

**PROVINCIAL ADMINISTRATION NORTH WEST
OFFICE OF THE PREMIER**

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** : 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** : 24 November 2017
- NOTE** : 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 44/301** : **ASSISTANT DIRECTOR: SERVICE DELIVERY MONITORING & INTERVENTION REF: NWOoP/11/01**
Job Purpose: To manage and coordinate district wide service delivery improvement support programmes and interventions

- SALARY** : R334 545.00 per annum (level 09)
- CENTRE** : Dr. Kenneth Kaunda District: Klerksdorp
- REQUIREMENTS** : Bachelors degree/National Diploma in Public Administration and/ or equivalent (NQF level and Credits). 3-5 years relevant working experience in community development of which 2 year should be at a supervisory level. Code 8 valid driver's licence. Computer literacy. Willingness to travel. Good communication, writing and interpersonal relations skills.

- DUTIES** : Manage and consolidate the database on identified service delivery needs in the district. Updating the District Setsokotsane Operation Centre with identified service delivery needs (Inclusive of Assessments and escalation of referrals). Consolidate Frontline service delivery monitoring programme in the district. Consolidate public participation programme in the district. Perform other duties as delegated

- ENQUIRIES** : Ms. N. Nobatana: Tel 018 – 464 2279

- POST 44/302** : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF: NWOoP/11/02**
Job Purpose: To coordinate and manage security administration services

- SALARY** : R334 545.00 per annum (level 09)
- CENTRE** : Mafikeng
- REQUIREMENTS** : Bachelors Degree/National Diploma in Security and Risk Management or equivalent/related qualifications (NQF level and Credits). 3-5 years relevant working experience in Information Security field of which 2 year should be at a supervisory level. Other courses; SSA security manager's course, Communication security (cryptography) offered by SACSA; Diploma or certificate in Information Technology and computer literacy; Registered with PSIRA; Relevant experience in Information Technology. Code 8 valid driver's licence. Computer literacy. Willingness to travel. Good communication, writing and interpersonal relations skills. Investigations skill and ability to work independently and under pressure. Willingness to work extended hours and weekends if required. Extensive knowledge with regard to all prescripts that govern information security such as MISS etc and Public Service Act & regulations.

- DUTIES** : Coordinate information system security in the North West Provincial Government. Manage information, documents, communication and IT security of the department. Assist in the development of information security policies and standards. Conducts investigations related to information security breaches. Conduct/facilitate threat and risk assessment (TRA). Manage

information security audits. Conduct information security inspections. Facilitate classification of information. Facilitate Technical Surveillance Counter Measures (TSCM). Compile risk assessment reports. Develop and implement information security programme. Conduct information security awareness programme. Liaise with various security agencies and stakeholders. Compile monthly and quarterly reports with regard to information security.

ENQUIRIES : Mr. M.S. Dince, Tel: 018-3883018

POST 44/303 : **SENIOR PERSONNEL PRACTITIONER: OCCUPATIONAL HEALTH & SAFETY REF.: NWOoP/11/03**

SALARY : R281 418.00 (Salary level 08)
CENTRE : Mafikeng
REQUIREMENTS : Bachelors Degree/ National Diploma in Environmental Health/Public Health/ Occupational Safety and/ or equivalent qualification (NQF level and Credits). 2 - 4 years relevant working experience in Employee Health and Wellness field of which 1 year should be at a supervisory level. Knowledge and understanding of the Strategic Framework on Employee Health and Wellness. A valid driver's license. A team player with good communication, interpersonal relations and report-writing skills.

DUTIES : To implement the relevant provisions of the Occupational health and safety Act and the COID Act in the workplace. Conduct training and awareness to employees within the department on health and safety practices and legislation. To carry out risk assessments and ensure that risk reduction measures are implemented. Investigate workplace incidents, Keeping records of incidents and compile statistics for management. Conduct regular workplace inspections at all departmental facilities and ensure implementation of remedial actions made. Communicate frequently with management to report on status of the occupational health and safety programme. Promote liaison with internal and external stakeholders. Facilitate the development, approval and implementation of the contingency plan for respective departmental office. Keep up to date with new legislation and any other development that may affect the workplace. Advice on a range of specialist areas, eg fire regulation noise, installation and safeguarding of machinery, occupational diseases and handling of hazardous substances. Development of policies, procedures and conduct training on health and safety issues. Carry out regular inspection and audit of all work areas to ensure that the safety, health and environmental policies and procedures are being implemented and strictly adhered to. Ensure that statutory appointments are in place. Coordinate the establishment of health and safety structures and their effective functioning

ENQUIRIES : Mr. M.M. Badimo, Tel: 018 3885038

POST 44/304 : **SENIOR ADMINISTRATIVE OFFICER: PROCUREMENT REF: NWOoP/11/04**

Job Purpose: To provide supply chain management services.

SALARY : R281 418.00 (Salary level 08)
CENTRE : Mafikeng
REQUIREMENTS : Bachelors degree/National Diploma in Financial Management or Cost and Management Accounting and/ or equivalent (NQF level and Credits). 2 - 4 years relevant working experience in Supply Chain Management field of which 1 year should be at a supervisory level. Computer literacy-MS word; excel; power point; access; numerical skills; time management; human resource management, multi-tasking; planning and organizing; good analytical and problem solving skills; produce quality work. Written and verbal communication; ability to work under pressure; self-discipline; innovative, ability to execute tasks within time frame. Walker, BAS; SCOA version 5 training or refresher course; Advance excel.

DUTIES : Invoice management: Monitor payment of invoices within prescribed periods; Update suppliers and End Users on status on invoices; Promote stakeholder engagement and relations in the Office on supply chain management related services). Open order management: Authorisation of purchase orders, Provide status report to programme managers bi monthly, Prepare inputs for financial statements on the status of open orders as prescribed). Distribute and supervise the processing of requests and requisitions: Receive and register

ENQUIRIES

: requests from End User; Follow up progress on processing of requests and requisitions; Provide status update of each requests to End Users).
Mr. O. Gaolaolwe, Tel: 018 – 388 5037.