

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representively (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 regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre,
<u>FOR ATTENTION</u>	:	Director: Administrative Support Services.
<u>CLOSING DATE</u>	:	24 March 2017 at 16H30
<u>NOTE</u>	:	Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate 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. Faxed and emailed applications are not 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 appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

<u>POST 10/108</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)</u> Sub-Directorate: Legal Services
<u>SALARY</u>	:	R637 860 per annum, All inclusive salary package
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	LLB degree or equivalent qualifications with at least eight years' experience in legal matters. Experience at supervisory level in civil litigation, legislative drafting, legal opinions and Labour Relations practices in the Public Service. Experience in drafting contract and interpretation thereof. Valid driver's licence. Knowledge of Public Finance Management Act, and other legislative prescripts governing the Public Service. Good Interpersonal relations skills, Report writing, case investigation and project management skills. Good conflict resolution and meditation skills. Computer Literacy.
<u>DUTIES</u>	:	Provide legal opinion, advice to the Department of Culture Arts and Traditional Affairs on issues affecting the Department. Draft, edit and review legal documents and provide advice to the Department. Attend to litigation involving the Department. . Draft legal documents and contracts entered into by/with the Department. Liaise with the Premier's Office, Chief State Advisers and State Attorney's office regarding legal issues.
<u>ENQUIRIES</u>	:	Mr T Mpuisang, Tel: 018 3882739
<u>POST 10/109</u>	:	<u>SERVICE POINT MANAGERS 4 POSTS</u>
<u>SALARY</u>	:	R314 709 per annum, Level 10
<u>CENTRE</u>	:	Ngaka Modiri Molema District (Tswaing Service Point and Ratlou Service Point), Bojanala District (Kgetleng Service Point), DR Ruth Segomotsi Mompati District (Greater Taung Service Point)
<u>REQUIREMENTS</u>	:	Appropriate 3-year degree in Social Sciences and/or Management or equivalent qualification. At least 5 years' experience at supervisory level (junior management).

Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Excellent supervisory, human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Proven experience of office systems management. Overall excellent verbal and written communication skills.

DUTIES : Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts and Culture programmes. Coordinate all Traditional Affairs activities at the service point. Ensure coordination and implementation of Library Service activities at the service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programmes. Coordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations.

ENQUIRIES : Mr K.J.Lebotse, Tel. (018) 397 8200 – Ngaka Modiri Molema District,
Mr A.R.P. Sekati, Tel. (014) 594 8500Bojanala District,
Mr T. Mocom, Tel 053 928 0161 – Dr Ruth Segomotsi Mompoti District

POST 10/110 : **ASSISTANT DIRECTOR: VISUAL ARTS**
Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Three year Degree/National Diploma in the relevant field. 3 – 5 years relevant experience and an understanding of issues pertaining to the Visual Arts and Crafts industry in relation to product development, stakeholders, markets and the status of institutions that a part of or relevant to the sector. Have a broader understanding of the visual arts value chain in relation to local artists, museums and art galleries. Understanding of the North West Provincial and legislative imperatives and pronouncements pertaining to Agriculture, Culture and Tourism and other Concretes. Good Project Management skills. Computer Literacy. Good communication and interpersonal relations, Problem solving skills, Ability to function independently, Knowledge of South African Craft Sector and Valid Driver's licence

DUTIES : Develop the Visual Arts and Craft sector with the aim of maximising their potential for contribution to government's imperatives of job creation, poverty alleviation and skills empowerment. Assist in the development of the North West Craft brand. Develop and monitor adherence to policy and Legislative Framework for the Visual Arts and Craft sector. Provide strategic platforms for promotion, showcasing and marketing of Provincial crafts. Coordinate cooperation in the craft sector within South Africa, SADC, Africa and Internationally. Provide administrative support to the Visual Arts and Craft Sector and avail information for growth and development. Be aware of emergent trends within the Visual Arts and Craft Sector and set up development strategies.

