



dcstm

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



HUMAN RESOURCE MANAGEMENT

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DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH WEST PROVINCE

VACANCY CIRCULAR NO.05 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. **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

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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: 25/07/2025

DIRECTORATE : LAW ENFORCEMENT

POST : CALL CENTRE AGENT

REF.NO : 10/2025/26

SALARY : R269 499.00 p.a (SL 06)

CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 certificate or equivalent. Call Centre Certificate or equivalent plus one (1) to two (2) years' experience in a customer care environment/field. Must be willing to work shifts.

KNOWLEDGE: Sound knowledge of mandate of the department. Knowledge of principles and processes for providing customer and personal services. Knowledge of how and from whom to obtain additional information. Knowledge of administrative and clerical procedures and systems. Knowledge of procedures for receiving, responding to and managing requests/enquiries. Knowledge in contact centre operations. **SKILLS:** Computer literacy (Intermediate/advanced) in the following applications MS-word, Excel, PowerPoint, MS –outdoor and internet and typing skills, good interpersonal relationship, ability to work under pressure and to be prepared to work shifts. Must be fluent in Setswana and English. Problem solving and analytical thinking.

DUTIES: Answer all incoming calls. Handle all telephone enquiries. Attend general office administration. Attend to service delivery complaints against the South African (SAPS). Verify Natis information. Provide coordination of first respondents to incidents and accidents. Provide coordination of accident and incidents statistics. Assist during the situation Analysis.

Enq: Mr. P Stone: Tel Nr.018 381 9110/9104

E-Mail address: CSTMrecruitment11@nwpg.gov.za

DIRECTORATE : FINANCIAL MANAGEMENT
POST : ACCOUNTING CLERK (CREDITORS PAYMENT CONTRACTUAL)
REF NO. : 11/2025/26
SALARY : R228 321.00 pa (SL5)
CENTRE : HEAD OFFICE-MAHIKENG

REQUIREMENTS: Grade 12 or equivalent. No experience required. **Knowledge:** Public Financial Management Act (PFMA), Public Service Regulations (PSR).Public Service Act (PSA).Treasury Regulations. Generally Recognized Accounting Principles (GRAP).Generally Accepted Accounting Principles (GAAP).**Skills:** Accounting, Communication, Computer literacy, Time Management, Interpersonal relationships.

DUTIES: Capture receipts on BAS. Check and clearing of bank exceptions. Compile and capture journals. Assist with batch control. Assist with retrieval of documentation during audit period. Request BAS Reports.

Enq: Ms. T Moatshe, Tel .Nr. (018) 200 8144
E-Mail address: CSTMrecruitment12@nwpg.gov.za

DIRECTORATE : FINANCIAL MANAGEMENT
POST : ACCOUNTING CLERK: SALARIES AND TAXATION
REFERENCE NO : 12/2025/26
SALARY LEVEL : 05
SALARY : R228 321.00 pa (SL5)
CENTRE : HEAD OFFICE

REQUIREMENTS: Matric / Grade 12 or equivalent. **(Accounting as a passed subject/ module).** No experience required. Certificate in Introduction to Persal will be an added advantage. **KNOWLEDGE** of PERSAL e-filling and easy file, Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). **SKILLS:** Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure.

DUTIES: Receive and record payments of salaries, and allowances of all employees. Capture subsistence and travel, fuel, and overtime claims in PERSAL. Process Human Resources advices in PERSAL and Salary related debts. Sort salary reports, IRP5 and payroll report and filling of documents.

Enquiries: Ms. G Mooketsi: 018 200 8098
E-Mail address: CSTMrecruitment13@nwpg.gov.za

DIRECTORATE : MANAGEMENT ACCOUNTING
POST : ACCOUNTING CLERK (REVENUE MANAGEMENT) X2
REF NO. : 13/2025/26
SALARY : R228 321,00 pa (SL5)
CENTRE : HEAD OFFICE-MAHIKENG

Requirements: Grade 12 or equivalent. No experience required. **Knowledge:** PFMA, Treasury Regulations, Public Service Regulations, Public Service Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Basic Accounting System (BAS), MicroSoft Office. **Skills:** Analytical skills, Numerical, Ability to work under pressure, Communication (Written and verbal), Computer Literacy, Time Management, Interpersonal Relationships.

