# PROVINCIAL ADMINISTRATION: NORTH WEST DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS : The Head of Department, Department of Community Safety and Transport

Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to the

relevant e-mail address associated with the post applied for.

CLOSING DATE : 12 December 2025 (Posted, Handed and E-mailed Applications must have

reached the Department by 15h30 pm Walk-in and 00h00 Mid-night online).

NOTE : Please Note: On the subject line of your E-mail, Indicate the Correct Job Title

and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking reemployment into the Public Service. Applicants do not have to submit copies/proof/certificates/attachments/drivers licence/qualifications application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s) only when shortlisted. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a

positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: https://www.thensg.gov.za. The appointee to SMS post must be in possession of such, prior to taking up the post. The successful candidate will be required to enter into an employment contract and a performance agreement.

## MANAGEMENT ECHELON

POST 44/217 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 68/2025/26

Directorate: Supply Chain Management

SALARY : R1 266 741 per annum. The inclusive remuneration package consists of a

basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee

contract.

CENTRE : Head Office- Mahikeng

REQUIREMENTS: Grade 12 Certificate. A relevant (NQF level 7) qualification in Supply Chain

Management/ Finance/ Financial Management/ Economics/Auditing as recognised by SAQA coupled with five (5) years' experience at middle/senior managerial level within the Supply Chain Management Environment. A valid driver's license. Computer Literacy. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG submitted prior to appointment. Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Customer Service Principles (Batho Pele Principles). Risk Management. Understanding of Supply Chain Management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential Procurement Policy Framework. Public Finance Management Act (PFMA). Treasury regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, understanding of budgeting and Financial Management best practices. Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication Skills: Technical Proficiency. Business Report Writing Skills. Communication (verbal and written). Problem solving and decision making. People management and Empowerment. Customer Focus and responsiveness. Managing interpersonal conflict. Financial management. Decision making and problem

solving. Programme management. Environment awareness.

<u>DUTIES</u> : Ensure the development and implementation of relevant policies, procedures

and transversal contracts with respect to Supply Chain and Asset Management. Develop and manage the demand and acquisition processes. Manage Assets, Logistics, Contract Management, Demand as well as Acquisition management sub-directorates Develop, manage and maintain logistical information and supply chain management performance. Development of adequate risk management measures. Manage all resources of the Directorate. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial

and human resources management.

**ENQUIRIES** : Ms. K Phatudi Tel No: (018) 200 8024/25

APPLICATIONS : E-Mail address: CSTMrecruitment01@nwpq.gov.za

#### DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply.

<u>APPLICATIONS</u>: Completed applications should be forwarded to the Director: Human Resource

Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Ethelia Masibi Tel No: (018) 388 3935, email:

nwcogtarecruit@nwpg.gov.za

CLOSING DATE : 12 December 2025, Time (16H00)

NOTE : Directions to Applicants: Ap

Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No candidate shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. NB: Directions on how to fill in the New Z83 Form Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A. B. C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

## **MANAGEMENT ECHELON**

POST 44/218 : DIRECTOR: PROVINCIAL DISASTER MANAGEMENT CENTRE REF NO:

15/25-26

Chief Directorate: Development and Planning Directorate: Provincial Disaster Management Centre

Job Purpose: To administer Provincial Disaster Management Centre.

SALARY : R1 266 714 per annum (Level 13), all-inclusive remuneration package

**CENTRE** : Head Office

REQUIREMENTS: Matric Certificate. Diploma/BTech/Degree (NQF level 7) in Disaster

Management / Emergency Management / Environmental Science / Social Science / Risk Management / Development Studies / Public Administration and Management / Geography / Information Science / GIS / Geoinformatics as recognized by SAQA. Minimum 5 years' experience at Middle/Senior Managerial level in Municipal/Provincial Disaster Management Environment SMS Pre- Entry certificate submitted prior to appointment. Valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of Disaster Management Act, National Disaster Management Framework, United Nations International strategy on Disaster Management Framework for Disaster Reduction, North West Disaster Management Framework, Municipal Indicative Disaster Risk Profile, Disaster Management processes, Public Financial Management Act, Treasury Regulations, Public Service regulations, Municipal Financial Management Act, Strategic Planning, Communication, Leadership, Policy, interpretation and Development Facilitation, Report Writing, Computer Literacy, Project Management Problem Solving Conflict management Planning

Information Management Financial Management.

