

**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.*

<b><u>APPLICATIONS</u></b>	:	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,
<b><u>FOR ATTENTION</u></b>	:	Director: Administrative Support Services.
<b><u>CLOSING DATE</u></b>	:	21 July 2017 16H30
<b><u>NOTE</u></b>	:	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.

**MANAGEMENT ECHELON**

<b><u>POST 27/123</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER</u></b> Chief Directorate: Financial Management Services
<b><u>SALARY</u></b>	:	R1, 068,564 per annum, All inclusive salary package per annum (Salary Scale: R1, 068,564 - R1, 277 610), Level 14
<b><u>CENTRE</u></b>	:	Mmabatho, Head Office
<b><u>REQUIREMENTS</u></b>	:	As a minimum a BCom Degree in Accounting/Financial Management field, or equivalent NQF 7 qualification in related field. Ten (10) years' relevant experience in financial management of which 5 years must be on senior management. Qualification as a CA will be an added advantage. Knowledge of GRAP, PFMA, MFMA, Treasury Regulations and Guidelines, Knowledge of Government accounting, financial statement standards, financial systems, Organizational and Government structures as well as principles of financial accounting and financial planning, budgeting principles, methodologies. Sound analytical, interpretive, and high level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization and stakeholder relationship management including the ability to liaise and operate within intergovernmental context.
<b><u>DUTIES</u></b>	:	Ensure the implementation of Management Accounting processes in the Department through the planning, co-ordination and management of the budget and MTEF budget process, the management and monitoring of revenue and

expenditure and reporting in line with the PFMA. Ensure the rendering of Financial Accounting Services through the monitoring of monthly accounting services and oversee submission of interim and annual financial statements, ensure Revenue and Banking Management, ensure the management of the Departmental Financial Systems and the administration of salary related matters. Ensure the provision of Departmental Supply Chain Management Services through the monitoring of SCM demand & acquisition services, Administer tender processes, management of Assets in the Department, the provision of logistical (SCM) services including the payment of suppliers within the regulated timeframes and the monitoring and management of Supply Chain Performance and Information. Ensure mechanisms in place to Prevent and detect unauthorized, irregular and fruitless and wasteful expenditure and losses. Management of Internal Control Processes in the Department, including the co-ordination of Auditor-General processes, monitoring of audit action plans and monitoring compliance with Employee Financial Disclosures, conducting business with Organs of State, Remunerative Work outside Public Service. Oversee the development and implementation of financial management policies. Provide strategic advice and guidance in terms of SCM and other financial matters to internal clients and Service Providers.

**ENQUIRES** : Mr T Mpuisang, Tel no: (018) 388 2739

**DEPARTMENT OF ECONOMY AND ENTERPRISE DEVELOPMENT**

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**APPLICATIONS** : Please forward your application(s) clearly marked for the attention of the Recruitment Office to the Department of Economy and Enterprise Development, Private Bag X15, Mahikeng 2735 or alternatively hand deliver to NWDC Building, Cnr. University Drive & Provident Street, Mahikeng. No faxed or e-mailed applications will be considered.

**CLOSING DATE** : 21 July 2017 – Applications received after closing date will not be considered.  
**NOTE** : Applications must be submitted on the prescribed Z83 form (obtainable from any Public Service Department), which must be originally signed by the applicant and dated, and must be accompanied by a detailed Curriculum Vitae (with full particulars of the applicant’s training, qualifications, competencies, knowledge and experience) and clear originally certified copies of educational qualification certificates, ID document and Driver’s license (where required). Please note that all certified documents should bear a date not older than 12 months from date of stamp. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application it must be done in writing and addressed to the Head of Department. Under no circumstances will the Department accept required application documents through facsimile. The successful candidates will be subjected to a process of Personnel Suitability Checks (criminal record, citizenship, financial/asset record checks, qualification and employment verification). Only shortlisted candidates for interview will be subjected to vetting. The potential candidates, declared in excess must indicate their excess status on Z83. For more information on the job description please contact the official indicated in the post details. We thank all applicants for their interest. The Department reserves the right not to make appointments.

