

**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 representivity (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>	:	06 April 2018
<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 11/97</u>	:	<u>HEAD LIBRARIAN (REF NO: 2018/CATA01/NW) (1 POST)</u> Library Services Directorate Conditional Grants Administration
<u>SALARY</u>	:	R281 418 plus 37% in lieu of benefits per annum. Level: 8
<u>CENTRE</u>	:	DR Ruth Segomotsi Mompoti District: Kagisano Molopo
<u>REQUIREMENTS</u>	:	Degree or postgraduate diploma in library and information studies. Minimum of three years experience in community libraries. Valid driver's license. Good communication skills. Supervisory skills. Computer skills
<u>DUTIES</u>	:	Manage library operations, collections, facilities and programmes within the library services in the municipality. Coordinate planning and implantation of reading awareness and library promotion programmes. Manage budget and expenditure of funds allocated for library function which will include transfer payments to the municipality. Participate in and support library forums and stakeholder meetings. Supervise and manage staff in community libraries within the local municipality.
<u>ENQUIRIES</u>	:	Mr J Govendor tel. (053) 927 1190
<u>NOTE</u>	:	These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.

<u>POST 11/98</u>	:	<u>LIBRARY SYSTEMS TECHNICIAN (REF NO: 2018/CATA02/NW) (1 POST)</u> Library Services Directorate Conditional Grants Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 plus 37% in lieu of benefits per annum. Level: 7 DR Ruth Segomotsi Mompoti District Library Matric, A+, N+ or equivalent qualification and a valid (Code B) driver's licence. 3 year qualification in Information Technology will be an added advantage. Problem-solving, interpersonal and communication skills. Relevant experience and knowledge of networks and or public library environment will be an added advantage.
<u>DUTIES</u>	:	Install and maintain computer equipment in the district and community libraries. Provide IT and SLIMS powered by Brocode support in the district and community libraries. Provide basic computer literacy and troubleshooting skills to library staff in community libraries. Facilitate connection of libraries including public Internet Access. Facilitate new user accounts for staff in the districts and community libraries. Facilitate creation of new user accounts for staff in the districts and community libraries. Manage hardware, software and other ICT Assets in the district.
<u>ENQUIRIES NOTE</u>	:	Mr L Segone (018) 3883962 These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.
<u>POSTS 11/99</u>	:	<u>LIBRARIAN COMMUNITY LIBRARIES (4 POSTS)</u> Library Services Directorate Conditional Grants Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 plus 37% in lieu of benefits per annum Level: 7 Mahikeng Community Library X 1 (Ref No: 2018/CATA03 (A)/NW) Danville Community Library (Mahikeng) X 1 (Ref No: 2018/CATA03 (B)/NW) Lethabong Community Library (Madibeng) X1 (Ref No: 2018/CATA03(C)/NW) Bloemhof Community Library (Lekwa Teemane) X1 (Ref No: 2018/CATA03 (D)/NW)
<u>DUTIES</u>	:	Bbibl degree or equivalent qualification. Good interpersonal relations skills. Computer literacy. Code B driver's license will be an added advantage. Provide professional library and information services, which include reference and information services. Participate in planning and implementing of reading awareness programmes. Circulate library materials. Keep statistical records of library usage. Report on library activities on monthly basis.
<u>ENQUIRIES</u>	:	Ngaka Modiri Molem District Ms R de Klerk: Tel No (018) 3883964 Bojanala District: Ms R van Vollenhoven: Tel No (014) 5941290 Dr Ruth Segomotsi Mompoti District: Mr J Govendor: Tel No (053) 9271190
<u>NOTE</u>	:	These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.
<u>POST 11/100</u>	:	<u>MOBILE LIBRARIAN. REF NO: 2018/CATA04/NW</u> Library Services Directorate Conditional Grants Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 plus 37% plus 37% in lieu of benefits per annum. Level: 7 DR Kenneth Kaunda District Library A B.Bibl degree or equivalent qualification Good interpersonal relations. Computer literacy Willingness to travel. Valid driver's license.
<u>DUTIES</u>	:	Render library service in rural communities within the District Present reading awareness programmes Perform administrative functions of the mobile library services Attend provincial, departmental and Directorate events to promote library service using the mobile library.
<u>ENQUIRIES NOTE</u>	:	Mr N Baloyi Tel No: (018) 4622070 These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.

