

**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.*

<b><u>APPLICATIONS</u></b>	:	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,
<b><u>FOR ATTENTION</u></b>	:	Director: Administrative Support Services.
<b><u>CLOSING DATE</u></b>	:	04 December 2017 16H30
<b><u>NOTE</u></b>	:	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). 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.

**MANAGEMENT ECHELON**

<b><u>POST 47/96</u></b>	:	<b><u>CHIEF DIRECTOR: TRADITIONAL AFFAIRS REF NO: 2017/CATA53/NW</u></b>
<b><u>SALARY</u></b>	:	R1 127 334 all inclusive salary package per annum (Salary Scale: R1 127 334 – 1 347 879) (Level 14)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised 3 year post-matriculation qualification (NQF level7) as recognised by SAQA in Public Management. At least five (5) years' experience at Senior Management level. Extensive post-qualification experience in the area of traditional leadership affairs is highly recommended. Excellent knowledge of the institution of traditional leadership and its affairs. Sound knowledge of Government policies, legislation and intergovernmental relations. Financial management skills. Strategic capability and leadership abilities. People management and empowerment abilities. Change management skills. Sound managerial and administrative skills. Good facilitation and presentation skills. Advanced computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide integrated support services to the House of Traditional Leadership and Traditional Councils. Ensure the effective participation of Traditional Councils in Local Governance. Ensure the just and fair process of succession. Provide strategic leadership to the house of Traditional leadership. Ensure that effective and efficient support is provided to Traditional Leader. Manage and coordinate the financial, human resources and assets of the Chief Directorate. Ensure strategic and operational planning in the Chief Directorate
<b><u>ENQUIRIES</u></b>	:	Mr T Mpuisang, 018 3882739

**DEPARTMENT OF RURAL, ENVIRONMENT AND AGRICULTURAL DEVELOPMENT**

***This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer /promotion/ appointment will promote representativity will receive preference.***

- APPLICATIONS** : Applications; quoting the relevant reference, should be forwarded as follows : The Director - Human Resource Management, Department of Rural, Environment and Agricultural Development, Private Bag X2039, Mmabatho, 2735 or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Road, Mmabatho,
- FOR ATTENTION** : Ms T Lentsokwane.
- CLOSING DATE** : 01 December 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric certificate must also be attached), ID document and driver's licence. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. This Department is an Equal Opportunity; Affirmative Action Employer Short-listed candidates may be subjected to security clearance, competency assessment and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The successful candidate will be required to enter into a performance agreement and to undergo a competency assessment. The Department reserves the right not to make appointments to the advertised posts. Faxed and late applications will not be considered. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 47/97** : **DEPUTY DIRECTOR – CORPORATE SERVICES REF.NO NWREAD 01/11/17**  
Directorate – Ngaka Modiri Molema District Services
- SALARY** : R657 558 per annum (all-inclusive salary package) (Level 11))
- CENTRE** : Ngaka Modiri Molema District Services Office
- REQUIREMENTS** : A Bachelors' Degree/National Diploma in Commerce. Accounting or equivalent. Knowledge and experience in Financial Accounting. Budgeting. Supply Chain Management and Human Resource Management. Knowledge of applicable prescripts governing the Public service. A minimum of 5 years' relevant working experience, of which 3 must be at a managerial level in all or any two of the following functions. Supply Chain Management Finance and Human Resource Management. Good communication and listening skills. Project management skills .Computer literacy (MS Word, MS Excel, MS Power-Point).A valid driver's license.
- DUTIES** : Manage the District's Financial Services. Supply Chain Management. Human Resources Management and Auxiliary Services. Compile monthly and annual reports for the sub-directorate. Monitoring of all systems and processes of the Sub-directorate. Provide support and advice to Management in the District. Overall management and accountability of the sub-directorate which includes human, financial and physical resources. .
- ENQUIRIES** : Mr K Mabiletsa, Tel: (018) 384 1369

**APPLICATIONS** : Applications can be forwarded to the District Director Ngaka Modiri Molema District Services, Private Bag x106 Mmabatho, 2735

**FOR ATTENTION** : Ms D Mmusi.

**POST 47/98** : **DEPUTY DIRECTOR – - RURAL DEVELOPMENT PLANNING AND COORDINATION REF.NO NWREAD 02/11/17**  
Directorate – Rural Development Planning and Coordination

**SALARY** : R657 558 per annum (all-inclusive salary package) (Level 11))

**CENTRE** : Mahikeng - Head Office

**REQUIREMENTS** : A Bachelors' Degree/National Diploma in Community Development/Rural Development/Developmental Studies. A minimum of 5 years' relevant working experience, of which 3 must be at a managerial level. Project Management problem solving skills. Extensive knowledge on theories and systems, attitudes and values in community development to guide employees on its application. Computer literacy. Valid driver license.

**DUTIES** : Manage the identification, facilitation and implementation of integrated rural development interventions in partnership with the communities and other relevant stakeholders through the efficient, effective and economical utilisation of resources. Monitor, interpret and review legislation and policies in compliance with requirements. Develop/review proposals to amend/maintain the relevant acts and policies. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research. Overall management and accountability of the sub-directorate which includes human, financial and physical resources.