Duties: Check and clear bank exceptions. Reconcile revenue sub accounts. Allocate to relevant revenue accounts. Compile and capture journals on BAS. Assist with retrieval of documentation during audit period. Assist in performance of reconciliations. Request BAS reports. General Filing. Perform other duties as delegated by the supervisor

Enquiries: Mr. J. Khanye 018 200 8177
E-Mail address: CSTMrecruitment14@nwpg.gov.za

DIRECTORATE : MANAGEMENT ACCOUNTING
POST : ACCOUNTING CLERK: BUDGET CONTROL
REF. NO : 14/2025/26
SALARY : R228 321.00 pa (SL5)
CENTRE : HEAD OFFICE

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate with Accounting. No experience required. The following will serve as an added advantage. **KNOWLEDGE:** Public Finance Management Act (PFMA), Treasury Regulations, Provincial treasury guidelines and budget cycle, Knowledge of government financial systems (Walker/BAS & Vulindlela), Standard Charts of accounts (SCOA). **SKILLS:** Computer literacy, Basic Numeracy Skills, Communication skills, Teamwork, Accuracy, Flexibility, Reliability and Time management.

DUTIES: Assist with capturing the budget, adjustment estimates, fund shifts, virements and rollovers on the BAS system. Verifying and monitoring budget on Walker, Vulindlela and BAS systems. Capturing and filing of misallocation journals. Expenditure allocation and Item verification on Requisition form. Assist in preparation and reporting of the budget and In-Year-Monitoring report in line with PFMA and Treasury Regulations.

Enquiries: Mr. J. Khanye 018 200 8177
E-Mail address: CSTMrecruitment15@nwpg.gov.za

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

POST : SUPPLY CHAIN CLERK (ACQUISITION & CONTRACT MANAGEMENT) X1

REF. NO : 15/2025/26

SALARY : R228 321,00 pa (SL5)

CENTRE : HEAD OFFICE

REQUIREMENTS: Matric/ Grade 12 or equivalent. No experience required. **KNOWLEDGE:** Public Service Regulation and other relevant prescripts. Knowledge in PFMA, PPPFA, BBBEA and codes of Good Practice. Knowledge of Treasury Regulations, SCM Practice notes, Knowledge of Central Supplier Database (CSD). Knowledge of Batho Pele Principles. **SKILLS:** Computer literacy, Good interpersonal relation skills.

DUTIES: Verify compliance of suppliers on Central Supplier database (CSD). Verify the request for goods and services against the approved demand management plan and Procurement plan. Conduct market, industry and commodity analysis. Prepare logistical arrangements for the unit. Execute any task that can be allocated.

Enquiries: Mr. MI Lempe – TEL NO: 018 200 8088

E-Mail address: CSTMrecruitment16@nwpg.gov.za

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

POST : SUPPLY CHAIN CLERK (ASSET AND DISPOSAL MANAGEMENT

REF. NO : 16/2025/26

DIRECTORATE : SUPPLY CHAIN MANAGEMENT

SALARY : R228 321,00 pa (SL5)

CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 certificate. 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: Mr. MI Lempe – TEL NO: 018 200 8088

E-Mail address: CSTMrecruitment17@nwpg.gov.za

SUB-DIRECTORATE : SECURITY AND FACILITIES

POST : ADMINISTRATION CLERK

REF NO : 17/2025/26

SALARY : R228 321,00 pa (SL5)

CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 (Matric). Certificate in Computer Literacy. No experience required. Valid PSIRA certificate minimum of Grade B. Valid driver license.

DUTIES: Implementation of security policy. Monitoring of physical security in line with SLA. Ensure creation, distribution, availability and checking of access control registers. Ensure security measures are in place and implemented properly. Promote safety & Security awareness in working environment. Ensure payments of security service providers. Ensure safety and security at Departmental events. Performing other administrative tasks as required by the security management team.

Enq: Mr. O Neito: Tel: 018 200 8171

E-Mail address: CSTMrecruitment18@nwpg.gov.za

DIRECTORATE : DISTRICT OPERATION

POST : SECRETARY

REF.NO : 18/2025/26

SALARY : R228 321,00 pa (SL5)

**CENTRE : DR. KENNETH KAUNDA (KLERKSDORP) X1
BOJANALA (BRITS) X1
DR. RUTH SEGOMOTSI MOMPATI X1
TRANSPORT TERMINAL X1**

REQUIREMENTS: Grade 12/ Senior Certificate with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. No experience required. **KNOWLEDGE:** Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Knowledge of Word, Excel and Power point. Language proficiency (written and verbal). **SKILLS:** Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Computer literacy. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.

DUTIES: Provide a secretarial support service to the District. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager's desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims

and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and coordination service as well as office security service.