**MANAGEMENT ECHELON**

**POST 27/124** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 01/EED/2017/NW**

**SALARY** : R898 743 per annum (all inclusive remuneration package, Level 13)  
**CENTRE** : Mahikeng

**REQUIREMENTS** : Senior Certificate plus an appropriate 3-year Bachelor’s Degree/National Diploma in Public Management/ Human Resource Management. International obtained qualifications must have been verified by SAQA. 5 years experience in Human Resource Management environment, of which 5 years must have been at Middle Management level. Computer literate. A valid driver’s licence is a prerequisite. Competencies: In–depth knowledge on Public Service Legislation framework, HR policies and relevant prescripts. Knowledge and experience human resource

systems. Financial Management, Change Management, Strategic Capability and Leadership, Knowledge Management, Service Delivery Innovation, Problem Solving Analysis, People Management and Empowerment, Communication, Honesty and Integrity.

**DUTIES** : Ensure the provision of sound Human Resource Management and the compliance and implementation of relevant legislation in this regard. Manage sound employment relation and people management. Manage employee health and wellness programmes. Manage the development of Human resource organisational strategies and planning. Render efficient human resource practices and administration. Promote optimal development of departmental human resources of the Directorate as well as provide strategic leadership. Measure and manage the unit's performance.

**ENQUIRIES** : Mr M Senqhi, Tel no: (018) 387 7928

#### **OTHER POSTS**

**POST 27/125** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 02/EED/2017/NW** (Re-Advertisement) N.B. Those who had previously applied are encouraged to reapply

**SALARY** : R467 148 – R 684 423 per annum (OSD package)

**CENTRE** : Mahikeng

**REQUIREMENTS** : A senior certificate plus Bachelor of Laws (LLB). International obtained qualifications must have been verified by SAQA, with at least 8-10 years legal administration qualification. (Contracts drafting duties (including MOU and SLAs) Litigation, provision of Legal advice and opinions and understanding of government regulations). Legal experience of 5 years as an advocate or attorney admitted in the High Court of South Africa will be an added advantage. Valid driver's license. Competencies: Report writing, Conduct legal research, extensive knowledge and experience in drafting strategic legal documents, litigation management support, drafting and vetting of legal documents, overall coordination of litigation matters within the Department: maintain strategic relations with the office of the State Attorney and office of State Law Advisors, develop and implement appropriate systems, controls and measures, monitor and enforce compliance by the Department with litigation rules and procures and provide legal advice as required, computer literacy, good communication (verbal and written), organising and planning, problem solving and ability to work individually and within a team. Understanding of government regulations.

**DUTIES** : Prepare legal documents and provide strategic legal support to the Department. Ensure compliance with Protection of Personal Information Act, PAIA and PAJA, and provide legal education to the Department. Provide legal advice and opinion. Negotiate and advice on the drafting and vetting of contracts. Undertake legislative review and drafting. Litigation management. Maintain Departmental contact and litigation register. Report and advise on contract management risks. Monitor compliance to service agreements.

**ENQUIRIES** : Ms P Jood, Tel no: (018) 387 7820

**POST 27/126** : **DEPUTY DIRECTOR: WOMEN ECONOMIC EMPOWERMENT REF NO: 04/EED/2017/NW**

**SALARY** : R657 558 – R 774 576 per annum, Level 11

**CENTRE** : Mahikeng

**REQUIREMENTS** : A 3 year Bachelor's Degree/National Diploma in Business Management. International obtained qualifications must have been verified by SAQA. Proficient knowledge of women empowerment, local and regional economic development potential and opportunities. Proven experience in women empowerment and implementation of women economic empowerment strategies. A valid driver's licence. Competencies: In-depth knowledge of government legislation, policies and national programmes of action. Knowledge of financial and people management. Effective communication skills. Strategic and leadership skills.

**DUTIES** : Perform generic management functions. Plan and development strategies for women economic empowerment. Establish and support women organisations. Develop economic profiles for women enterprises in the region and local economy, identify sectoral opportunities for economic empowerment. Develop partnerships

for women economic empowerment and promote opportunities. Consult FDI's and Government concerning eligibility requirements for funding and support. Provide advice on market opportunities. Provide advice and support on product development. Identify training needs and recommend training requirements. Develop a communication and outreach strategy. Develop brochures and promotional material.

