

**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 or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 11 August 2017
- NOTE** : The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with 3 contactable referees. Failure to submit the requested documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. Candidates will be subject to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

OTHER POSTS

- POST 30/111** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: NWOOP/07/1**
Purpose: To administer ICT Security Services.
- SALARY** : R657 558 per annum all-inclusive package, Level 11
- CENTRE** : Mahikeng
- REQUIREMENTS** : A three year degree and/or equivalent qualification in the Information Technology (NQF level and Credits). 6 – 7 years related experience of which 3 years should be at junior management level. Sound analytical, interpretive and high-level communication skills. Excellent writing skills with ability to pay attention to details. Computer literacy and understanding of the government ICT regulatory framework, processes and policies.
- DUTIES** : The development and monitoring and evaluation of ICT security policies, plans and ICT security mechanisms. The identification and classification of Information Technology and information assets. Conducting of ICT security risk assessments and awareness in the province.
- ENQUIRIES** : Mr. M. Toka, Tel no: (018) 388 3135
- POST 30/112** : **CHIEF PROGRAMMER: CONTROL WEB DESIGNER REF NO: NWOOP/07/2**
Purpose: To manage the development of infrastructure related applications and support services.
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Mmabatho
- REQUIREMENTS** : A three year degree and/or equivalent qualification in the Information Technology (NQF level and Credits). 3 -5 years relevant work experience of which 2 years should be at a supervisory level. 3 years technical experience in the Web change control and SDLC methodologies. Knowledge: Working knowledge of ICT environment and experience in development/design; maintenance of applications; advanced web sites and web based application systems design; Proficient in the use of web tools; Problem and Incident management Skills: Advanced analytical and programming skills, advanced problem solving skills; excellent interpersonal relations, good communication skills; report writing skills; Planning and organising; facilitation skills; coordination skills; conflict resolution; project management; leadership and presentation skills; research skills.
- DUTIES** : Perform user support, development and maintenance of the web sites and web based application systems of the North West Provincial Government. Perform the analysis and design of requirements specification. Engage on the analytical

technical review and design of applications. Manage technical problems. Prioritise, monitor and assign development tasks to the team members. Perform and manage change control and adhere to best practice design standards. Ensure that applications are configured and managed based on best practises. Provide assistance in documenting project post implementation report for new applications and websites. Roll out applications and website. Maintain user manual and system documentation. Provide user training. Review existing applications and ensure changes are effected according to user's requests. Promote a culture of team building and development within the unit.

ENQUIRIES :

Mr M. Toka, Tel no: (018) 388 3135

POST 30/113 :

ASSISTANT DIRECTOR: ANTI-CORRUPTION AND ETHICS REF NO: NWOOP/07/3

SALARY :
CENTRE :
REQUIREMENTS :

R334 545 per annum, Level 09

Mahikeng

A Bachelor of Laws and/or equivalent qualification (NQF level and Credits).3 -5 years relevant/ related work experience in counter fraud and corruptions activities of which 2 years should be at a supervisory level. Computer literacy. Understanding of Project Management principles and knowledge of Protected Disclosure Act, Financial Intelligence Centre Act, Money Laundering, Public Finance Management Act and Treasury Regulations. Excellent Written and verbal communications skills. Ability to communicate at all levels. Ability to work under pressure and willingness to work extra hours.

DUTIES :

Provide secretariat support services to the Provincial Anti-Corruption Forum and Provincial Anti-Corruption Technical Committee. Manage and administer National Anti-Corruption hotline cases and the data base for the Province. Coordinate anti-corruption mechanisms in provincial departments. Management of stakeholders and Liaison with law enforcement agencies. Preparation of reports.

ENQUIRIES :

Ms. S.M. Mphelo, Tel no: (018) 388 4039

POST 30/114 :

ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWOOP/07/4

SALARY :
CENTRE :
REQUIREMENTS :

R334 545 per annum, Level 09

Mahikeng

A Bachelor's degree in Psychology or a Social Work. Registration with the Health Professions Council of South Africa or as a Social Worker with the South African Council for Social Services Professions (SACSSP). 3-5years experience in Employee Health and Wellness of which 2 years should be at a supervisory level. Computer literacy in MS Office packages. Valid Driver's license. The incumbent must be willingness to travel. Knowledge, Skills & Competencies: Knowledge and experience in HIV and AIDS, and TB management, Wellness management, and Safety, Health, Environment, Risk and Quality (SHERQ) management as well as promotion of health and productivity. Knowledge of Government legislation pertaining to Employee Health & Wellness Programme, human resources management, managing performance and supervision. Ability to maintain strict confidentiality, handle conflict situations, write reports and make presentations.

DUTIES :

Manage the quality of life within the Office through designing and implementation of employee assistance and wellness programmes; coordinate the provision of psychosocial, individual and organizational wellness. Coordinate the provision of physical wellness and to monitor and evaluate the impact of the wellness programme in the Office. Conduct counseling, group work, crisis intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops materials, questionnaire design and data collection, data capturing, data analysis and write reports. Coordinate Employee Health and Wellness events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed. Provide support and advice to management on Employee Health and Wellness issues. Ensure adherence to the required legal and ethical requirements of Employee Wellness and Workplace HIV

and AIDS services. Manage the performance of staff and regularly ensure assessment of their performance.

ENQUIRIES : Ms. G Lebeko, Tel no: (018) 388 3507

POST 30/115 : **SENIOR PROGRAMMER REF NO: NWOOP/07/5**
Purpose: To manage the development of infrastructure related applications and support services.

SALARY : R226 611 per annum, Level 07
CENTRE : Mmabatho
REQUIREMENTS : A three year degree and/or equivalent qualification in the Information Technology (NQF level and Credits). 2 - 3 years relevant work experience in the Web change control. Knowledge: Working knowledge of and experience in the ICT environment and experience in development/design; Problem and Incident management and maintenance of applications. Proficient in the use of web tools. Skills: Advanced analytical and programming skills, advanced problem solving skills; excellent interpersonal relations, good communication skills; report writing skills; Planning and organising; facilitation skills; coordination skills; conflict resolution; project management; leadership and presentation skills; research skills.

DUTIES : Perform user support, development and maintenance of the web sites of the North West Provincial Government. Provide content management services. Attend to and resolve technical problems. Accept, perform and resolve action requests on REMEDY system. Design and maintain websites. Maintain user manual and website documentation. Ensure changes are effected according to user's requests. Perform other duties as delegated.

ENQUIRIES : Mr M. Toka, Tel no: (018) 388 3135

POST 30/116 : **SECRETARY TO DIRECTOR: E- GOVERNANCE REF NO: NWOOP/07/6**
Purpose: To render the administrative and secretariat support services to the Director.

SALARY : R152 862 per annum, Level 05
CENTRE : Mahikeng
REQUIREMENTS : 1-2 year National Higher Certificate in Management Assistant and/or equivalent qualification. 1– 2 years working experience in office administration. Good communication skills, verbal and non-verbal; ability to read, write and pay attention to details; sound interpersonal relations skills and good telephone etiquette. Computer literacy, high level of reliability and sound organizational skills. Willingness to work extra hours when required.

DUTIES : Provides administrative support to the Director: Render the secretariat services to the Director; Minute taking during meetings; coordinate and arrange meetings; Diary management: Office filing; Administration of Office correspondence; Management of the Office and perform other related duties assigned.

ENQUIRIES : Mr. C. Gabriel, Tel no: (018) 388 4032