

**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.

<u>APPLICATIONS</u>	:	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,
<u>FOR ATTENTION</u>	:	Director: Administrative Support Services.
<u>CLOSING DATE</u>	:	27 October 2017 16H30
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 41/186</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET AND CASH FLOW 2 Posts REF NO: 2017/CATA47NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Head Office, Mmabatho 3-year Bachelor's degree/National Diploma with Finance-related subjects. 2-3 years' appropriate experience in budget management. Knowledge of BAS/Walker Financial Systems and application of financial policies (e.g. PFMA, Treasury Regulations and other relevant prescripts). Knowledge of procurement procedures. Budget processes skills. Computer literacy. Communication and organisational skills. Ability to manage/supervise all supervisees.
<u>DUTIES</u>	:	Be responsible for proper budget maintenance and preparation of expenditure reports. Capture EPRE budget, adjustment budget and rollover. Compile and capture all journals and ensure safekeeping of all financial records for audit purpose. Assist in the verification and allocation of requisitions according to the prescripts and procedures. Prepare and capture cash flow.
<u>ENQUIRIES</u>	:	Ms DWT Gouwe, Tel: (018) 3881309
<u>POST 41/187</u>	:	<u>PRINCIPAL COMMUNICATION OFFICER (INTERNAL COMMUNICATIONS) REF NO: 2017/CATA49/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Head Office, Mmabatho 3 year Bachelor's Degree/ National diploma/degree in Communications/Public Relations, a qualification in graphic designing will be an added advantage.

Advanced computer skills (knowledge of design and Corel Draw software would be an added advantage) *Basic page design and layout skills *Good photographic skills 2 – 3 years of experience in internal communications, events planning and issuing daily communiqué to internal staff. Good communication and interpersonal skills. Planning and organising skills. Ability to work well under pressure. Computer literacy in MS Office software. A valid driver's licence.

DUTIES : The incumbent will be expected to co-ordinate Departmental internal events. Disseminate information within the Department. Secure venues for internal events and identify/invite stakeholders. Co-ordinate artwork, i.e. banners, posters and flyers for events. Update and maintain the internal Departmental guest list. Participate in internal and Departmental committees as well as Departmental projects in relation to communication objectives. Maintain an internal calendar of events as well as notice boards. Write articles for the internal Departmental newsletter.

ENQUIRIES : Mr SG Sebolecewe, Tel, 018 3882763

POST 41/188 : **PRINCIPAL COMMUNICATION OFFICER (EXTERNAL COMMUNICATIONS) REF NO: 2017/CATA50/NW**

SALARY : R281 418 per annum (Level 8)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3 year Bachelor's degree/National Diploma in Marketing or Public Relations or Communications or Journalism. 2 - 3 years of relevant experience and in communications and PR environments .Valid driver's license. A strong command of the English language and excellent written/verbal English proficiency skills including proof reading and editing; A high standard of business communication and presentation skills; An understanding of government communication procedures. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook);

DUTIES : Ensure the successful delivery of external client communications programmes, projects and initiatives ; Ensure that the communication systems, processes and capabilities required to deliver against the departmental objectives are in place; Build and maintain relationships with business unit communication champions and content owners – be available and accessible to all departments in the business to assist with communication needs; Provide general external communications support to all stakeholders; Write and/or edit articles, speeches and other materials as needed for departmental newsletter ; Implementation of a Quarterly newsletter. Ability to judge when comment is necessary to enhance or protect department's reputation and brand, and also when not to comment: Ability to handle sensitive information given by third parties in confidence with discretion.