**ENQUIRIES** : Mr T Mkhondo, Tel no: (018) 387 7914

**POST 27/127** : **DEPUTY DIRECTOR – LIQUOR REGULATIONS -EDUCATION/AWARENESS**  
**REF NO: 05/EED/2017/NW**  
Re-Advertisement

**SALARY** : R657 558 – R 774 576 per annum, Level 11  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : Senior Certificate plus an appropriate Bachelor's Degree/National Professional Diploma in Education qualification. International obtained qualifications must have been verified by SAQA. Five (05) years' experience in the education and training field of which three (03) years are in junior management level. Computer literacy. Postgraduate and project management qualification will be an added advantage. A valid driver's licence, the incumbent will be expected to travel extensively. Competencies: Knowledge of liquor trading related legislation and policies. Good communication skills and assertiveness. Ability to work under pressure and willingness to work long hours and awkward times. Client and service delivery orientation that is customer focused.

**DUTIES** : Ensure that education and awareness programmes are planned. Administer liquor legislation and policies towards management of liquor trading in the Province. Manage the Education and Compliance Enforcement Unit. Establish and maintain appropriate internal controls and reporting systems for the Unit. Ensure that liquor outlets comply with trading conditions and legislative requirements. Develop educational programmes and coordinate educational activities with relevant stakeholders on the dangers of liquor abuse. Develop systems necessary for education and compliance programmes. Manage projects and programmes undertaken by the Office. Liaise with other stakeholders on liquor related matters and participate in relevant national and provincial fora.

**ENQUIRIES** : Ms K Taoana, Tel no: (018) 387 7939

**POST 27/128** : **ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO:**  
**06/EED/2017/NW**  
Re-Advertisement

**SALARY** : R334 545 – R 404 121 per annum, Level 09  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : Senior Certificate plus an appropriate Bachelor's degree/National Diploma Business Management. International obtained qualifications must have been verified by SAQA. Extensive knowledge in Business Development with three (03) years' experience in the relevant field. A Valid Driver's license is a requirement. Computer literacy, creativity and an ability to work independently are a necessary. The post requires extensive travelling. Competencies: Knowledge of Public Finance Management Act and Small Business Act. Application of policies and legislations in the Public Service. Knowledge of development planning at regional and local economic level. Project Management application and practice. Computer literacy, written and verbal communication skills. Interpersonal relationship, planning and organizing skills

**DUTIES** : Provide support to local economic projects at municipalities. Participate on stakeholders' engagement sessions to discuss LED issues in the municipalities. Provide aftercare and implement interventions with partnership stakeholders to all funded SMMEs and Cooperatives. Conduct awareness sessions on the Red Tape Reduction Programme to municipalities. Provide capacity building interventions to municipalities.

**ENQUIRIES** : Ms M Tlhale, Tel no: (018) 387 7766

**POST 27/129** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 07/EED/2017/NW**

**SALARY** : R334 545 – R404 121 per annum, Level 09  
**CENTRE** : Mahikeng

**REQUIREMENTS** : Senior Certificate plus an appropriate recognized Bachelor's Degree/National Diploma in Business Management plus three (03) years supervisory experience in Supply Chain Management. International obtained qualifications must have been verified by SAQA Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and experience of Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment (BBEE). Knowledge of Walker, Proqoute and Central Supply Chain Database will be an added advantage. A valid driver's licence. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem solving skills. Presentation skills. Customer care skills. Computer literacy. Financial Management skills. Project management skills. People management skills. Monitoring and evaluation skills. Attributes: Ability to work in a team and independently. Ability to work under pressure. Accurate. Compliant. Disciplined. Assertive. Persuasive.

**DUTIES** : Conduct needs analysis for the Department to ensure value for money. To compile and maintain a Demand Management Plan and Annual Procurement Plan. Compile the Quarterly Implementation Reports on the Annual Procurement Plan. Assist in the compiling of tender specifications, To provide administrative support to the bid committees. Provide monthly reports on Departmental procurement. Manage performance of the division.