**DUTIES** : Coordinate implementation of Provincial Disaster Management systems and

structures. Facilitate provision of disaster response and recovery coordination services. Coordinate disaster preparedness and planning services. Coordinate implementation of integrated information management and emergency communication systems. Coordinate implementation of Municipal Disaster Management systems and structures. Coordinate provision of fire and rescue services. Monitor provision of Provincial Disaster Management reception and

administration services.

ENQUIRES: Mr. S Ramagaga Tel No: (018) 388 2329

POST 44/219 : DIRECTOR: COMMUNICATION MANAGEMENT SERVICES REF NO:

16/25-26

Chief Directorate: Corporate Management Services Directorate: Communication Management Services

Job Purpose: To administer provision of communication management

services.

SALARY : R1 266 714 per annum (Level 13), all-inclusive remuneration package

**CENTRE** : Head Office

REQUIREMENTS: Matric Certificate. Diploma/B-Tech/Degree (NQF level 7) in Communications /

Public Relations / Media Studie s/ Journalism / Marketing / Graphic Design/ Digital Media as recognised by SAQA. Minimum 5 year's relevant experience at Middle/Senior Managerial level in Communication Management environment. SMS Pre- Entry certificate submitted prior to appointment. valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of Government Communications Policy Framework, Government Communication Information Strategy policy, Promotion to access Information Act, Protection of Personal Information Act, Media Development and Diversity Act, Public Service Act, Public Financial management Act, Treasury Regulations, Strategic Communication, Planning, Media Relation Financial Management ,Speech writing, Public Relations and Branding, Digital and Social Media Management, Stakeholder engagement Event coordination, Communication, Facilitation, Policy interpretation and development, Report Writing, Computer

Literacy.

<u>DUTIES</u> : Coordinate provision of departmental corporate communication services.

Facilitate provision of public and stakeholder relations services. Coordinate provision of departmental events management services. Coordinate provision of media relations services. Facilitate development of graphics and web design

services. Monitor provision of language translation services.

**ENQUIRIES** : Ms M. Lehoko Tel No: (018) 388 5483

## **OTHER POSTS**

POST 44/220 : CHIEF CIVIL ENGINEER (GRADE A) REF NO: 12/25-26

Chief Directorate: Development & Planning
Directorate: Integrated Municipal Infrastructure

Job Purpose: To coordinate implementation of municipal infrastructure

technical services.

SALARY : R1 266 450 - R1 446 921 per annum, (OSD), all-inclusive remuneration

package

CENTRE : Head Office

REQUIREMENTS: Matric Certificate. Degree in Civil Engineering (B Eng/BSC (Eng) at (NQF level

7) as recognised by SAQA. 6 years of post-qualification experience as a professional engineer. Registration with ECSA as a professional Civil Engineer is compulsory. Valid Driver's licence. Competencies/Knowledge/Skills: Indepth knowledge of Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, Municipal Systems Act ,Division of Revenue Act, Municipal Infrastructure Framework, Construction Industry Development Board, IDP alignment, Spatial development frameworks, Municipal by laws, Engineering design and analysis, Programme and project management, Computer aided engineering applications, Technical consulting, Engineering and professional judgement, Legal and operational compliance, Engineering operational communication, Technical report writing, Financial Management, Communication, Leadership, Problem solving, Policy

interpretation and development, Planning, Facilitation skills.

**<u>DUTIES</u>** : Facilitate development and implementation of municipal infrastructure plans

and programmes. Monitor compliance to infrastructure Engineering norms, standards and programme conditions. Provide technical advice on implementation of municipal Infrastructure grants. Facilitate registration of infrastructure projects. Monitor maintenance of municipal infrastructure assets.

Monitor Performance and progress on Infrastructure spending.

**ENQUIRIES** : Mr. E. Manaka Tel No: (018) 388 5890

POST 44/221 : CHIEF TOWN & REGIONAL PLANNER (GRADE A) REF NO: 13/25-26

Chief Directorate: Development & Planning Directorate: Municipal Development Planning

Job Purpose: To coordinate implementation of Spatial planning and Land Use

management programmes.

