

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** : 19 January 2018
- 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 and the 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 01/138** : **PRINCIPAL STATE LAW ADVISOR REFERENCE NWOOP/18/01/01**
: (Specialist Litigation LP10)
- SALARY** : R1 152 483.00 to R1 748 583.00 all-inclusive package
CENTRE : Mahikeng
REQUIREMENTS : Bachelor of Laws and/or equivalent qualifications (NQF level and credits). Admission as an Attorney or Advocate. 10 years appropriate legal/litigation experience post qualification. Experience in understanding the constitutional and South African Judicial system will be an added advantage. Knowledge of Public Service Prescripts and applicable legislation is vital. Experience in legal research and drafting, dispute resolution, case flow management, computer literacy, strategic and conceptual orientation. Communication skills (verbal and written). A valid driver's license.
- DUTIES** : Prepare and provide general legal advice on matters affecting the Office and the Client Department. Provide litigation support to client Departments. Drafting, editing and certification of Provincial legislation. Liaise with different stakeholders particularly client Departments and Office of the State Attorney.
- ENQUIRIES** : Adv. G.O.B. Ratshikana, Tel: 018 -3883058
- POST 01/139** : **CHIEF DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION REFERENCE NWOOP/18/01/02**
- SALARY** : R1 127 334.00 per annum. all-inclusive package (Level 14)
CENTRE : Mahikeng
REQUIREMENTS : To manage and facilitate service delivery monitoring support programmes and interventions. 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.
 Mr. T.J. Mawelela, Tel, 018 - 3882696

ENQUIRIES :

POST 01/140 : **DIRECTOR: CURRICULUM DEVELOPMENT REFERENCE NWOOP/18/01/03**

SALARY : R948 174 per.annum. (All Inclusive package Level 13)
CENTRE : Mahikeng
REQUIREMENTS : Appropriate three year degree and/ or equivalent qualification (NOF level and Credits). Five years' experience at middle management level. Extensive experience in curricula development and knowledge and understanding of Public Service prescripts. Strong leadership and management skills. Good interpersonal relations and ability to work with people at all levels.

DUTIES : development and evaluation of new curriculum. Conduct research, needs analysis in consultation with Provincial Departments, Public and Private Training Institutions in the design and development of new curriculum. Coordinate the review/assessment of current curriculum to ensure that course/program rendered by the chief directorate meets intended objectives and requirements. Prepare training material for printing and develop course outlines to direct learning instruction. Develop and maintain research database that may be utilized to develop and review curriculum. Monitor, evaluation and quality assurance of curricula.

ENQUIRIES : T. Mokaila, Tel 018 388 5064

OTHER POSTS

POST 01/141 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REFERENCE NWOOP/18/01/04**

SALARY : R657 822.00 per.annum. Level 11 (all-inclusive package)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor's degree in Social Work or Psychology and/or equivalent (NQF level and credits). 5 - 7 years' experience in Employee Health and Wellness field of which three years must be at a supervisory level. Registration with the Council for Social Services Professions or Health Professions Council of SA. A valid driver's license.

DUTIES : Job Purpose: To manage HIV/AIDS and TB wellness Programmes in the workplace Monitor and evaluate the implementation of Wellness and HIV, STI's and TB policies and programmes in departments. Contribute to the drafting and review of Wellness and HIV related policies. Coordinate the designing and implementation of wellness and HIV, STI's and TB Advocacy programmes and initiatives by departments. Conduct EHW audits and trends analysis. Manage EHW information to inform decision making in government operations, produce reports, support integration /collaboration across all the departments. Provide secretariat support services to the EHW Forum. Contribute to the revision or drafting of EHW policies and guidelines through documented research findings and recommendations. Contribute to the development of the directorate's Annual Operational Plan, Annual Performance Plan and ensure that assigned projects are completed within the deadline, costs and quality required. Contribute to the determination of the directorate's financial requirements and ensure that the budget allocated to the sub-directorate is spent to meet directorate's service delivery objectives. Manage the performance of assigned personnel.