ENQUIRIES : Ms K Sekhabi, Tel. (018) 388 2815

POST 10/111 : **ASSISTANT DIRECTOR: FILM AND VIDEO ARTS**
Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3 year Degree/National Diploma in Film or Motion Picture Production or equivalent qualification with Film, Video Production as major subjects. Experience within the sector as Photographer or Video Producer will also be an added advantage. Understanding of the Film industry and related role players and stakeholders. **DUTIES:** Assist in the initiation of programmes, processes and policies that promote the North West Province as a film location. Identify potential film makers from the grassroots in the communities in keeping with the Provincial Concretes of VTSD, ACT etc. Organise empowerment workshops for film makers through the relevant SETAs and other industry related entities. Liaise, open and maintain strong links with film entities such as NFVF and others for growth of the North West film brand. Assist in the organization and growth of Film Festivals in the Province from Ward, Service Point, District and Provincial as benchmarked against festivals on the national, SADC, Africa and international stage. Develop film makers from the grassroots level into viable businesses. Initiate processes, procedures and programmes that will work towards the establishment and /or development of a

North West Film Office or North West Film Commission Knowledge of the national, SADC and international Film Festivals.
ENQUIRIES : Ms K Sekhabi Tel no: (018) 388 2815

POST 10/112 : **ASSISTANT DIRECTOR: CRAFT INVESTMENT**
 Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicant must be in possession of a three year Degree/National Diploma with specialization in any of the visual arts crafts. Project management Computer Literacy, Good communication and interpersonal relations, Problem solving skills. Ability to function independently. Knowledge of the South African Craft Sector. Must have working knowledge and application of Arts and Culture legislative imperatives, Provincial concretes and other policy pronouncements and Driver's Licence.

DUTIES : Work towards building capacity of the craft sector to contribute towards social and economic development and poverty alleviation. Compile and maintain an updated Craft Data Base that is rated according to levels of growth for further development and promotion of excellence. Have an understanding of issues pertaining to the craft industry such as Stakeholders, Markets and Product Development. Work towards the identification, promotion and marketing of the North West Craft brand. Identify potential Craft markets nationally, the SADC region and internationally for the promotion and marketing of the North West crafts. Organize Craft exhibitions from Ward, Service Point, District and Provincial levels. Assist in the development of the Craft sector into viable cooperatives and Small Medium and Macro Enterprises.

ENQUIRIES : Mr K Sekhabi, Tel no: (018) 388 2815

POST 10/113 : **ASSISTANT DIRECTOR: COMMUNITY ARTS CENTERS**
 Directorate: Arts and Culture

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicant must be in possession of a three year Degree/National Diploma with specialization in any of the Community Arts disciplines coupled with appropriate experience in Community Development through Arts and Culture. Knowledge and understanding of Community Arts development processes and procedures particularly of the rural landscape. Familiar with a variety of the ongoing challenges facing the communities, understanding of concepts, practices, and procedures around the establishment and maintenance of community art centers. Knowledge of the policy making environment, the funding landscape and project management skills. Effective communication skills. Report writing skills. Understanding of the Arts and Culture legislative environment. Computer Literacy and A valid Driver's Licence.

DUTIES : Facilitate the conceptualisation, development and implementation of Provincial programmes in Community Arts Centres (CACs). Implement the Five Concretes within the Community Arts Centres sector with emphasis on development in the Villages, Towns and Small Dorpies (VTSD) Areas. Develop Strategic Partnerships, Advocacy and Networks for the sustainability of CACs. Render expertise and institutional support to facilitate community involvement and participation in the implementation of Community Arts projects. Compile and update comprehensive records on the status of Community Arts Centres. Implement training programmes in collaboration with accredited Service Providers to enhance the administration, management and growth of Community Arts Centres. Guide and inform the establishment of Community Arts Centres and other related arts and culture facilities. Monitor and evaluate capacity building programmes and other projects implemented through Community Arts Centres.

ENQUIRIES : Ms K Sekhabi, Tel. (018) 388 2815

POST 10/114 : **ASSISTANT DIRECTOR: TENDER**
 Sub-Directorate: Supply Chain Management

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3 year Degree/Diploma in Financial Accounting, Management or Supply Chain Management qualification with 3-5 years relevant experience in Demand and Acquisition Management and 2 years supervisory experience. Knowledge of the public sector procurement processes, rules and regulations. Understanding of PFMA, Treasury Regulations, Preferential Policy Framework Act and other Supply

Chain Management related prescripts. Good verbal and written communication skills. Interpersonal relations, time management, office management and administration skills. Knowledge of the Walker, BAS and transversal systems will be an added advantage. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A valid Code 8 driver's licence.