**ENQUIRIES** : Mr J Tembo, Tel no: (018) 387 7708

**POST 27/130** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 08/EED/2017/NW**

**SALARY** : R334 545 – R404 121 per annum, Level 09  
**CENTRE** : Mahikeng

**REQUIREMENTS** : Senior Certificate plus an applicant must be in possession of an appropriate Bachelor's Degree//National Diploma Management Science/Operations Management/Bachelor's Degree Industrial Psychology. International obtained qualifications must have been verified by SAQA. Certificates in Job Evaluation. At least 2-3 years in Work- Study/Organisational Development. Knowledge on Human Resource legislation and Government Transformation imperatives. Public Service Act, 1994 as amended, Public Service Regulations, 2001 as amended, Public Financial Management Act (PFMA), Labour Relations Act and Employee Equity Act. Competencies: Analytical thinking, creative and innovative, ability to interpret and apply policies. Good communication and presentation skills and ability to conduct research. Computer and report writing skills. Analytical, Problem-solving, Planning and Organising Skills Ability to work under pressure. Ability to function independently and work as part of the team. Good interpersonal relations.

**DUTIES** : Plan, coordinate and carry out work study investigations and make recommendations to promote Service Delivery. Monitor the promotion of optimal development of Organisational and Establishment Structure. Conduct job evaluation process. Monitor the development Procedure Manuals. Implement Business process mapping Introduce new practices and carry out continuous Work Flow Improvement. Development of Human Resource Plan. Facilitate and coordinate change management interventions.

**ENQUIRES** : Ms K Klinck, Tel no: (018) 387 7754

**POST 27/131** : **LEGAL ADMINISTRATION OFFICER (MR4) REF NO: 03/EED/2017/NW**

**SALARY** : R298 854 – R312 510 per annum (OSD Package)  
**CENTRE** : Mahikeng

**REQUIREMENTS** : An appropriate LLB degree. At least five (5) years' appropriate post qualification Private and Public Sector legal experience. Competencies: Knowledge of the Civil Procedure in the High Courts and Magistrate Courts of Republic of South Africa, which includes the Superior Courts Act and the Uniform Rules of Court. Familiar Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, PAJA and PAIA, Batho-Pele Principles, Departmental policies,

interpretation of law and other relevant legislation related to the Public sector environment. Communication (written and verbal) skills, Good interpersonal and language skills, report writing and analytical skills, problem solving skills, computer skills, facilitation skills and presentation skills.

**DUTIES** : Liaise with different stakeholders of the Department with regard to legal matters. Analyze documents and provide legal advice/opinion. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft service agreements/contracts/ MOA. Monitor compliance to service agreements. Manage civil, labour Appeals and tribunal cases and provide research. Create awareness on legal matters.

**ENQUIRIES** : Ms P Jood, Tel no: (018) 387 7821

**POST 27/132** : **LIQUOR EDUCATION OFFICERS REF NO: 09/EED/2017/NW**

**SALARY** : R 281 418 – R 331 497 per annum, Level 08  
**CENTRE** : Rustenburg, Klerksdorp and Vryburg  
**REQUIREMENTS** : Senior Certificate plus National Professional Diploma/Bachelor's Degree. International obtained qualifications must have been verified by SAQA. Three (03) years relevant experience in education and training field. Computer literacy. A valid driver's licence. Post requires extensive travelling. Competencies: Knowledge of liquor trading related legislation and policies. Good communication skills and assertiveness. Ability to work under pressure and should have a willingness to work long hours and awkward times. Client and service delivery orientation that is customer focused.

**DUTIES** : Ensure that education and awareness programme are planned. Ensure that liquor outlets comply with trading conditions and legislative requirements. Develop educational programmes and coordinate educational activities with relevant stakeholders on the dangers of liquor abuse. Develop systems necessary for education and compliance enforcement programmes. Manage projects and programmes undertaken by the office.

**ENQUIRES** : Ms K Taoana, Tel no: (018) 387 7939  
**NOTE** : N.B. Applicants should indicate on their application forms which region they prefer.

