

**PROVINCIAL ADMINISTRATION: NORTH WEST  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho. 2735
- CLOSING DATE** : 12 February 2010
- NOTE** : Applications must be accompanied by Z83, certified copy of ID, certificates and comprehensive CV with three (3) contactable referees. Failure to submit the requested documents will result in your application not being considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security clearance. NB: It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualification Authority.

**MANAGEMENT ECHELON**

- POST 02/58** : **CHIEF DIRECTOR: POLICY MANAGEMENT REFERENCE: K54243/1**
- SALARY** : R746 181 per annum (all inclusive salary package) (Level 14)
- CENTRE** : Mafikeng
- REQUIREMENTS** : An appropriate degree or equivalent qualification/ knowledge/expertise. Extensive applicable experience in dealing with the subject matter on a senior level of expertise. Computer and analytic skills in problem solving and solution design. Facilitation and verbal/written presentation and communication skills at meetings and in a team context. Proven leadership qualities with strong strategic and operational management thinking.
- DUTIES** : Coordination between the 3 spheres of Governance. Integration of Provincial Planning, Policy and Strategy. Institutionalization of Research and Population processes in the Province. Institutionalisation of provincial support platforms for the capacitating and mentorship to programme and project managers. Monitoring and evaluation of Provincial performances and delivery. The provision of Information and Knowledge Management to support provincial planning, monitoring and evaluation, and giving effect to the constitutional right of access to any information held by the State.
- ENQUIRIES** : Mr Danie Schoeman, Tel. no: 018 388 2696
- POST 02/59** : **DIRECTOR: EXCO SUPPORT REFERENCE: K54243/2**
- SALARY** : R615 663 per annum (all inclusive salary package) (Level 13)
- CENTRE** : Mafikeng
- REQUIREMENTS** : Three-year post matriculation qualification and extensive experience working as an Executive Council Secretariat. Legal qualification will be an added advantage. Report writing and analytical skills. An understanding of the structure of government and support.
- DUTIES** : Manage EXCO Support directorate. Provide secretariat support to EXCO in support to the Director-General. Render support to EXCO Committees. Support EXCO technical committees. Coordinate the submissions and EXCO memoranda from departments. Streamline the EXCO programme in consultation with the Director-General. Develop a secured and effective filing system for EXCO records.
- ENQUIRIES** : Ms ME Nana Magomola, Tel. no: 018 387 3040