DUTIES : Assist end users with timeous development of the specifications/terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Consolidate relevant reports and review demand management Plans. Conduct market and variance analysis, commodities. Procurement of goods, services and works within the department by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions. Take minutes, Interpret and analyse comparative schedules. Prepare submissions and reports to Bid Committees. Provision of support to clients, Bid Committees and supervisors. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure Compliance with Policies and procedures of the Department. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete. Support the management and monitoring of the procurement function of the Department. Prepare management information, reports statistics and reporting on procurement to management. Supervision of staff.

ENQUIRIES : Ms T Naphakade Tel no: (018) 388 2471

POST 10/115 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT**
Sub-Directorate: MISS

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3 year Degree/National Diploma in Security Management plus credible experience in the field of security and risk management, of which at least 3 to 5 years must have been on supervisory level. Experience in the following specific fields of security is recommended: Physical security; Personnel security; Document security; Communication security; IT security; Security investigations. Competencies Needed: Good leadership and managerial skills. The ability to communicate effectively at all levels, both verbally and in writing; The ability to motivate and train people; Good human relations skills; The ability to manage conflict situations effectively; Must have high standards or proposed levels of achievement; Must have a questioning attitude and be able to discover and use new ideas.

DUTIES : Manage the total security function (personnel, document, physical, communication, computer, occupational health, safety and environment) of the department. Draft internal security policy, based on the MISS document (national information security policy) and advice management on amendments to such a policy. Advice management regarding the security implications of management decisions. Devise all security measures and procedures for the department, based on security policy. Evaluate and improve the effectiveness of security measures and procedures. Ensure the security training of all officials. Run a security awareness program in the department. Monitor the extent of adherence and compliance to the security policy and measures (including that officials with access to sensitive information are vetted). Initiate corrective/disciplinary steps in case of non-adherence, in line with the policy on misconduct. Liaise regularly with SSA for advice, assistance and information regarding information security. Liaise with the SAPS regarding all physical security needs and problems in order to ensure effective security. Ensure the effective implementation of all security measures.

ENQUIRIES : Mr T Mpuisang, Tel. (018) 3882739

POST 10/116 : **CHIEF WORK STUDY OFFICER**
Sub: Directorate: Organisational Development

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3-year degree or diploma in organisation and method study or related fields or 3 – year degree or diploma in Human Resource Management or Public Administration plus Work-study Certificate, Job Evaluation Initial Certificate and Job Evaluation Panel Certificate. Valid Driver's license. 3-5 years performing work –study organisational development functions.

<u>DUTIES</u>	:	Develop strategy focused on organisational structure. Assist in the review, redesign and maintenance of departmental organisational structure. Advise managers on proper configuration of the structures and alignment to strategic programmes. Oversee, facilitate and assist with the compilation of the job description. Develop, review and maintain the Departmental Human Resource Plan and provide regular reports. Perform more complex duties and oversee other efficiency and job evaluation-related investigation. Provide higher level advice on efficiency and job evaluation-related matters.
<u>ENQUIRIES</u>	:	Mr T Makgolo, Tel no: (018) 388 2731
<u>POST 10/117</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY SYSTEMS</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Degree or diploma (NQF Level 6) in Library and Information Studies. 3 years' experience in library service. Good knowledge of Library Management Systems, Basic computer software, hardware and operating systems. Valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Develop and implement an ICT Plan for the automation of community libraries in the Province. Perform the duties of a system administrator, i.e. implement, support and maintain the use of ICT within the Directorate and community libraries. Administer and manage the subdivision. Develop and implement policies and procedure manuals.
<u>ENQUIRIES</u>	:	Mr IL Segone, Tel no: (018) 388 3962
<u>POST 10/118</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT LIBRARY</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Library, Klerksdorp
<u>REQUIREMENTS</u>	:	Degree in Library & Information Studies (B.Bibl, B. Info or B.Tech) or a Post graduate diploma in Library & Information Studies; 3 years' experience in Community Library Services, Valid driver's licence and willingness to travel, Supervisory skills.
<u>DUTIES</u>	:	Manage the operations of the District Library. Monitor, support and provide guidance in the provision of community library service in the District. Manage transfer payments and provide assistance in the implementation of the Conditional Grant for Community Libraries. Manage the human and financial resources.
<u>ENQUIRIES</u>	:	Ms Rosa de Klerk, Tel no: (018) 388 3964
<u>POST 10/119</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL ADMINISTRATION</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Bachelor degree/diploma in Accounting, Auditing/public administration or equivalent qualification, coupled with three to five year's relevant experience. Good knowledge of PFMA, Supply Chain Management policies, Treasury Regulations. Good communication skills (verbal and written). Presentation skills, budgetary/finance and numeracy skills. Ability to work independently and in a team. Ability to work under pressure and meet deadlines. Good supervisory and ability to manage subordinates. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Manage procurement of goods and services within the Directorate for conditional grants. Ensure that procurement policies, PFMA and Treasury Regulations are adhered to. Ensure that suppliers are paid within thirty days as stipulated in the PFMA. Ensure that expenditure incurred is in line with the conditional grants business plan. Attend to queries from suppliers and Directorate officials. Arrange training, conferences and other logistics attached for conditional grants staff. Attend to queries from the Finance Directorate. Ensure that records on activities funded with the grant are kept. Keep and update a commitment register for all requisitions. Monitor budget against the conditional grants expenditure. Prepare monthly, quarterly and annual expenditure reports for conditional grants. Keep expenditure records for conditional grants. Attend to audit queries for conditional grants. Work with procurement section for the preparation of specifications and other functions for tenders.
<u>ENQUIRIES</u>	:	Ms T Sempe, Tel no: (018) 388 3966