SALARY : R1 099 448 - R1 250 907 per annum, (OSD), all-inclusive remuneration

package

CENTRE : Head Office

REQUIREMENTS: Matric Certificate. Degree/BTech in Town and Regional planning/Urban and

Regional Planning/Spatial planning (NQF level 7) as recognised by SAQA. 6 years post-qualification experience in Town and Regional Planning Registration with SACPLAN is compulsory. Valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of SPLUMA SPLUMA operational communication Geographical Information Systems, Title deed analysis and cadastral mapping, Structural, geotechnical and transportation, Municipal Systems Act , Municipal Finance Management Act ,IDP alignment, Development Facilitation Act, National Development Plan, Environmental Management Act, Rural and Urban development regulations, Land Tenure Systems, Property Law, Public service Act, Public Finance Management Act, Treasury Regulations, Strategic Planning, Programme and project management, Technical consulting, Technical Report Writing, Financial Management, Public participation process, Communication, Leadership, Policy interpretation and development, Planning, Facilitation skills , Computer

Literacy.

**DUTIES** : Facilitate development and review Land Use Scheme. Facilitate development

and review Spatial Development frameworks. Facilitate implementation of municipal assessment of town planning applications. Facilitate implementation of municipal town planning capacity building programmes. Monitor implementation of National and Provincial Spatial planning and Land Use

Management programmes.

**ENQUIRIES** : Mr. M Oagile Tel No: (018) 388 2329

POST 44/222 : <u>DEPUTY DIRECTOR: ASSETS & DISPOSAL MANAGEMENT CHIEF</u>

**DIRECTORATE: FINANCIAL MANAGEMENT SERVICES REF NO: 17/25-26** 

Directorate: Supply Chain Management

Job Purpose: To coordinate provision of assets & disposal management

services.

SALARY : R896 436 per annum (Level 11), all-inclusive remuneration package

**CENTRE** : Head Office

REQUIREMENTS : Matric Certificate. Diploma/Degree (NQF level 6) in Asset

Management/Acquisition Management/Supply Chain Management/Financial Information Systems/Financial Accounting/Financial Management/Operations Management/ as recognized by SAQA. Minimum 3 years relevant experience at Assistant Director level in Asset Management, Supply Chain Management/ Financial Administration driver's valid Competencies/Knowledge/Skills: In-Depth Knowledge of Treasury Regulations Public Financial Management Act , Public Service Regulations, Asset Management policy, National Treasury policy, Supply Chain Management Act, Supply Chain Management framework, Minimum of Information Security Standards, Infrastructure Delivery Management System, Directive on Asset Disposal Procedures, Internal Audit Risk Management Framework, Green Procurement Guidelines Computer Literacy , Presentation, Report writing, development and Communication. Policy interpretation, Management, Asset management, Problem solving, Project Management.

**DUTIES** : Facilitate implementation of asset disposal processes. Monitor safeguarding of

assets. Monitor implementation of asset maintenance plans. Facilitate verification of movable assets. Facilitate investigation of theft, loss, damage,

and mismanagement of assets.

ENQUIRIES : Ms. K Setlhabi Tel No: (018) 388 2947

POST 44/223 : DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 18/25-26

Chief Directorate: Corporate Management Services

Directorate: Strategic Management Services

Job Purpose: To coordinate implementation of programmes monitoring and

evaluation services.

SALARY : R896 436 per annum (Level 11), all-inclusive remuneration package

**CENTRE** : Head Office

REQUIREMENTS : Matric Certificate Diploma/Degree (NQF level 6) in Public Administration or

Management/ Development Studies/Monitoring and Evaluation /Business Management or Administration/ Social Science/ Economics/ Statistics /Auditing as recognised by SAQA. minimum 3 year's relevant experience at Assistant Director level in monitoring and evaluation, strategic planning and reporting, or data analysis and research Valid Driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge of National Evaluation Policy Framework , Department of Planning, Monitoring and Evaluation guidelines, National Evaluation Policy Framework, Operational Planning, Annual Performance Plan and Strategic Plan development processes, Framework for Managing Programme Performance Information, Public Finance Management Act, Public Audit Act , Statistics Act, Treasury Regulations, Public Service Act and Regulations, Quantitative and qualitative research methods, Financial Management, Communication, Policy interpretation and development, Facilitation, Report Writing, Analytical thinking and problem-solving, Computer Literacy, Change Management, Data

Collection and analysis, Project Planning, Strategic planning.