Enq: Mr. P Mohono, Tel: 018 200 8006

E-Mail address: CSTMrecruitment19@nwpg.gov.za

DIRECTORATE : TRANSPORT TERMINAL
POST : ACCOUNTING CLERK
REF NO : 19/2025/26
SALARY : R228 321,00 pa (SL5)
CENTRE : AIRPORT ADMINISTRATION (MAHIKENG)
AIRPORT ADMINISTRATION (PILANESBERG)

REQUIREMENTS: Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Accounting management expertise, Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently and over the weekend/shift pattern.

DUTIES: Render financial support services within the institution, Collection of aerunuetical and non-aerunuetical revenue. Reconciliation of revenue collected and banking all money received at the end of each day and/when required with relevant Banking Institution. Keep deposit book, cash receipt, remittance register and other revenue related documents in a safe. Perform general Administrative duties.

Enq: Mr. Sematle: 018 385 1027

E-Mail address: CSTMrecruitment20@nwpg.gov.za

DIRECTORATE : TRAFFIC LAW ENFORCEMENT
POST : ADMINISTRATION CLERK
REF NO : 20/2025/26
SALARY : R228 321,00 pa (SL5)
CENTRE : LEHURUTSHE TRAFFIC STATION (WEIGHBRIDGE) X3
WOLMARANSTAD TRAFFIC STATION (WEIGHBRIDGE) X1
POTCHEFSTROOM TRAFFIC STATION (WEIGHBRIDGE) X2

REQUIREMENTS: Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Transport Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

DUTIES: Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Weigh and reweigh vehicles on the scale. Direct trucks to the scale and capture their information before prosecution.

Enq: Mr P Stone: 018 381 9110/9104

E-Mail address: CSTMrecruitment21@nwpg.gov.za

DIRECTORATE : TRAFFIC LAW ENFORCEMENT

POST : ADMINISTRATION CLERK

REF NO : 21/2025/26

SALARY : R228 321,00 pa (SL5)

**CENTRE : DELAREYVILLE TRAFFIC STATION X2
DITSBOTLA TRAFFIC STATION X3
POTCHEFSTROOM TRAFFIC STATION X1
VRYBURG TRAFFIC STATION X3
GANYESA TRAFFIC STATION X1
TAUNG TRAFFIC STATION X1
MOGWASE TRAFFIC STATION X2
MADIKWE TRAFFIC STATION X1
KOSTER TRAFFIC STATION X2**

REQUIREMENTS: Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Transport Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills. **ATTRIBUTES:** Client centered. People orientated and sense of responsibility. Self-motivated and ability to work independently.

DUTIES: Capture traffic fines (J534), court cases, accidents reports in the system and attend to their enquiries. Receive payments and reconcile cash books. Provide logistical services within the station. Perform general Administrative duties.

Enq: Mr P Stone: 018 381 9110/9104

E-Mail address: CSTMrecruitment22@nwpg.gov.za

**POST : ACCOUNTING CLERK-INTERNAL REGISTERING
AUTHORITY**

REF NO : 22/2025/26

SALARY : R228 321 p.a (SL5)

**CENTRE : NGAKA MODIRI MOLEMA DISTRICT X1
DR. RSM DISTRICT X1**

REQUIREMENTS: Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Knowledge and understanding of the National Road Traffic Act 93 of 1996, Public Finance Management Act, Treasury Regulations. **SKILLS:** Computer literacy. Good verbal communication skills. Ability to work under pressure.

DUTIES: Render the registration and licensing of motor vehicles. Receive cash from customers. Perform daily reconciliation balancing and submit to the supervisor. Account for allocated Face Value

documents and cash float on a daily basis. Perform routine duties as directed by the supervisor. Filing of application documents. Prepare application documents of sensitive transactions from clients. Ensure compliance of NRTA 93 of 1996.

Enq: Ms. I Senokwane: Tel. 018 388 1231

E-Mail address: CSTMrecruitment23@nwpg.gov.za

DIRECTORATE : TRANSPORT OPERATOR LICENCES AND PERMITS

POST : ADMINISTRATION CLERK

REF NO : 23/2025/26

SALARY : R228 321,00 pa (SL5)

CENTRE : DR. KENNETH KAUNDA X1

REQUIREMENTS: Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Prescripts. Administration and clerical procedures and systems. Applicable information management system. **SKILLS:** Communication skills Computer literacy. Ability to implement Public Transport Policies accordingly. Ability to work under pressure. Reporting writing skills. Ability to interact with people. Ability to perform individually and as a team.

DUTIES: Receiving applications for different services. Verifying required documents. Receiving revenue from applicants. Capturing applications into the OLAS system. Issuing of receipts and compilation of financial reports. Registration of received applications. Issuing Operator Licenses. Perform general Administrative duties.

