

**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** : 22 September 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.

**OTHER POST**

- POST 37/222** : **PROVINCIAL GOVERNMENT INFORMATION TECHNOLOGY OFFICE COUNCIL (PGITOC) SECRETARIAT REF NO: NWOOP09/01**  
Job Purpose: Provide and coordinate secretarial support services to the Provincial GITO council.
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Mmabatho
- REQUIREMENTS** : A three year degree in the ICT field or equivalent. 3 – 5 years experience in the secretariat field. Knowledge: Extensive knowledge of IT policies and procedures. Knowledge and understanding of the role and functions of the PGITO council. Skills: Report writing, minutes taking, coordinating and communication skills. A valid driver licence.
- DUTIES** : To provide secretariat functions to the provincial GITO council and various committees. Ensure effective running of GITO council meetings. Monitor the role of the council to ensure that the Council delivers on its mandate of coordinating projects. Timely delivery of minutes, agendas and notifications and other information to the PGITO council members. Handling of official documents of the PGITO council, such as ToRs, correspondence, resolutions and minutes. Ensure that new members of the PGITOC are properly updated. Collection and distribution of reports as well as relevant data of Technical Committees to the council members. Liaising with departments, institutions as well as municipalities to ensure their active participation in the GITO Council activities.
- ENQUIRIES** : Mr M. Toka, Tel no: (018) 388 3135