POST 10/120 : **PRINCIPAL LIBRARIAN LIBRARY SYSTEMS**
 Directorate: Library Services

SALARY : R262 272 per annum, Level 08
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Degree or diploma (NQF Level 6) in Library and Information Studies. Three (3) year's experience in a community library/district library. Knowledge of library management system (e.g. Slims), basic computer software, hardware and operating systems. Valid driver's license and willingness to travel.

DUTIES : Support the development, maintenance and provision of library management systems. Facilitate the implementation and monitoring of Public Internet Access in community libraries. Develop and update procedure manuals for the use of computers, internet and library management systems in community libraries. Facilitate the procurement of computer hardware and software for the Directorate and community libraries. Provide ongoing professional support and training on the library management system to the Directorate and community libraries.

ENQUIRIES : Mr IL Segone, Tel no: (018) 388 3962

POST 10/121 : **SENIOR WORKSTUDY OFFICER**
 Sub: Directorate: Organisational Development

SALARY : R262 272 per annum, Level 08
CENTRE : Head Office, Mmabatho
REQUIREMENTS : National Diploma /Degree in Production Management or National Diploma in Organisation and Method Studies or Degree plus Certificate in Workstudy. 1 -2 years of relevant experience. Knowledge of organisational development of organisational development interventions and techniques. Knowledge of mandates/prescripts attached to Work Study. Knowledge of Org-plus and Equate System. Understanding of Batho Pele values. Knowledge of Human Resource Planning. Good interpersonal relations skills. Communication Skills. Managerial skills, Project management skills, ability to work under pressure and Computer literacy skills.

DUTIES : Render organisational development diagnosis. Develop organisational efficiency interventions. Implement organisational interventions. Conduct job evaluation process. Monitoring and evaluation.

ENQUIRIES : Mr T Makgolo, Tel no: (018) 3882731

POST 10/122 : **PRINCIPAL ARCHIVISTS ARCHIVES ACQUISITION AND PROCESSING**
 Sub-Directorate: Archives Administration

SALARY : R262 272 per annum Level 08
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Bachelor's degree in Humanities/Social Sciences with majors (History, Anthropology, Public Administration, Knowledge Management, Sociology, Indigenous Knowledge) or recognised accredited Diploma in Archival Science or Records Management. 2-3 years' relevant experience. Organisational skills. Research knowledge. Good written and verbal communication and interpersonal skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy. Valid driver's licence and willingness to travel. Project management. Presentation and facilitation skills. Thorough knowledge of Archives and Records Management legislation and policies.

DUTIES : Administer arrangement and description of archives. Administer proper acquisition and processing of archives. Administer preservation and conservation standards in archives. Facilitate smooth accessibility of archives in strong rooms. Management of all resources allocated within the section. Administer archives database.

