



dcstm

Department:
Community Safety and Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



HUMAN RESOURCE MANAGEMENT

Tirelo Building, Albert Luthuli Drive,
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8052

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE

VACANCY CIRCULAR NO.06 OF 2025/26 FINANCIAL YEAR

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.

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. **Parts B:** All fields except date of birth and ID number may be left blank. **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 re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on 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). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post

"Let's Grow North West Together"



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 for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CLOSING DATE: 01/08/2025

ERRATUM: VACANCY CIRCULAR NO.05 OF 2025/26 FINANCIAL YEAR

Kindly note that the following positions advertised in the Provincial Communication email, Circular 05 of 2025/26 are hereby withdrawn:

- Call Centre Agent: **Reference number: 10/2025/26;**
- Accounting Clerk (Creditors Payment Contractual): **Reference number: 11/2025/26;**
- Supply Chain Clerk (Acquisition & Contract Management): **Reference number: 15/2025/26**
- Supply Chain Clerk (Asset and Disposal Management): **Reference number: 16/2025/26;**
- Administration Clerk Security and Facilities: **Reference number: 17/2025/26;**
- Accounting Clerk: Airport Administration (Mahikeng and Pilanesburg): **Reference number: 19/2025/26;**
- Artisan Production Grade A: Airport Quality Control (Mahikeng X3); (Pilanesburg X3) and (Bojanala X1): **Reference number: 26/2025/26**
- The amendments are made for the advertised position of Driver/ Messenger: **Reference number: 28/2025/26**, as follows:

Sub-directorate : Security, Facilities and Transport Management

Requirements : ABET (Grade 10), Driving Licence. Seven (7) to twelve (12) months experience

- The amendments are made for the advertised position of Trademan Aid: **Reference number: 29/2025/26**, as follows:

Directorate : Government Fleet

Centre : Dr. Ruth Segomotsi Mompati

DIRECTORATE : FINANCIAL MANAGEMENT
POST : ACCOUNTING CLERK (CREDITORS PAYMENTS): NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)
REF NO: : 33/2025/26
SALARY : R228 321,00 p.a (SL 05)
CENTER : HEAD OFFICE

REQUIREMENTS: Grade 12 or equivalent qualification. No experience required. **KNOWLEDGE:** Must have knowledge in WALKER system and BAS system, Public Finance Management Act (PFMA), Treasury Regulations, DORA and supply chain process. **SKILLS:** Computer literacy (MS office), Good interpersonal skills. Must have communication skills (verbal and written). Numerical skills. Ability to work under pressure and be self-motivated. Accurate, attention to detail and positive attitude.

DUTIES: Receive and record payment vouchers. Capture payments on WALKER system. Attach payment stub to payment vouchers. Filing of payment vouchers. Capturing of payments vouchers into centralised creditors payments filing system. Retrieve payment vouchers during internal and external audit. Serves as unit batch controller.

ENQ: MS. M. R. MOOKETSI: TEL NO: 018 200 8180

E-Mail address: CSTMrecruitment34@nwpg.gov.za

DIRECTORATE : SUPPLY CHAIN MANAGEMENT
POST : SUPPLY CHAIN CLERK (ACQUISITION & CONTRACT MANAGEMENT): NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)
REF. NO : 34/2025/26
DIRECTORATE : SUPPLY CHAIN MANAGEMENT
SALARY : R228 321,00 pa (SL5)
CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 certificate or equivalent qualification. No experience required. A valid driver's licence will be an added advantage. Skills and competencies: Knowledge of Public Service Finance Management Act (PFMA), PPPFA, Treasury Regulations. Planning and organizing skills, good interpersonal skills, effective communication skills (written and verbal). Computer literacy, ability to work independently and meet deadlines, ability to work under pressure, work in a team and preparedness to work overtime when required.

DUTIES: Sourcing of quotations as per National Treasury guidelines, receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Request, prepare and assess quotations to ensure that the quotations comply with minimum requirements. Ensure that standard bidding documents are obtained and fully completed by suppliers. Extend validity periods of quotations in advance of expiry dates. Capturing of awarded contracts on e-tender portal. Conduct site visits for all departmental contracts. Ensure that procedures

are compliant with SCM policies. Ensure proper filling and safekeeping of documents. Perform other duties as delegated by the supervisor.