ENQUIRIES : Ms. C.S. Mokoka, Tel: 018 – 388 3835

POST 01/142 : **DEPUTY DIRECTOR: MEDIA MONITORING AND RESPONSE REFERENCE NWOOP/18/01/05**

SALARY : R657 558.00 per.annum. Level 11 (all-inclusive package)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor's degree in Communication/ Journalism and or/ equivalent (NQF level and credits). 5-7 years' experience in the field of Media monitoring of which three years must be at a supervisory level. Knowledge and understanding of

		Government Communication policies, procedures and programmes. Excellent research, analytical, report writing and presentation skills.
<u>DUTIES</u>	:	Job Purpose: To provide media monitoring, analysis and rapid response services. Manage the daily monitoring of editorial content of news sources including print, broadcast, online and social media, about the North West Provincial Government. Manage the compilation of weekly and monthly provincial media evaluation reports. Coordinate the provision of rapid responses to provincial issues published in the media. Manage performance of subordinates and allocated resources.
<u>ENQUIRIES</u>	:	Ms B. Mohlakoana, Tel: 018 - 388 3705
<u>POST 01/143</u>	:	<u>DEPUTY DIRECTOR: POLICY RESEARCH AND DEVELOPMENT REFERENCE NWOOP/18/01/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558.00 per.annum. Level 11(all-inclusive package) Mahikeng Bachelor's degree in Labour Law and or/ equivalent (NQF level and credits). 5 - 7 years' experience in labour relations field of which 3 years must be at Assistant Director Level. Thorough knowledge of the Public Service Act, 1994, Basic Conditions of Employment Act and Public Service Regulations. Analytic and problem –solving skills, good presentation skills, ability to manage projects and meet deadlines, team player, be able to work under pressure, and flexible hours and display a high level of commitment. A valid driver's license.
<u>DUTIES</u>	:	Job Purpose: To manage Labour Relations Policy Research and Development Processes. Identify policy gaps and conduct research on relevant subjects for labour relations. Design and develop training manuals. Benchmarking of labour relations policies against best practices. Development of skills profile and identification of labour relations training needs. Develop database of existing policies and participate in policy review process. Advise departments and managers with regard to correct application of policies. Maintain good relations with all policy stakeholders within the North West Provincial Government. Gather statistics and compile labour relations policy reports on quarterly basis and keep abreast of developments at Department of Public Service and Administration on a regular basis. Analyze the labour relations database and present analytic reports to the Provincial Labour Relations Practitioners Forum. Facilitation of labour relations training. Monitoring and evaluation of compliance with labour relations prescripts. Dissemination of information with regard to landmark cases and the effects of labour law in transition. Develop a periodic labour relations edition. Accept greater responsibility and perform other important tasks as required by the unit.
<u>ENQUIRIES</u>	:	Mr. B.S. Malwane, Tel: 018 – 3883010
<u>POST 01/144</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REFERENCE NWOOP/18/01/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558.00 per.annum. Level 11 (all-inclusive package) Mahikeng Bachelor's degree in Human Resources Management and/ or equivalent qualification (NQF level and credits). 5 - 7 years' experience in the field of Human Resources Management of which three years must be at an assistant director level. A valid driver's license, computer literacy and good communication, analytical and interpretation skills. Extensive work experience in performing policy management functions. Competencies: Management principles involved in strategic planning; Monitoring and evaluation methods, tools and techniques; knowledge of applicable Public Service legislative and Regulatory requirements, policies and standards; knowledge of advanced Excel skills for producing non-standardized PERSAL reports and PERSAL Management Information System reports; Advanced PERSAL System based auditing skills. Co-ordination functions.
<u>DUTIES</u>	:	Job Purpose: To manage the recruitment and selection processes Provide administrative support in monitoring human resources recruitment processes; human resources selection and appointment processes; monitor the process of updating human resources records; ensure that the Public Service Strategy to reduce the recruitment period and the vacancy rate is implemented by all the

