

**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** : 25 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. The employment equity profile of the Office will be considered in filling the positions. 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. Where required, candidates will be subjected to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

MANAGEMENT ECHELON

- POST 32/186** : **CHIEF DIRECTOR: PROVINCIAL LEGAL ADVISORY SERVICES REF NO: NWOOP/08/01**
Job Purpose: To provide and coordinate sound Legal Services in the Provincial Departments and Municipalities.
- SALARY** : R1 068 564 per annum, Level 14 (All Inclusive Package)
- CENTRE** : Mahikeng
- REQUIREMENTS** : LLB degree and/or equivalent qualification (NQF level and Credits). Must be admitted to practice as an Attorney or Advocate. Five years senior management experience within the relevant field.
- DUTIES** : Providing a comprehensive guidance and supportive legal services to the Office, the Premier and all government departments of the North West Provincial Government. Analysis of rationalization and consolidation of the legislative framework of the North West Provincial Government. Aligning Provincial Legislation with National Legislation and the Constitution. Formulating, drafting, editing, and certifying new legislation. Drafting contracts, managing litigation support, executing judicial acts. Liaising with the Heads of Departments, Legal Administration Officers, State Attorney and Private Legal Practitioners. Management of financial and human resources. Ensuring a balanced and holistic effort in managing legal function, Pro-actively build sound relationships with key stake-holders, Conducting legal research and assist with labour matters.
- ENQUIRIES** : Mr. S.B. Chuma, Tel no: (018) 388 3099
- POST 32/187** : **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWOoP/08/02**
Job Purpose: To manage occupational health and the quality of work life programmes
- SALARY** : R898 743 per annum, Level 13 (All Inclusive Package)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A three year Bachelor's degree in Social Sciences or Occupational and Environmental Health and/or equivalent qualification (NQF level and Credits). Registration with the relevant professional bodies. Five (5) years middle management in the relevant field. Knowledge and experience in the implementation of the National Strategic Framework of Employee Health and Wellness and all the related Policies. Knowledge and Understanding of Public Service Legislative Framework.
- DUTIES** : The management of HIV/AIDS, TB and Wellness programme. The Management of Health, Productivity, Occupational Health and Safety Management programmes. The management of the entire employee health and wellness function in the Office.
- ENQUIRIES** : Ms. R.K. Moseki, Tel no: (018) 388 3105

POST 32/188 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWOoP/08/03**
Job Purpose: To provide Financial administration and accounting services.

SALARY : R898 743 per annum, all inclusive package per annum, Level 13

CENTRE : Mafikeng

REQUIREMENTS : A three year Bachelor's degree in Financial Management /Auditing and/or equivalent qualification (NQF level and Credits). Five (5) years middle management in the relevant field. Vast knowledge and experience in financial management, PFMA and Treasury Regulations. Strong leadership and management skills. Good interpersonal relations and ability to work with people at all levels.

DUTIES : Provision of banking and expenditure management services. Development and monitoring the implementation of financial administration and accounting policies, systems and accounting services. Provision of reconciliation and accounting services. Provision of creditors payments and compilation of financial statements. Provision of salary administration and payroll services. Provision of PAYE, UIF, asset liability and debt management services. Preparations of financial journals. Provision of BAS system services. Manage financial information systems. Provision of support in the compilation of financial statements.

ENQUIRIES : Ms. T.M. Mooketsi Tel no: (018) 388 4277