ENQUIRIES : Mr S Zulu, Tel no: (018) 388 3964

POST 10/123 : **SENIOR ARCHIVISTS: ARCHIVES ADMINISTRATION 3 POSTS**
 Archives Acquisition and Processing
 Sub-Directorate: Archives Administration

SALARY : R211 194 per annum, Level 07
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Bachelor's degree in Humanities/Social Sciences with majors (History, Anthropology, Public Administration, Knowledge Management, and Sociology, Indigenous Knowledge) or recognised accredited Diploma in Archival Science or Records Management. 2-3 years' relevant experience. Organisational skills. Research knowledge. Good written and verbal communication and interpersonal

		skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy. Valid driver's licence and willingness to travel. Project management. Presentation and facilitation skills. Thorough knowledge of Archives and Records Management legislation and policies.
<u>DUTIES</u>	:	Implement the acquisition and processing of archives which will include the following activities: Arrangement and description of archives, preservation, data coding, reading room service. Retrieve the archival holdings within the context of the North West Province. Conduct verbal history programmes. Forge partnership with tertiary institutions, tribal authorities and civil societies in the Province. Implement public awareness and use of archival resources.
<u>ENQUIRIES</u>	:	Mr S Zulu, Tel no: (018) 388-3964
<u>POST 10/124</u>	:	<u>CULTURAL OFFICER 6 POSTS</u>
<u>SALARY CENTRE</u>	:	R211 194 per annum, Level 07
	:	Ngaka Modiri Molema District (Ramotshere Moilwa Service Point, Tswaing Service Point); Bojanala District (Kgetleng Service Point); Dr Kenneth Kaunda District (Ventersdorp Service Point x2); Dr Ruth Segomotsi Mompoti District (Molopo Service Point)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts Administration plus relevant experience in the field of arts and culture. Computer literacy. A valid driver's license. Knowledge of applicable policies and procedures at provincial and national level. Knowledge of arts and culture and Public Service delivery strategies. Indigenous knowledge.
<u>DUTIES</u>	:	Identify, develop and promote artist and crafters as well as implement projects related to performing and visual arts and craft. Create awareness programmes for crafts, performing and visual arts and crafts. Conducts needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Implement and promote arts, culture and heritage programmes. Administer language programmes in the service point area. Develop and update database.
<u>ENQUIRIES</u>	:	Ms C Motjuwadi, Dr Kenneth Kaunda District: Tel no: 018 294 6860, Mr T Mocumi, Dr Ruth Segomotsi District: Tel no: 053 928 0161, Mr KJ Lebotse, Ngaka Modiri Molema District: Tel no: 018 384 1391, Mr A Sekati, Bojanala District Tel no: 014 594 8500
<u>POST 10/125</u>	:	<u>PERSONAL ASSISTANT 4 POSTS</u>
<u>SALARY CENTRE</u>	:	R211 194 per annum, Level 07
	:	To Director: Financial Accounting: Mmabatho, District Director: Dr Ruth Segomotsi Mompoti, District Director: Dr Kenneth Kaunda and Director Communication: Mmabatho
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification plus 2-3 years of relevant experience in office administration/ secretarial duties. Knowledge of obtaining and disseminating information. Knowledge of procedures for receiving, responding to managing request/enquiries. Knowledge of administrative and clerical procedures and systems, such as word processing, as well as managing files and records. Knowledge of designing forms and other office procedures and terminology. Interpersonal relations. Computer literacy. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide and maintain access and security of information and document. Render administrative and secretarial support to the managers when required. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of the manager. Manage incoming and outgoing information of the office. Perform administrative duties pertaining to office affairs. Support the manager's budget. Provide a professional reception service to internal and external guests and clients. Study relevant Public Service and departmental prescripts/policies and procedures applicable to his/her work terrain to ensure an effective support to the manager.
<u>ENQUIRIES</u>	:	Ms P Mojaki, Director: Financial Accounting (018) 388 2675, Ms C Motjuwadi, Dr Kenneth Kaunda District TEL NO: 018 294 6860, Mr T Motsumi, Dr Ruth Segomotsi District: 053 927 1190, Mr V Kama, Directorate Communication and Marketing Tel no: (018) 388 3704
<u>POST 10/126</u>	:	<u>SENIOR ARCHIVISTS: RECORDS ADMINISTRATION 3 POSTS</u> Sub- Directorate: Records Management Services
<u>SALARY CENTRE</u>	:	R211 194 per annum, Level 07
	:	Head Office, Mmabatho