departments; contribute to the revision or drafting of policies and guidelines; provide secretariat support and services to the Human Resource Practices and Administration Technical Support Forum; contribute in the development of the directorate's annual work-plan or annual performance plan and ensure that assigned projects are completed within the deadline, costs and quality required; contribute to the determination of the directorate's financial requirements and ensure that the budget allocated to the directorate is spent to meet directorate's service delivery objectives; conduct PERSAL System-based HR audits related to all HR Administration functions; produce MIS reports on a monthly basis; produce the PERSAL Exception reports based on the HR audits monthly; perform all the HR Performance Monitoring, Evaluation and Intervention functions; monitor and evaluate the maintenance of the PERSAL Establishment structures monthly; compile PERSAL vacancy reports monthly; manage staff.

ENQUIRIES : Mr. K.H. Digoamaje, Tel: 018 – 3883106

POST 01/145 : **DEPUTY DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION REFERENCE NWOOP/18/01/08**

SALARY : R657 558.00 p.a. Level 11 (All Inclusive Package)
CENTRE : Dr. Ruth Segomotsi Mompati District (Vryburg)
REQUIREMENTS : Requirements: Bachelor's degree/ National diploma in Public Administration/Management and/ or equivalent (NQF level and Credits). 5-7 years relevant experience of which 3 years must be at supervisory level. Accurate writing and reporting skills. Analytical and decision making with strategic thinking. Understanding of the Public Service statutes and application thereof.

DUTIES : Job Purpose: To coordinate Service Delivery, Monitoring and Interventions Coordinate the roll out of the households and community engagements plans in the District. Develop service plan interventions in response to the identified needs and asses referrals to the District Setsokotsane Operation Centre. Consolidate the verification reports on resolutions facilitated in the District. Facilitate the publication of the case on Semphete and verify the Service Delivery agents database registered in the District Setsokotsane Operation Centre. Develop the frontline service delivery management schedule for the District and facilitate the feedback meeting for assessment sites with the relevant sectors. Facilitate the impact assessment of the public participation programmes in the District, writing and submission of the articles on Semphete newsletter.

ENQUIRIES : Mr. A. M. Gaetsosiwe, Tel 053 -9280358

POST 01/146 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REFERENCE NWOOP/18/01/09**

SALARY : R657 558.00 p.a (all-inclusive package level 11)
CENTRE : Mafikeng
REQUIREMENTS : A bachelor's degree in Logistics Management/Supply Chain Management/Purchasing Management and or equivalent (NQF 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 : Job purpose: To manage and provide Supply Chain Management services. 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: 018-388 4240

POST 01/147 : **REGIONAL MANAGER: END USER SUPPORT REFERENCE NWOOP/18/01/10**

SALARY : R417 552.00 per.annum. Level 10
CENTRE : Potchefstroom

REQUIREMENTS : Bachelor's degree in Information Technology and/ or equivalent qualifications (NQF level and Credits). 3 - 5 years' experience in a medium to large Information Technology environment of which 2 years must at a supervisory level. COMPTIA Certifications, ITIL, COBIT will serve as an added advantage. Knowledge and understanding of government policies, rescripts and ICT priorities, a valid driver's license. Willingness to travel and work irregular hours. Good communication, customer relations and people management skills. Understanding of the Desktop and Network support fields.

DUTIES : Job Purpose: To oversee the regional office and staff and ensure that end users receive the appropriate technical assistance as per the standard service level agreements with Departments Manage the Regional Office. Monitor and maintain the LAN and WAN sites of the region. Track performance statistics and produce monthly and quarterly reports, coupled with an annual improvement plan. Meet the set turnaround times for support. Offer desktop and network support, including software and hardware support. Communicate important service and government announcements to the clients. Participate in the Directorate's Strategic Planning engagements. Mentor and develop the technical staff, including interns. Identify, recommend, develop, and implement end user training programs to increase computer literacy and self-sufficiency. Attend Infrastructure cabling site visits. Liaise with service providers on ICT matters of the regional office. Work closely with the Infrastructure Directorate, the Customer Care Centre and Departments. Generic junior management duties and management of staff.

