gov.za).

**POST** : Artisan Production Grade A – Carpenter (x1)  
**SALARY** : R243 597 per annum (sl3, OSD)  
**REF NO** : KK03/2025  
**CENTRE** : Building Maintenance – Tshepong Hospital

**REQUIREMENTS** : Qualifications and experience: Appropriate Trade Test Certificate in Carpentry. A valid driving license. No experience required. Knowledge: Technical analysis knowledge, Computer-aided aided technical application. Knowledge of legal compliance. Production process knowledge. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills. Decision-making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness.

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Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

**DUTIES** : Produce designs according to client specification and within limits of carpentry production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure carpentry produced objects. Inspect equipment and/or facilities for carpentry technical faults. Repair equipment and facilities according to electrical standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Continuous individual development to keep up with new technologies and procedures. Maintain fixed assets in relation to carpentry repairs, renovations and erection of new buildings. Ensure compliance with safety regulations, methods and specifications. Supervise personnel.

**ENQUIRIES** : Mr. O.D More tell: (018) 492 0287  
Use the correct E-mail: [DPWRDRKKRecruit@nwpq.gov.za](mailto:DPWRDRKKRecruit@nwpq.gov.za).

**POST** : Artisan Production Grade A – Electrical (x2)  
**SALARY** : R243 597 per annum (sl3, OSD)  
**REF NO** : KK04/2025  
**CENTRE** : Building Maintenance - Potchefstroom Hospital and Witrand Hospital

**REQUIREMENTS** : Qualifications and experience: Appropriate Trade Test Certificate in Electrical. A valid driving license. No experience required. Knowledge: Technical analysis knowledge, Computer-aided aided technical application. Knowledge of legal compliance. Production process knowledge. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills. Decision-making. Team work. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.

**DUTIES** : Produce designs according to client specification and within limits of electrical production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure electrical produced objects. Inspect equipment and/or facilities for electrical technical faults. Repair equipment and facilities according to electrical standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Continuous individual development to keep up with new technologies and procedures. Maintain fixed assets in relation to electrical repairs, renovations and erection of new buildings. Ensure compliance with safety regulations, methods and specifications. Supervise personnel.

**ENQUIRIES** : Ms. O.D More tell: (018) 492 0287  
Use the correct E-mail: [DPWRDRKKRecruit@nwpq.gov.za](mailto:DPWRDRKKRecruit@nwpq.gov.za).

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## **BOJANALA DISTRICT - POSTS**

- APPLICATIONS** : All Applications for Bojanala District must be submitted online, or Hand delivered to Registry Office no, Old Industrial Site, Waterfall Avenue, Rustenburg, 0300. The District Manager, Department of Public Works and Roads, Private Bag X82063, Rustenburg, 0300. Use the correct E-mail: [dpwrbojanalarecruit@nwpg.gov.za](mailto:dpwrbojanalarecruit@nwpg.gov.za).
- FOR ATTENTION** : The HRM Manager – Ms. P.J Selekolo.
- POST** : Artisan Production Grade A: Electrical Buildings (x7)  
**SALARY** : R243 597 per annum (sl3, OSD)  
**REF NO** : BOJ 02/2025  
**CENTER** : Job Shimankana Tabane Hospital x2; Rustenburg Service Point x2; Moretele Service Point x1; Madikwe Service Point x1; Mankwe Service Points x1.
- REQUIREMENTS** : *Qualification and Experience:* Appropriate trade test certificate in Electrical. A valid driver's license. Knowledge: Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills .Team orientation. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills. Technical report writing skills.
- DUTIES** : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Ensure continuous individual development to keep up with new technologies and procedures. Supervise subordinates.
- ENQUIRIES** : Mr. A.N Makaba tell: 087 086 6075  
Mr. J. Mthembu tell: 012 714 3976/8  
Mr. M.C Moiloa tell: 087 086 6283  
Mr. S.G Tsoku tell: 014 555 6075  
Use the correct E-mail: [dpwrbojanalarecruit@nwpg.gov.za](mailto:dpwrbojanalarecruit@nwpg.gov.za).
- POST** : Artisan Production Grade A: Mechanical (x1)  
**SALARY** : R243 597 per annum (sl3, OSD)  
**REF NO** : BOJ 03/2025  
**CENTER** : Job Shimankana Tabane Hospital
- REQUIREMENTS** : *Qualification and Experience:* Appropriate Trade Test Certificate in Fitting and turning. A valid driver's license. Knowledge: Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills .Team orientation. Customer