ENQ: Ms. L. Motlhamme – Tel no: 018 200 8416

E-Mail address: CSTMrecruitment35@nwpg.gov.za

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

POST : SUPPLY CHAIN CLERK (ASSET AND DISPOSAL MANAGEMENT: NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)

REF. NO : 35/2025/26

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

SALARY : R228 321,00 pa (SL5)

CENTRE : HEAD OFFICE

Requirements: Grade 12 certificate or equivalent qualification. No experience required. A valid driver's license is required. **Knowledge and Skills:** Asset management, Procurement directives and procedures, Financial Accounting, In-depth knowledge of legislative framework that governs the Public Service, Understanding and application of the following prescripts: Public Financial Management Act, Supply Chain Management Policies and Practices.

DUTIES: Maintain the department's asset register by ensuring all assets are barcoded, properly relocated in the system to their correct physical locations, and regularly updated. procurement of office furniture and equipment, including the preparation of VA2 forms with all required supporting documentation, verifying the accuracy and quantity of goods received, and distributing barcoded assets to end users. Conduct regular physical asset verifications to confirm the existence, location, and condition of assets across various sites. Identify damaged and obsolete assets within the department and ensure they are consolidated and stored in a designated central location for disposal. Facilitate the transfer of assets between offices by completing asset movement forms and ensuring that Asset Transfer Forms are properly filled out and signed by the appropriate officials.

ENQ: Mr. BB Legalatladi: TEL: 018 200 8141

E-Mail address: CSTMrecruitment36@nwpg.gov.za

SUB-DIRECTORATE : SECURITY, FACILITIES AND TRANSPORT MANAGEMENT
POST : ADMINISTRATION CLERK (TRANSPORT MANAGEMENT): NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)
REF NO : 36/2025/26
SALARY : R228 321,00 pa (SL5)
CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 certificate or equivalent qualification. No experience required. Minimum valid category B driving license. **KNOWLEDGE:** Knowledge of Transport Policies. Knowledge of Public Service Regulation, Knowledge in PFMA and other relevant prescripts. **SKILLS:** Computer skills. Good written and verbal communication skills. Presentation skills. Good interpersonal relations. Ability to work as an individual and as a team.

DUTIES: Keep and update driving license register on monthly basis. Check, receive and capture log sheets for both pool and subsidy, and submit to supervisor. Receive and check applications for scheme A & B and submit to supervisor. Administer traffic fines for departmental pool vehicles. Conduct pre and post inspection of allocated vehicles and debrief drivers. Conduct monthly inspections on all Head Office vehicles. Facilitate in the renewal and distribution of license disc on monthly basis. Submit a monthly report on penalties charged for late disks renewals, log sheet, non-submissions and nil returns. Maintain proper record keeping. Attend to other tasks delegated by the supervisor. Prepare VA2s for procurement of goods and services for the unit

ENQ: MR. K MAHURA, TEL (018) 200 8447
E-Mail address: CSTMrecruitment37@nwpg.gov.za

DIRECTORATE : TRANSPORT TERMINALS
POST : ARTISAN PRODUCTION: CARPENTER GRADE A (2 X POSTS): NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)
REF NO. : 37/2025/26
SALARY : R246 597 p.a (OSD NOTCHES)
CENTRE : MAHIKENG AIRPORT (GD MONTSHIOA AIRPORT) AND PILANESBERG AIRPORT

REQUIREMENTS: Grade 12 or equivalent and Appropriate Trade test certificate in Carpentry. A valid driving license. One (1) to two (2) years' experience required. Applicants must be physically fit and have sober habits. **Knowledge:** Knowledge of all legal compliance and Technical report writing. Production process. Knowledge of Health and Safety Act. **Skills:** Computer literacy, Good Communication skills, Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Self – management. Technical report writing skills. Team work and have the ability to work under pressure.

DUTIES: Maintenance of all Airport buildings and houses, which include Constructing, Manufacturing and repair of wooden structures, Fitting and repairing of all types of ceiling, Construct all types of cabinets, Requesting and quantifying material timeously, doing needs analysis on job card to be carried out. Reporting to the quality Control officer and airport manager.

Enquiries: Mr P Shole 018 3851027
E-Mail address: CSTMrecruitment38@nwpg.gov.za

DIRECTORATE : TRANSPORT TERMINALS

POST : ARTISAN PRODUCTION: PLUMBER GRADE A (2 X POSTS): NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)

REF NO. : 38/2025/26

SALARY : R246 597 p.a (OSD NOTCHES)

CENTRE : MAHIKENG AIRPORT (GD MONTSHIOA AIRPORT) AND PILANESBERG AIRPORT

REQUIREMENTS: Grade 12 or equivalent and Appropriate Trade test certificate in Plumbing. A valid driving license. One (1) to two (2) years' experience required. Applicants must be physically fit and have sober habits. **Knowledge:** Knowledge of all legal compliance and Technical report writing. Production process. Knowledge of Health and Safety Act. **Skills:** Computer literacy, Good Communication skills, Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Self – management. Technical report writing skills. Team work and have the ability to work under pressure.