ENQUIRIES : Mr T. Leseiyane, Tel: 018 - 3884161

POST 01/148 : **ASSISTANT DIRECTOR: ASSISTANT SYSTEM CONTROL & BANKING SERVICES REFERENCE NWOOP/18/01/11**

SALARY : R334 545.00 per.annum. Level 9
CENTRE : Mahikeng

REQUIREMENTS : Bachelor's degree in Financial Management with Accounting as one of the major subjects and / or equivalent qualifications (NQF level and credits). 3 - 5 years' experience in budgeting and expenditure management of which 2 year must at a supervisory level.

DUTIES : Job Purpose: To carry out the Financial Accounting and Bookkeeping for the Office as well as implementation of Financial Accounting Policies, Regulations and Acts. Administration of Bank Account and Bank Reconciliation. Reconciliation and monitoring of assets & liabilities. Administration of debts in the Office. Contribute towards the preparation and consolidation of the Interim and Annual Financial Statements. Populate the Financial Statement with the Trial Balance information and inputs from other Directorates. Ensure assets and liabilities reports are prepared and authorised for submission during the Interim Financial Statements and Annual Statements. Verify the correctness and accuracy of the reports and provide narrations where required. Verification of information on the Basic Accounting System monthly, quarterly and annually. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Print Bank Reconciliation Certificate and ensure that it is signed by the Accounting Officer and relevant Senior Officials before submission to Provincial Treasury. Prepare relevant Suspense accounts reconciliation reports for submission to Provincial Treasury monthly and ensure timeous submission. Attend to Audit queries and management of staff.

ENQUIRIES : Mr. O.W.B. Koikanyang, Tel: 018 – 3885043

POST 01/149 : **ASSISTANT DIRECTOR: INFORMATION SECURITY REFERENCE NWOOP/18/01/12**

SALARY : R334 545.00 per.annum. (Level 09)
CENTRE : Mafikeng

<u>REQUIREMENTS</u>	:	Bachelor's degree/National diploma in Security/ Risk Management and/or equivalent qualification (NQF level and Credits). 3-5 years relevant working experience in Information Security field of which 2 year must be at a supervisory level. Qualifications or Certificates in SSA security manager's course, Communication security (Cryptography) offered by SACSA will serve as an added advantage. Registration with PSIRA. A valid driver's licence. Computer literacy. Good communication, writing and interpersonal relations skills. Investigations skills and ability to work independently and under pressure. Willingness to travel, 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.
<u>DUTIES</u>	:	Job Purpose: To coordinate and manage security administration services Coordinate information system security in the North West Provincial Government. Manage information, documents, communication and Information Technology security of the Office. 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.
<u>ENQUIRIES</u>	:	Mr. M.S. Dince, Tel: 018-3883018
<u>POST 01/150</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REFERENCE NWOOP/18/01/13</u>
<u>SALARY</u>	:	R281 418.00 per.annum. (Level 8)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's degree in Financial Management with Accounting as one of the major subjects and / or equivalent qualifications (NQF level and credits). 2 – 4 years' experience in budgeting and expenditure management of which 1 year must at a supervisory level. Preference will be given to candidates with appropriate experience in Basic Accounting System (BAS), experience in cash flow or budgeting and expenditure control. Working knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations.
<u>DUTIES</u>	:	Ensure that the budget is captured correctly and accurately on the BAS system. Participate in the preparation of the monthly expenditure reports for the business units. Compilation of monthly reports to Treasury and identify potential cost saving opportunities in order to limit fruitless expenditure. Investigate expenditure misallocation and processing of journals. Assist the Budget managers in collecting/obtaining relative financial, budgetary information to execute the budget management function. Take part in arranging Budget Control Committee (BCC) meetings. Prepare a variety of financial/ budgetary reports and statistics. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as Office financial policies and procedures are adhered to. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. O.W.B. Koikanyang, Tel: 018 – 3885043
<u>POST 01/151</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EXCO SUPPORT REFERENCE NWOOP/18/01/14</u>
<u>SALARY</u>	:	R281 418.00 per.annum. (Level 8)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's degree in Public Administration/Public Management and or/ equivalent qualification (NQF level and credits). 2 – 4 experience in Office Administration of which 1 year must be on a supervisory level. Knowledge of Public Finance

