



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

THE PROVINCIAL ADMINISTRATION OF THE NORTHERN CAPE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. PERSONS WITH A DISABILITY ARE ENCOURAGED TO APPLY.

Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>.

Note that all suitable candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts.

All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine a candidate's suitability based on the post's technical & generic requirements as well as an integrity (ethical conduct) assessment.

All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

The closing date for all adverts is 13 June 2025.

Post: Assistant Director: Key Accounts
Reference No: DRPW/HR01/2025
Salary: R 468 459 per annum (Salary Level 9)
Centre: Kimberley

Requirements: Diploma in Real Estate or related Property Management fields. 3 to 4 years' experience in property management, lease administration, processing of payments and the management of the immovable asset register. A valid code B drivers' license, Computer literate. Experience with government procurement processes, contract management, and lease agreements, Comprehensive knowledge of relevant legislation, including the government Immovable Asset Management Act (GIAMA) of 2000, PFMA, Treasury regulations, Promotion of Access to Information Act (PAIA) of 2000, Promotion of Administrative Justice Act (PAJA) of 2000, and Public Service Regulations, Understanding of risk analysis, legal contract imperatives, and compliance monitoring, Proficiency in Microsoft Office and government finance/management systems, such as Proman, Strong analytical and problem-solving skills.

Duties: Negotiate, procure, and finalize lease agreements in collaboration with Supply Chain Management and Legal Services, Draft, review, and implement legally compliant lease contracts that align with government regulations and property needs, Conduct risk assessments and develop

mitigation strategies for lease agreements, ensuring risk minimization and alignment with departmental objectives, Interpret functional and technical standards to ensure lease specifications are accurate and legally sound, Oversee the payment processes for municipal accounts, rates, taxes, and service fees for leased properties, ensuring timely and accurate transactions, manage the capturing, tracking, and reconciliation of revenue and expenditure for leased and state-owned properties, Monitor and analyze utility costs, recommending interventions for cost savings and improved facility use, Ensure accurate and up-to-date records in the Proman system to maintain financial transparency and accountability, Conduct regular inspections of leased properties to ensure compliance with maintenance standards and lease agreements, Coordinate with facilities management to address cleaning, gardening, and other upkeep tasks on government properties, Liaise with User Departments and external stakeholders on property usage, occupancy compliance, and timely surrender of unused facilities, Identify potential issues related to property condition or illegal occupation and implement preventative actions as needed, Lead and manage the leases team, setting clear objectives and providing guidance to ensure effective lease management processes, Conduct performance reviews, provide mentorship, and facilitate ongoing training and professional development for team members, Ensure staff compliance with departmental policies, encouraging adherence to standards in property management and service delivery, Delegate responsibilities effectively to maintain a high-performing team aligned with the department's strategic goals.

Enquiries: Ms. M. Kgomongwe Tel. No: (053) 8395618

Post: Labour Relations Officer
Reference No: DRPW/HR02/2025
Salary: R 325 101 per annum (Salary Level 7)
Centre: Kimberley

Requirements: National Diploma NQF level 6 in Labour Relations with 1-2 years relevant experience in Labour Relations environment. In depth knowledge of related legislation such as the PSA, PSR, LRA, BCEA and PFMA, proven exposure to the handling of individual and collective dispute/grievances, good verbal and written communication skills, facilitation & presentation skills, mediation & conflict management skills, valid code EB driver's license and willingness to travel, computer literacy.

Competencies: knowledge and understanding of the labour relations management environment, knowledge of the Persal system, communication and interpersonal skills, computer skills, client orientated, planning & organizing, presentation skills.

Duties: Handle misconduct cases and appeals. Promote sound Labour Relations in the Department, Promotion and maintenance of Labour peace and harmonious employer/employee relations, capacity building of the employees on labour relations, facilitate the development & implementation of labour relations policies, facilitate and co-ordinate disputes, monitor the resolution of grievances and disputes, conduct investigations and compiling reports. Keep all stakeholders informed of the progress regarding specific cases, handle disputes, grievances and disciplinary cases, ensure the implementation of collective agreements, provide support for the implementation of collective agreements e.g. PSCBC and GPSSBC. Capture case outcomes on the PERSAL system. Ensure timeous reporting and compliance of the unit.

Enquiries: Mr. N. Mkosana Tel. No: (053) 8392196

Post: Administrative Officer: EPWP Provincial Co-ordination
Reference No: DRPW/HR03/2025
Salary: R 325 101 per annum (Salary Level 7)
Centre: Kimberley

Requirements: A degree/diploma in Public Management/Business Management or Business Administration, with at least 3 years' working experience in Public Employment Programs, or a Grade 12 with 3 – 5 years' experience. Knowledge of PFMA and Government budget process, Computer Literate: MS Office, ability to meet deadlines, problem solving skills, planning and organizational skills, analytical thinking, good communication skills. Valid driver's license.

Duties: Assist with the facilitation of signing of protocols between the department and EPWP implementing bodies to ensure that funds are transferred for the implementation of projects, Conduct

project visits on all projects funded by the department to ensure compliance of the EPWP principles, Submit monthly progress reports on EPWP projects to the Community Development Manager, Provide support to implementing bodies through meetings and engagements, Request monthly progress reports from EPWP Coordinators bodies in the Districts, Review and check reports to ensure that it is compliant before submitting to M&E unit for capturing, Identify challenges on site for project improvement and final assessments, Prepare and present a report on current and planned infrastructure projects funded by the department, Receive protective clothing from suppliers and ensure its safe, Establish project steering committees, Keep record of all Personal Protective Equipment received from suppliers and issued for EPWP projects to district coordinators.

Enquiries: Mr. E. Michaels Tel. No: (053) 8392268