**POST 27/133** : **SENIOR TRADE AND INDUSTRY ADVISOR – SMME SKILLS DEVELOPMENT REF NO: 10/EED/2017/NW**

**SALARY** : R 281 418 – R 331 497 per annum, Level 08  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : Senior Certificate plus a recognised 3 year National Diploma/Bachelor's Degree in Business Management. International obtained qualifications must have been verified by SAQA. Three (03) years practical experience in the SMME Sector. A valid driver's licence. Competencies: Thorough knowledge in Public Service prescripts and the Government Planning process. Analytical, computer, decision making, organising, planning, project management, problem solving and conflict management as well as presentation skills.

**DUTIES** : Identify, assess and analyse SMME's training needs. Formulate and implement the training plan. Monitor and evaluate implementation of various training programmes. Liaise with various stakeholders. Coordinate and monitor the toll out of the apprenticeship and learnership programmes. Compile monthly and quarterly reports.

**ENQUIRIES** : Mr K Mogotsi, Tel no. (018) 387 7742

**POST 27/134** : **SENIOR TRADE ADVISOR: WOMEN EMPOWERMENT REF NO: 11/EED/2017/NW**

**SALARY** : R281 418 – R331 497 per annum, Level 08  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : Senior Certificate plus a recognized three (3) year National Diploma/Bachelor's Degree Business Management. International obtained qualifications must have been verified by SAQA. A three (3) year practical work experience and a valid driver's license. Competencies: Knowledge of the relevant statutory framework in the Public Service and other empowerment prescripts. The incumbent needs excellent computer literacy, competent analysis, communication, conflict resolution, problem-solving and interpersonal skills.

**DUTIES** : Facilitating women, women entrepreneurs and economic empowerment planning and initiatives, identifying and fostering women entrepreneurs economic empowerment opportunities; facilitating and securing funding for economic empowerment activities and programmes; assisting local women organizations, women owned business and individuals with establishing economic empowerment plans and projects; and promoting women entrepreneurship in order to expand economic development opportunities; Facilitation of access to market through ensuring the active participation of women owned enterprises in the international, national, provincial and regional and local exhibitions. Facilitation of education, training and development opportunities in order to empower women owned enterprises including establishment of incubation programmes and linkage to various trade and investment opportunities. Assist women entrepreneurs to gain access to funding in order to establish and expand their enterprises. Facilitation of Product Development for women owned enterprises.

**ENQUIRIES** : Ms G Resane, Tel no: (018) 387 7914

**POST 27/135** : **SENIOR TRADE ADVISOR-COMPANY REGISTRATION REF NO: 12/EED/2017/NW**

**SALARY CENTRE REQUIREMENTS** : R226 611 – R266 943 per annum, Level 07  
: Rustenburg  
: Senior Certificate plus Bachelor's Degree/National Diploma Public Management qualification with data capturing experience. International obtained qualifications must have been verified by SAQA. Computer literacy and customer relations. Competencies: Computer literacy, written and verbal communication skills and Interpersonal relationship.

**DUTIES** : Facilitate registration and amendment of Private Company and Cooperatives. Facilitate Lodgement of Annual Returns. Manage the performance of Subordinates. Compile registration reports.

**ENQUIRIES** : Mr Z Dipudi, Tel no. (018) 387 7793

**POST 27/136** : **SENIOR SUPPLY CHAIN PRACTITIONER-DEMAND AND ACQUISITION MANAGEMENT REF NO: 13/EED/2017/NW**

**SALARY CENTRE REQUIREMENTS** : R226 611 – R 266 943 per annum, Level 07  
: Mahikeng  
: Senior Certificate plus an appropriate recognized Bachelor's Degree/National Diploma in Public Management with two (02) years experience in Supply Chain Management. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and experience of Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment (BBBEE). International obtained qualifications must have been verified by SAQA. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem solving skills. Presentation skills. Customer care skills. Computer literacy. Financial Management skills. Project management skills. People management skills. Monitoring and evaluation skills. Ability to work in a team and independently. Ability to work under pressure. Accurate. Disciplined. Assertive.

**DUTIES** : Render administrative activities with regard to procurement planning of goods and services for the Department. Collate, verify and consolidate demand management plan. Perform needs expenditure, commodity and market analysis. Provide data to produce analysis quarterly report. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Receiving and opening of bid documents. Supervise and sourcing quotations from database according to the threshold values determined by the National Treasury.

**ENQUIRIES** : Mr J Tembo, Tel no: (018) 387 7708