- Management Act (PFMA). Computer literacy; Communication (verbal and written) skills Interpersonal skills.
- DUTIES** : To render effective and efficient office management support to the Directorate as a whole. Ensure that goods and services needed are procured timeously and within the prescribed procedure. Provide general oversight with regard to the maintenance of the filing of confidential submissions and general correspondence. Take part in the monitoring of the budget by ensuring that proper records of all expenditure are kept. Process orders and payments for expenses related to meetings venues, catering, etc. Coordinate all HIV/AIDS related matters
- ENQUIRIES** : Ms. M Van der Berg, Tel: 018 -3883035
- POST 01/152** : **HARDWARE TECHNICIAN REFERENCE NWOOP/18/01/15**
- SALARY CENTRE REQUIREMENTS** : R281 418.00 per.annum. (Level 8)
: Brits / Rustenburg
: Bachelor's degree in Information Technology and/ or equivalent qualifications (NQF level and credits). 2 - 4 years' experience in a medium to large enterprise of which 1 year must be at a supervisory level. Microsoft, Novell, Linux and CompTia qualifications and experience in wireless networks will serve as an added advantage. A valid driver's license. Knowledge and understanding of government policies, rescripts and ICT priorities, willingness to travel and work irregular hours. Good communication, customer relations and people management skills. Understanding of the Desktop and Network support fields.
- DUTIES** : Provide PC and network support on the Local Area Network and Wide Area Networks (+70 sites). Configure, test and install Windows PCs, printers, routers, switches and other computing and network peripherals/equipment. Install and configure official software on users' PCs and laptops. Advise users on technologies, hardware and software. Configure mobile devices for network resources such as e-mail, file sharing, etc. Work hand-in-hand with Departmental Information Technology Units to ensure standardization. Support implementation of new computer and network projects and new hardware installations. On a daily basis, monitor and maintain the regional network. Respond within agreed time limits to call-outs. Work closely with the Customer Care Centre and the Infrastructure Directorate to resolve problems, incidents and requests. Report monthly and mentor interns.
- ENQUIRIES** : Mr. T. Leseayne, Tel: 018 - 3884161
- POST 01/153** : **COMMUNICATION OFFICER: MEDIA RELATIONS REFERENCE NWOOP/18/01/16**
- SALARY CENTRE REQUIREMENTS** : R281 418.00 per.a.nnum (Level 8)
: Mahikeng
: Bachelor's degree in Communication/ Journalism and/ or equivalent qualification (NQF level and credits). 2 – 4 years' experience in the media and communication environment of which 1 year must be at a supervisory level. Knowledge and understanding of Government Communication policies, procedures and programmes. Understanding of the Code of good conduct for government communicators. Good verbal and written communication skills. Computer Literate and a valid driver's license.
- DUTIES** : Job Purpose: The production of media related material and media liaison management support services. The compilation and implementation of Media and Communication plans. Draft content for media alerts, advisories, statements, advertisements and advertorials. Provide support in the coordination of media engagement sessions such as press conferences and networking sessions. Write articles for government newspaper. Compiling daily media monitoring and evaluation reports. Provide social media administration support.
- ENQUIRIES** : Ms B. Mohlakoana, Tel: 018 - 388 3705

ANNEXURE M

PROVINCIAL ADMINISTRATION: WESTERN CAPE

DEPARTMENT OF AGRICULTURE