Enq: Ms. B. Bopalamo, Tel Nr. (018) 3885314/16

E-Mail address: CSTMrecruitment24@nwpg.gov.za

DIRECTORATE : TRAFFIC LAW ENFORCEMENT

POST : ACCOUNTING CLERK

REF NO : 24/2025/26

SALARY : R228 321,00 pa (SL5)

CENTRE : TAUNG TRAFFIC STATION X1; MADIKWE TRAFFIC STATION X1; LEHURUTSHE TRAFFIC STATION (WEIGHBRIDGE) X1

REQUIREMENTS: Grade 12 certificate or equivalent. No experience required. **KNOWLEDGE:** Public Service Prescripts. Administrative and clerical procedures and systems. Applicable information management system. **SKILLS:** Computer literacy in MS Office (Word and Excel). Good interpersonal relationship skills. Good verbal and written communication skills.

DUTIES: Render clerical support services. Render collection of funds services. Assist customers/clients with bookings and keep records. Reconciliation of revenue collected. Registration of Driver Licenses. Perform general Administrative

Enq: Mr P Stone: 018 381 9110/9104

E-Mail address: CSTMrecruitment25@nwpg.gov.za

DIRECTORATE : **TRANSPORT TERMINALS**
POST : **FIREMAN/FIRE FIGHTER**
REF NO. : **25/2025/26**
SALARY : **R228 321,00 pa (SL5)**
CENTRE : **GD MONTSHIOA AIRPORT X2**

REQUIREMENTS: Grade 12 certificate or equivalent plus one (01) year experience in firefighting environment. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. First Aid Level 3 or higher. Valid Driver's Licence – Code C1

KNOWLEDGE: Ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Fire and Rescue procedures, Control room management. Sound knowledge of public service legislations and framework.

SKILLS: Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to interpret directives and to work under pressure. Ability to work in a team and independently.

DUTIES: Maintain safety in Airport. Maintain Airport compliance in line with South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Participate in fire drills, attends classes in firefighting, emergency medicals, hazardous materials and related subject. Participate in the inspection of buildings, hydrants runway, apron and other structure in the fire prevention programme. Perform general maintenance work in the upkeep of fire facilities and equipment. Cleans and washes walls and floors, cares for grounds stations, make minor repairs, washes, hangs and dries hose, washes, cleans. Maintain and tests apparatus equipment

Enq: Mr. Sematle: 018 385 1027

E-Mail address: CSTMrecruitment26@nwpq.gov.za

DIRECTORATE : **TRANSPORT TERMINAL**
POST : **ARTISAN PRODUCTION GRADE A**
REF NO : **26/2025/26**
SALARY : **R228 321,00 pa (SL5)**
CENTRE : **AIRPORT QUALITY CONTROL (MAHIKENG) X3**
AIRPORT QUALITY CONTROL (PILANESBURG) X3
BOJANALA, RUSTENBURG (1)

REQUIREMENTS: Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 plus PrDP. **KNOWLEDGE:** Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (RTQS), Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. **SKILLS:** Problem solving and analysis, Decision making and creativity, Self- Management and analytic skills. Ability to communicate and basic computer skills. Customer focus and responsiveness, Planning and organizing. Problem solving skills and decision making

DUTIES: Administer vehicle maintenance system. Inspect vehicles and diagnose mechanical faults on equipment. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assures serviced and maintained vehicles. Keep record and maintain job register. Inspect and attend to mechanical breakdowns.

Enq: Mr. Sematle: 018 385 1027

E-Mail address: CSTMrecruitment27@nwpg.gov.za

DIRECTORATE : MEC SUPPORT STAFF

POST : REGISTRY CLERK: MEC SUPPORT

REF NO : 27/2025/26

SALARY : R228 321.00 pa (LEVEL 05)

CENTRE : HEAD OFFICE

REQUIREMENTS: Grade 12 or equivalent qualification. No experience required. **Knowledge, Skills and Competencies:** Knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter.

Duties: Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

Enq: Ms. S Scheepers: 018 200 8003

E-Mail address: CSTMrecruitment28@nwpg.gov.za

DIRECTORATE : SECURITY AND FACILITY MANAGEMENT

POST : DRIVER/MESSENGER

REF.NO : 28/2025/26

SALARY : R193 359,00 pa (SL4)

**CENTRE : VRYBURG TRAFFIC STATION X1; HEAD OFFICE X1;
AIRPORT ADMINISTRATION: MAHIKENG X1; AIRPORT
ADMINISTRATION: PILANESBURG X1; BRITS TRAFFIC
STATION X1**

REQUIREMENTS: ABET (Grade 10), Driving License. No experience required. **KNOWLEDGE:** Knowledge of Courier Services. Working procedures in respect of working environment. **SKILLS:** Numeracy, Literacy Organising and Interpersonal Relationship skills. Good verbal and written Communication skills.