<u>REQUIREMENTS</u>	:	Bachelor Administration, BA UED, B Information degree or diploma in Archives Studies. Majored in History, Political Science, Public Administration, information and/or Teaching Science. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Conduct records management inspection in Government bodies. Conduct training in records management. Appraise and dispose records classification systems. Develop records management policy and registry procedure manuals for governmental bodies.
<u>ENQUIRIES</u>	:	Mr FK Mkhize, Tel no: (018) 388 3986
<u>POST 10/127</u>	:	<u>LIBRARIAN: OUTREACH PROGRAMMES</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Library
<u>REQUIREMENTS</u>	:	BBibl or B Information Studies degree or equivalent qualification. Good interpersonal relations. Computer literacy. Code B driver's licence.
<u>DUTIES</u>	:	Develop, implement and maintain theme-based reading awareness and library promotion programmes in community libraries. Coordinate Directorate events that are celebrated in the District. Provide training on toy libraries service to Public/Community Libraries and monitor and evaluate toy services. Provide the professional support to community and institutional libraries. Maintain sustainable outreach programmes in the District.
<u>ENQUIRIES</u>	:	Mr J Novela, Tel no: (018) 462 2070
<u>POST 10/128</u>	:	<u>CHIEF LIBRARY ASSISTANT</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Library: Vryburg
<u>REQUIREMENTS</u>	:	Matric. 3 years' experience in library service, computer literate; driver's licence.
<u>DUTIES</u>	:	Process and deliver library materials to community and institutional libraries in the District. Procure goods and services required in the district library. Perform administrative duties in the district library. Provide support in the Directorate and Departmental events. Supervise district operational duties.
<u>ENQUIRIES</u>	:	Mr J Govender, Tel no: (053) 927 1190
<u>POST 10/129</u>	:	<u>SENIOR LIBRARIAN 2 POSTS</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Ngaka Modiri Molema District Library: Lichtenburg and Dr Ruth Segomotsi Mompoti District Library: Vryburg
<u>REQUIREMENTS</u>	:	Degree or diploma (NQF Level 6) in Library and Information Studies. At least 2 years' experience in library field. A valid driver's licence and willingness to travel. Computer literate.
<u>DUTIES</u>	:	Provide professional guidance and support to community libraries. Monitor and Evaluate community library services. Allocate and process library resources to community libraries. Gather data and compile monthly, quarterly and annual reports on the activities of community libraries.
<u>ENQUIRIES</u>	:	Mr G Mapholo Tel no: (018) 632 1790/1676 Ngaka Modiri Molema District Library, Mr J Govender Tel no: (053) 927 1190 Dr RS Mompoti District Library
<u>POST 10/130</u>	:	<u>LIBRARIAN: SELECTION AND ACQUISITIONS</u> Sub-Directorate: Library Services
<u>SALARY</u>	:	R171 069 per annum, Level 06
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	BBibl or an appropriate recognised 3-year Bachelor's degree plus Higher Diploma in Library and Information Science. Minimum of 1 or 2 years' relevant experience in selection and acquisitions of library materials and collection development. Computer literacy. Ability to work under pressure. Knowledge of relevant policies and procedures, the publishing industry, books and other information resources, methods of acquiring information resources, library automated management system (SLIMS) and collection development and management. Excellent interpersonal and communication skills. Well-developed computer skills and people/customer oriented.
<u>DUTIES</u>	:	Identify, select, order and receive information materials relevant to the needs of the community of North West. Participate in the development, reviewing and implementation of operational plans and procedure manuals for the sub-division to

ensure planned and procedural selection and acquisition of library materials. Participate in the selection display and meetings to ensure participator selection by stakeholders and customers. Report work performance and keep abreast of development of Directorate on developments and trends. Administer and monitor the separation of assets and inventory of library materials.

ENQUIRIES

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Mr T Kaweng, Tel no: (018) 388-3980