<u>DUTIES</u> : Facilitate Auditor General and Provincial Audit on predetermine objectives and

responses. Facilitate development of Departmental Annual report. Monitor implementation of Provincial M&E system. Coordinate monthly reporting of the Annual Performance Plan, SOPA, Makgotla Resolutions programme of Action and Budget Speech Commitments. Coordination of quarterly performance reviews and conduct verification of reported performance. Monitor implementation of Performance Framework. Facilitate development of

Accounting Officer's report.

ENQUIRIES: Mr M Radebe Tel No: (018) 388 4456

POST 44/224 : DEPUTY DIRECTOR MUNICIPAL MONITORING & EVALUATION REF NO:

<u>19/25-26</u>

Chief Directorate: Cooperative Governance

Directorate: Municipal Performance Reporting & Evaluation Systems

Job Purpose: To coordinate implementation of municipal monitoring and

evaluation services

SALARY : R896 436 per annum (Level 11), all-inclusive remuneration package

**CENTRE** : Head Office

REQUIREMENTS: Matric Certificate. Diploma/Degree (NQF level 6) in Local

Government/Monitoring and Evaluation/Public Administration/Public Management /Statistics Management/Development Studies/Economics/ as recognized by SAQA. Minimum 3 years relevant experience at Assistant Director Level in Municipal Monitoring and Evaluation Valid Driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge of Municipal Structure Act, Municipal Systems Act Municipal planning performance Municipal Monitoring and Evaluation Act, Municipal Finance Management Act, Division of Revenue Act, Public Service Act, Performance Management Framework, Public Finance Management Act, Financial Management, Statistics, Communication, Leadership, Policy interpretation and development,

Facilitation, Report Writing, Conflict Management, Computer Literacy.

**DUTIES** : Facilitate implementation of municipal performance surveys. Facilitate

implementation of Municipal Performance Assessment and Evaluations. Monitor state of local government. Facilitate implementation of municipal monitoring and evaluation process. Facilitate provision of municipal monitoring

and evaluation capacity building programmes.

**ENQUIRIES** : Mr M Tladi Tel No: (018) 388 2312

POST 44/225 TOWN & REGIONAL PLANNER (PRODUCTION) GRADE A REF NO: 14/25-

26

Chief Directorate: Development & Planning Directorate: Municipal Development Planning

Job Purpose: To facilitate implementation of Spatial planning and Land Use

management programmes.

**SALARY** : R761 157 – R816 852 per annum, all-inclusive remuneration package, (OSD)

**CENTRE** : Head Office

REQUIREMENTS: Matric Certificate. Degree/BTech in Town and Regional planning/Urban and

Regional Planning/Spatial planning (NQF level 7) as recognised by SAQA. 3 years post-qualification experience in Town and Regional Planning. Registration with SACPLAN is compulsory. Valid driver's licence. Competencies/Knowledge/Skills: In-depth knowledge of SPLUMA, SPLUMA operational communication, Municipal Systems Act, Municipal Finance Management Act, IDP alignment, Structural, geotechnical and transportation, Development Facilitation Act, National Development Plan, Environmental Management Act ,Rural and Urban development regulations, Title deed analysis and cadastral mapping, Land Tenure Systems, Geographical Information Systems, Property Law, Public service Act, Public Finance Management Act, Treasury Regulations, Strategic Planning, Programme and project management, Technical consulting, Financial Management, Public participation process, Communication, Leadership, Policy interpretation and development, Technical Report Writing, Planning, Computer Literacy,

Facilitation skills.

**DUTIES** : Monitor development and review of Land Use Scheme. Monitor development

and review Spatial Development frameworks. Review municipal assessment of town planning applications. Monitor implementation of municipal Town planning capacity building programmes. Monitor implementation of National

and Provincial Spatial planning and Land Use Management.

**ENQUIRIES** : Mr. M Oagile Tel No: (018) 388 2329