DUTIES: Maintenance of all Airport buildings and house, which include sewerage system, storm water drainage, bulk water storage/ reservoir, toilets and kitchens. Install plumbing equipment & material, Regular inspections of plumbing needs and repairs for the entire airport. Requesting plumbing material timeously. Reporting to the Quality Control officer

Enquiries: Mr P Shole 018 3851027

E-Mail address: CSTMrecruitment39@nwpg.gov.za

DIRECTORATE : TRANSPORT TERMINALS

POST : ARTISAN PRODUCTION: ELECTRICIAN GRADE A (2 X POSTS): NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)

REF NO. : 39/2025/26

SALARY : R246 597 p.a (OSD NOTCHES)

CENTRE : MAHIKENG AIRPORT (GD MONTSHIOA AIRPORT) AND PILANESBERG AIRPORT

REQUIREMENTS: Grade 12 or equivalent and Appropriate Trade test certificate in Electricity. A valid driving license. One (1) to two (2) years' experience required. Applicants must be physically fit and have sober habits. **Knowledge:** Knowledge of all legal compliance and Technical report writing. Production process. Knowledge of Health and Safety Act. **Skills:** Computer literacy, Good Communication skills, Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Self – management. Technical report writing skills. Team work and have the ability to work under pressure.

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. Requesting electrical material timeously. Reporting to the Quality Control officer

Enquiries: Mr P Shole 018 3851027

E-Mail address: CSTMrecruitment40@nwpg.gov.za

DIRECTORATE : TRANSPORT PLANNING AND POLICY DEVELOPMENT

POST : ADMINISTRATIVE CLERK (TRANSPORT PLANNING & COORDINATION) X4

REF.NO : 40/2025/26

SALARY : R202 233 p.a (SL 05)

CENTRE : NGAKA MODIRI MOLEMA, DR KENNETH KAUNDA, BOJANALA PLATINUM AND DR RUTH SEGOMOTSI MOMPATI

REQUIREMENTS: Grade 12 certificate or equivalent qualification. No experience required. Valid Code EB (08) Driving License. **KNOWLEDGE:** Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy. Knowledge of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the Integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN) and Provincial Land Transport Framework (PLTF). Knowledge of Public Service Act and other relevant prescripts. Knowledge in Public Financial Management Act. **SKILLS:** Basic research and data analysis skills. Ability to interpret policies. Good verbal and written communication. Computer skills. Ability to function independently and as a team. Willingness to travel and work irregular hours.

DUTIES: Assist in coordinating transport planning processes within provincial and municipal development planning processes. Participate in the provincial (District and Local Municipality) Transport forums. Assist in ensuring integration of Integrated Transport Plans into Municipal Integrated Development Plans. Participate in municipal strategic planning structures. Liaise with external and internal stakeholders. Project management by assisting with internal projects, with specific reference to transport planning needs assessment, strategy and project planning, project monitoring, evaluation and municipality regarding all issues of transport. Attend to other tasks delegated by the supervisor.

Enq: Mr B Mangena Tel No.018 200 8194
E-Mail address: CSTMrecruitment01@nwpg.gov.za

DIRECTORATE : TRANSPORT TERMINALS

POST : TRADESMAN AID-ELECTRICAL: NB: This post is a re-advertisement; candidates who previously applied are encouraged to reapply)

REF NO. : 41/2025/2026

SALARY : R163 680 p.a (SL3)

CENTRE : MAHIKENG (GD MONTSHIOA) AND PILANEBERG AIRPORT

REQUIREMENTS: NQF Level 3/Grade 10 certificate or equivalent with six (6) months trade related experience in electrical environment. Applicants must be physically fit and have sober habits.

Knowledge: Basic knowledge of any simple and routine tasks in electrical environment. **Skills:** Analytical skills, creativity, communication, planning and organizing. Computer literacy, Good Communication skills, must be a team player.

DUTIES: Assistant to airport electrician. Keeping all electrical tools and supplies safe. Carry tools, equipment, spares and material which are required to perform duties. Keeping toolbox neat and tidy. Cleaning the electrical substation. Checking standby generator. Replacing electrical bulbs. Runway light inspections. Daily report to supervisor on all defects and abnormal activities.

Enquiries: Mr P Shole: Tel No.: 018 3851027

CSTMrecruitment02@nwpg.gov.za