ENQUIRIES : Mr SG Sebolecewe: Tel: 018 3882763

POST 41/189 : **ADMINISTRATIVE OFFICER: INFRASTRUCTURE AND FACILITY MANAGEMENT REF NO: 2017/CATA48/NW**

SALARY : R226 611 per annum (Level 7)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : 3-year diploma in Project Management and Contract Management. Valid driver's licence. Computer literacy (MS Office, i.e. Word, Project, PowerPoint, Access and Excel) 2-3 years' experience in infrastructure projects. At least 5 years' experience in project and contract management (construction field) and administration. Contract negotiation skills. Knowledge of the PFMA, PPPFA and Supply Chain Management procedures. Knowledge of the geographic location of the Province will be an added advantage.

DUTIES : Assist to manage and coordinate new capital projects for the Department. Assist in ensuring that facilities are well maintained and comply with the OHS Act. Assist in compilation of monthly, quarterly and annual reports to the Manager. Attend site meetings and/or technical meetings. Assist in the coordination of meetings with different municipalities and other stakeholders in the Province. Assist in facilitation of the signing of Service Level Agreements/Memoranda of Agreement/Project Implementation Agreements with the agents. Assist with the preparation of requisitions for the transfer of funds and payment of suppliers.

ENQUIRIES : Mr M Mosimane, Tel. (018) 3882850

POST 41/190 : **CLEANERS 12 Posts**

SALARY CENTRE : R90 234 per annum (Level 2)
 : Bojanala District: (Moretele Service Point (01 Post) REF NO: 2017/CATA51 (01)/NW
 Rustenburg Recreation Centre (02 Posts) REF NO: 2017/CATA51 (02)/NW
 Ngaka Modiri Molema District, Klein Marico Recreation Centre (02 Posts) REF NO: 2017/CATA51 (03)/NW
 Ngaka Modiri Molema District Library (01 Post) REF NO: 2017/CATA51 (04)/NW
 Mmabatho, Archive Building (01 Post) REF NO: 2017/CATA51 (05)/NW
 Mahikeng Museum and Heritage (01 Post) REF NO: 2017/CATA51 (06)/NW
 Mmabatho, Head Office (02 Posts) REF NO: 2017/CATA51 (07)/NW
 Mmabatho, Traditional Affairs (02 Posts) REF NO: 2017/CATA51 (08)/NW

REQUIREMENTS : ABET literacy qualifications. Knowledge of cleaning and hospitality services as well as operations of equipment. Good listening skills. Good interpersonal relations. Ability to read and write. Ability to work under pressure.

DUTIES : Vacuum the carpeted floors in offices. Sweep and mop the entire unit's floor. Dust and polish the entire unit's offices. Clean toilets/lavatories. Provide a list of all cleaning equipment and materials. Remove any litter/rubbish in the unit. Water inside plants. Arrange boardroom for meetings. Be responsible for safe-keeping of cleaning equipment, glasses and water jugs.

ENQUIRIES : Mr B Sealanyane, Tel. (018) 3882743

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 NOTE : 27 October 2017
 : 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.

POST41/191 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATION REF NO: NWOOP/10/02/1**

SALARY CENTRE : R334 545.00 p.a. (level 9)
 : Mahikeng

REQUIREMENTS : A three year Bachelor's degree in Law/ Commerce and /or equivalent qualification (NQF level and Credits). 3-5 years relevant work experience Knowledge of Corruption Acts, Protected Disclosure Act, Public Service Act and Regulations, Financial Intelligence Centre Act, Public Finance Management Act and Treasury Regulations. Knowledge of Legislative framework that governs the operations of Public Service environment. Knowledge of Court Procedures, Sound knowledge of rules of evidence and Criminal Procedure Act. Excellent written and verbal communication skills. Ability to communicate at all levels. Ability to work under pressure and willingness to work extra hours.

DUTIES : Conducting forensic and computer related investigations by collecting documentation from clients for analysis. Development and maintenance of Forensic cases database. Management of stakeholders and liaison with other law enforcement agencies. Prepare and present reports/ evidence on cases

ENQUIRIES

investigated. Represent the Office in Disciplinary Hearings and other structures.
: Ms. S.M. Mpehlo, Tel: 018 -3884039