DUTIES: Perform driving and messenger services. Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled. Verify documents when collected and delivered in the Department. Copy, faxes documents and assists in the registry.

Enq: Mr. O Neito: Tel: 018 200 8171

E-Mail address: CSTMrecruitment29@nwpg.gov.za

DIRECTORATE : TRANSPORT TERMINAL AND GOVERNMENT FLEET

POST : TRADESMAN AID

REF. NO : 29/2025/26

SALARY : R163 680.00 pa (SL 03)

**CENTRE : AIRPORT QUALITY CONTROL (MAHIKENG) X1
AIRPORT QUALITY CONTROL (PILANESBURG) X1
GOVERNMENT FLEET: DR. RSM**

REQUIREMENTS: NQF Level 3/Grade 10 certificate or equivalent with six (6) months trade related working experience in a motor mechanic environment. Ability to work under pressure and long hours. **KNOWLEDGE:** Basic mechanical knowledge and processes. **SKILLS:** Good organizing and time management skills. Good communication skills, people oriented and customer focused. Public service Act, Public service code of conduct, OHS Act, Labour Relation Act.

DUTIES: Provide assistance in the maintenance of facilities, vehicles and Equipments. Assist mechanics and Breakdown Driver in their daily routines. Repair, clean services and safekeeping of equipments and tools according to standards. Ensure strict adherence to safety standards and safety of others. Assist with auction preparations of redundant state vehicles. Perform any other additional duties as delegated by the supervisor from time to time.

Enq: Mr. Sematle: 018 385 1027

E-Mail address: CSTMrecruitment30@nwpg.gov.za

DIRECTORATE : TRAFFIC LAW ENFORCEMENT

POST : GARDENER/GROUNDSMAN/GROUNDSWOMAN

REF. NO : 30/2025/26

SALARY : R138 486,00 pa (SL2)

**CENTRE : LEHURUTSHE TRAFFIC STATION (WEIGHBRIDGE) X1
INTERNAL REGISTERING AUTHORITY (NMM DISTRICT) X1
POTCHEFSTROOM TRAFFIC STATION X1
POTCHEFSTROOM TRAFFIC STATION (WEIGHBRIDGE) X1
RUSTENBURG TRAFFIC STATION X1**

REQUIREMENTS: Abet Education. No experience required. **KNOWLEDGE:** Ability to operate cleaning equipments as well as cleaning the yard. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and, basic numeracy (ability to count). Reliable, hard working and trustworthy. Ability to function in a team work.

DUTIES: Maintain a clean, healthy and safety environment, and cutting of garden grass, removal of weeds from lawn, cleaning of the yard and surroundings, pruning and watering of trees and flowers. Perform any other additional duties as delegated by the supervisor from time to time.

Enquiries: Mr. P Stone: Tel: 018 381 9110/9104

E-Mail address: CSTMrecruitment31@nwpg.gov.za

DIRECTORATE : TRAFFIC LAW ENFORCEMENT

POST : COMMERCIAL CLEANER

REF NO : 31/2025/26

SALARY : R138 486,00 pa (SL2)

CENTRE : CHRISTIANA TRAFFIC STATION X1
INTERNAL REGISTERING AUTHORITY: DR. RSM X1
HEAD OFFICE X9; PILANESBURG AIRPORT X1
DITSOBOTLA TRAFFIC STATION X2

REQUIREMENTS: Abet Education, No experience required. **KNOWLEDGE:** Cleaning materials. Ability to operate cleaning equipments as well as cleaning methods and procedures. **SKILLS:** Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Reliable, hard working, trustworthy and able to work as a team.

DUTIES: Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, Preparing facilities for meetings and courses. Ensure that toilets are always clean and toilet papers are in place, and towels are washed. Preparing tea for the manager's guests.

Enq: Mr. O Neito: Tel: 018 200 8171

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DIRECTORATE : MEC SUPPORT STAFF

POST : FOOD SERVICE AID

REF NO : 32/2025/26

SALARY : R138 486,00 pa (SL2)

CENTRE : HEAD OFFICE

Requirements: Abet level 2 Certificate or equivalent. **Knowledge, Skills and Competencies:** Knowledge of repetitive tasks. Numeracy, literacy, operating equipment and language skills. Verbal and written communication. Punctuality, Time Management, Trustworthiness, respect of authority. Ability to work according to schedule in the relevant Executive Authority work environment.

Duties: Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

ENQ: Ms. S Scheepers: 018 200 8003

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