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focus and responsiveness. Communication. Planning and organizing skills. Computer skills .Technical report writing skills.

**DUTIES** : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Ensure continuous individual development to keep up with new technologies and procedures. Supervise subordinates.

**ENQUIRIES** : Mr. A.N Makaba tell: 087 086 6075  
Use the correct E-mail: [dpwrbojanalarecruit@nwpg.gov.za](mailto:dpwrbojanalarecruit@nwpg.gov.za).

**POST** : Artisan Production Grade A: Plumber (x8)  
**SALARY** : R243 597 per annum (sl3, OSD)  
**REF NO** : BOJ 04/2025  
**CENTER** : Job Shimankana Tabane Hospital x2; Rustenburg Service Point x2; Moretele Service Point x1; Madikwe Service Point x1; Mankwe Service Points x1; Brits Service Point x1.

**REQUIREMENTS** : *Qualification and Experience:* Appropriate Trade Test Certificate in Plumbing. A valid driver's license. Knowledge: Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills .Team orientation. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills .Technical report writing skills.

**DUTIES** : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Ensure continuous individual development to keep up with new technologies and procedures. Supervise subordinates.

**ENQUIRIES** : Mr. A.N Makaba tell: 087 086 6075  
Mr. J. Mthembu tell: 012 714 3976/8  
Mr. S.G Tsoku tell: 014 555 6075  
Mr. J Choshi tell: 087 086 6195  
Mr. M.C Moiloa tell: 087 086 6283  
Use the correct E-mail: [dpwrbojanalarecruit@nwpg.gov.za](mailto:dpwrbojanalarecruit@nwpg.gov.za).

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POST : Artisan Production Grade A: Mechanical (x2)  
SALARY : R243 597 per annum (sl3, OSD)  
REF NO : BOJ 05/2025  
CENTER : District Office: Yellow Fleet.

REQUIREMENTS : *Qualification and Experience:* Appropriate Trade Test Certificate in Diesel Mechanical. A valid driver's license. Knowledge: Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills .Team orientation. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills .Technical report writing skills.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Ensure continuous individual development to keep up with new technologies and procedures. Supervise subordinates.

ENQUIRIES : Mr. D.N Mokonyamatell: 087 086 5926  
Use the correct E-mail: [dpwrbojanalarecruit@nwpg.gov.za](mailto:dpwrbojanalarecruit@nwpg.gov.za).

POST : Artisan Production Grade A: Mechanical Roads (x7)  
SALARY : R243 597 per annum (sl3, OSD)  
REF NO : BOJ 06/2025  
CENTRE : Moses Kotane Service Point x2; Rustenburg Service Point x2; Madibeng Service Point x1; Moretele Service Point x1; Kgetleng Service Points x1.

REQUIREMENTS : *Qualification and Experience:* Appropriate Trade Test Certificate in Diesel Mechanical. A valid driver's license. Knowledge: Technical analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Knowledge of Health and Safety Act. Skills: Problem solving and analysis skills .Team orientation. Customer focus and responsiveness. Communication. Planning and organizing skills. Computer skills .Technical report writing skills.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assure produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job

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record/register. Ensure continuous individual development to keep up with new technologies and procedures. Supervise subordinates.

ENQUIRIES

: Mr. D.N Mokonyama            tell: 087 086 5926  
Use the correct E-mail: [dpwrbojanalarecruit@nwpg.gov.za](mailto:dpwrbojanalarecruit@nwpg.gov.za).