**ENQUIRIES** : Mr T Molema, tel: (018) 389 5944

**POST 47/99** : **DEPUTY DIRECTOR – - SUSTAINABLE RESOURCE MANAGEMENT REF.NO NWREAD 03/11/17**  
Directorate – Sustainable Resource Management

**SALARY** : R657 558 per annum (all-inclusive salary package) (Level 11))

**CENTRE** : Mahikeng - Head Office

**REQUIREMENTS** : A Bachelors' Degree/National Diploma in Agriculture/Land Management having majored in Land Use Planning. A minimum of 5 years' relevant working experience, of which 3 must be at a managerial level. The following technical and generic competencies are required: Land use planning. Farm planning. Agro ecosystems. Spatial planning Geographic Information Systems. Ability to interact at strategic and operational level. Knowledge of Acts regulating land use and conservation of agricultural land. Knowledge of agricultural prescripts. Project Management skills. Problem solving. Computer literacy. Valid driver license.

**DUTIES** : Lead a multi-disciplinary team of Agricultural scientist and technicians to carry out natural resource identification and utilization. Responsible for the professional management of Agricultural land use planning, land use management, resource planning, conservation and GIS. Oversee development of farm plans and Agro ecosystems. Compilation of reports. Oversee implementation of agricultural policy in the province. Overall management and accountability of the sub-directorate which includes human, financial and physical resources.

**ENQUIRIES** : Mr W Mmutle, tel: (018) 389 5985

**POST 47/100** : **DEPUTY DIRECTOR – - INFRASTRUCTURE DEVELOPMENT REF.NO NWREAD 04/11/17**  
Directorate – Policy and Planning

**SALARY** : R657 558 per annum (all-inclusive salary package) (Level 11))

**CENTRE** : Mahikeng - Head Office

**REQUIREMENTS** : A Bachelors' Degree/National Diploma in Public Management/ Business Management. A minimum of 5 years' relevant post qualifications working experience, of which 3 must be at a Managerial level. A post graduate qualification in Public Management. Business Management or related studies will be an added advantage. Knowledge of Public Sector infrastructure development governance

		and management frameworks. Broader understanding of Provincial and national policies and prescripts related to infrastructure development. Good negotiation skills. Interpersonal and Organisational skills. Programme and Project Management skills. Good verbal and written communication skills. Computer literacy Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Manage departmental infrastructure development services. Manage the implementation of infrastructure programmes and projects. Align infrastructure planning with various departmental plans. Monitor all facets infrastructure project planning and project implementation. Records keeping of infrastructure for planning and reporting purposes and prepare infrastructure development progress reports. Resolve all auditor general queries, findings in terms of planning/reporting documentation related to infrastructure development. Provide and facilitate infrastructure developmental monitoring and evaluation, review and reporting. Overall management and accountability of the sub-directorate which includes human, financial and physical resources. .
<b><u>ENQUIRIES</u></b>		Mr M Matlhabe, tel: (018) 389 5058
<b><u>POST 47/101</u></b>	:	<b><u>DEPUTY DIRECTOR – - SECURITY SERVICES REF.NO NWREAD 06/11/17</u></b> Sub Directorate: Security Services
<b><u>SALARY</u></b>	:	R657 558 per annum (all-inclusive salary package) (Level 11))
<b><u>CENTRE</u></b>	:	Mahikeng - Head Office
<b><u>REQUIREMENTS</u></b>	:	A Bachelors' Degree/National Diploma or equivalent qualification in Security Management. Knowledge of applicable prescripts governing Security Management the Public service. A minimum of 5 years' relevant working experience, of which 3 must be at a managerial level. Knowledge of information and physical Security Management. Ability to manage conflict situations effectively. Good communication skills (verbal and written) Project Management skills. Good interpersonal skills. Computer literacy (MS Word, MS Excel, MS Power-Point). A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the rendering of security services (personnel, documents, physical, communication and computer security). Draft internal security policies and minimum information security standards. Identify and address risks and threats to the security of the Department. Organise and oversee the management of records (electronic and physical) of the Department. Monitor and evaluate adherence and compliance t security measure • Liaise regularly with State Security Agency. Overall management and accountability of the sub-directorate which includes human, financial and physical resources.
<b><u>ENQUIRIES</u></b>	:	Ms KO Nyezi, Tel: (018) 389 5532/5062
<b><u>POST 47/102</u></b>	:	<b><u>ASSISTANT DIRECTOR - INFRASTRUCTURE DEVELOPMENT REF.NO NWREAD 05/11/17</u></b> Directorate – Infrastructure Development
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09))
<b><u>CENTRE</u></b>	:	Mahikeng - Head Office
<b><u>REQUIREMENTS</u></b>	:	A Bachelors' Degree/National Diploma in Public Management/ Business Management. A minimum of 2-3 years' relevant post qualifications working experience. Knowledge of Public Sector infrastructure development governance and management frameworks. Programme and Project Management skills. Good interpersonal. Verbal and written communication skills. Ability to work under pressure and meet deadlines. Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Assist in the management and implementation of infrastructure development programmes and projects. Draft infrastructure development plans and reporting documentation. Undertakes field inspections of projects for verification of implementation status. Provide assistance with infrastructure developmental monitoring and evaluation, review and reporting
<b><u>ENQUIRIES</u></b>	:	Mr M Matlhabe, Tel: (018) 389 5058