

**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** : 13 October 2017
- NOTE** : The Office of the Premier is an equal employment opportunity and affirmative action employer and it 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. Employment Equity plan of the Office will be considered when filling these positions. 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 three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment whilst selected interviewed candidates will be subjected to a two day competency assessments. 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. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

**MANAGEMENT ECHELON**

- POST 39/80** : **CHIEF DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION**  
**REF NO: NWOOP/10/01**  
Job Purpose: To manage and facilitate service delivery monitoring support programmes and interventions
- SALARY** : R1 127 334.00 p.a. (all inclusive package Level 14)
- CENTRE** : Provincial Office, Mmabatho
- REQUIREMENTS** : A bachelor's degree in Public Management/Public Administration or related field of study and/ or equivalent (NOF level and Credits). Extensive experience in service delivery interventions and five years' experience at senior management level. Extensive knowledge and understanding of Public Service prescripts and knowledge of the community development programme in the public service will serve as an added advantage.
- DUTIES** : The management and coordination of district wide service delivery improvement support programmes and interventions in line with the five concretes of the province. Monitoring and evaluation of service delivery in the four districts. Facilitate and coordinate public participation programme.
- ENQUIRIES** : Mr. T.J. Maweela, Tel no: 018 – 388 2696
- POST 39/81** : **DIRECTOR: CORPORATE COMMUNICATION REF NO: NWOOP/10/02**  
Job Purpose: To promote Provincial Government Corporate Identity
- SALARY** : R948 174 per annum (all-inclusive package level 13)
- CENTRE** : Provincial office: Mmabatho
- REQUIREMENTS** : A bachelor's degree in Communications/Public Relations/Journalism or related field of study and/ or equivalent (NOF level and Credits). Extensive experience in communications/public relations/journalism and five years experience at middle management level.
- DUTIES** : Develop and manage corporate communication strategies. Develop, strengthen and maintain Office of the Premier brand. Monitor the implementation and compliance of the corporate identity, visibility and uniform branding of the Office. Provide media production services including professional video, desk-top publishing and photography services. Manage production of publications. Ensure effective profiling of the Office of the Premier and the North West Provincial Government. Develop and implement the events management strategy and communication plans

for all Provincial Government marketing campaigns. Organise and project manage all communication activities around events and campaigns on the Office and provincial events calendar. Publish publications to profile the work of the Office and ensure the public has access to information on progress in implementing government's programme of action. Promote and facilitate an effective internal communication programme. Establish and ensure adherence to budgets, schedules, work plans and performance requirements.

**ENQUIRES** : Mr. Brian Setswambung, Tel: (018) 388 5695

#### **OTHER POSTS**

**POST 39/82** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWOOP/10/03**  
Job purpose: To manage and provide Supply Chain Management services

**SALARY** : R657 558 per annum (all inclusive package level 11)  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : A bachelor's degree in Logistics Management/ Supply Chain Management/Purchasing management and/ or equivalent (NOF level and Credits). 6 -7 years experience in Supply Chain Management/ procurement of which 3 years should be at junior management level. Knowledge of Supply Chain Management prescripts and understanding of legislative framework. Knowledge of PFMA/Treasury regulations. **DUTIES:** Provide end to end support, guidance and advice on Supply Chain Management value chain. Manage the implementation of Supply Chain Management systems, policies and procedures. Management of staff. Ensure effective and efficient functioning of Supply Chain Management Committees. Management and administration of Bids and related processes

**ENQUIRIES** : Mr. O.D. Gaolaolwe, Tel no: 018 -3884240

**POST 39/83** : **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: 018-3883135

**NOTE** : NB: This post was previously advertised in the DPSA Circular No. 37 with a closing date of 22/09/2017. All applicants who have already applied for the position they need not to apply again their applications will be considered.