- POST 11/101** : **LIBRARY ASSISTANTS (9 POST)**
Library Services Directorate
Conditional Grants Administration
- SALARY CENTRE** : R152 862 plus 37% in lieu of benefits per annum. Level: 5
Mogwase Community Library X 1 (Moses Kotane) (Ref No: 2018/CATA04 (A)/NW)
Manamela Community Library X 1 (Moses Kotane) (Ref No: 2018/CATA04 (B)/NW)
Mothutlung Community Library X 1 (Madibeng) (Ref No: 2018/CATA04(C)/NW)
Coverdale Community Library X 1 (Lekwa Teemane) (Ref No: 2018/CATA04 (D)/NW)
Schweizer Reneke Community Library X 1 (Mamusa) (Ref No: 2018/CATA04 (E)/NW)
Tosca Community Library X 1 (Kagisano –Molopo) (Ref No: 2018/CATA04 (F)/NW)
Ipelegeng X1 Community Library X 1 (Mamusa) (Ref No: 2018/CATA04 (G)/NW)
Tsetse Community Library X 2 (Mahikeng) (Ref No: 2018/CATA04 (H)/NW)
- REQUIREMENTS** : Grade 12 and experience in public/community libraries. A Diploma in Librarianship will be an added advantage. Computer literacy.
- DUTIES** : Assist in the provision of library and information service in a community library. Assist with shelving of books, circulation of library materials and implementation of programmes in the community libraries.
- ENQUIRIES** : Ngaka Modiri Molema District: Ms R de Klerk Tel No (018) 3883864
Bojanala District: Ms R van Vollenhoven: Tel No (014) 5941290
Dr Ruth Segomotsi Mompati District: Mr J Govendor: Tel No (053) 9271190
- NOTE** : These are fixed-term contracts ending on 31st March 2021 which are reviewed annually based on performance and availability of funds.

DEPARTMENT OF FINANCE

The North West Department of Finance 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.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- FOR ATTENTION** : JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.
- CLOSING DATE** : 06 April 2018 at 16H00

OTHER POSTS

- POST 11/102** : **ASSISTANT DIRECTOR: WORK STUDY (SL9)**
Directorate: Strategic Management
Sub Directorate: Organisational Development
- SALARY** : R334 545 per.annum. (Salary Scale R334,545 – 404,121)

<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Management Services/Operations Management/Production Management or equivalent NQF 6 qualification. Six (6) years' experience in an Organisational Development Environment of which 3 years must be at a supervisory level. Knowledge of applicable Organisational Development Legislations and Government Transformation Imperatives. Knowledge of Public Service Act, 1994 as amended, Public Service Regulations, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act, Skills Development Act and Employment Equity Act. Analytical Thinking. Creative and Innovative. Ability to interpret and apply policies. Good communication and presentation skills. Ability to conduct research. Computer skills. Ability to work under pressure. Report writing skills. Ability to function independently and work as part of the team. Good interpersonal relations
<u>DUTIES</u>	:	Monitor the promotion of optimal development of Organisational and Establishment Structure. Monitor the implementation of Job Evaluation system. Monitor the design and control Departmental Forms. Monitor the planning of Office Layout and Accommodation. Monitor Business Process Reengineering. Monitor the development and mapping of Procedure Manuals. Introduce new practices and carry out continuous Work Flow Improvement.
<u>ENQUIRIES</u>	:	Ms. S Moletsane Tel No: 018 388 2445
<u>POST 11/103</u>	:	<u>WORK STUDY OFFICER (SL8)</u> Directorate: Strategic Management Sub Directorate: Organisational Development
<u>SALARY</u>	:	R281 418 per annum (Salary Scale R281 418 – 331 497)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Management Services/Operations Management/Production Management or equivalent NQF 6 qualification. Four (4) years' experience in an Organisational Development Environment of which 3 years must be at a supervisory level. Knowledge of applicable Organisational Development Legislations and Government Transformation Imperatives. Knowledge of Public Service Act, 1994 as amended, Public Service Regulations, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act, Skills Development Act and Employment Equity Act. Analytical Thinking. Creative and Innovative. Ability to interpret and apply policies. Good communication and presentation skills. Ability to conduct research. Computer skills. Ability to work under pressure. Report writing skills. Ability to function independently and work as part of the team. Good interpersonal relations.
<u>DUTIES</u>	:	Design Organisational and Establishment Structure. Carry out continuous Work Flow improvement. Conduct Job Evaluation process. Design and control Departmental Forms. Plan office layout and accommodation. Conduct Business Process Reengineering. Develop and Map Procedure Manuals. Introduce new practices and carry out continuous Work Flow Improvement.
<u>ENQUIRIES</u>	:	Ms. S Moletsane Tel No: 018 388 2445
<u>POST 11/104</u>	:	<u>WELLNESS OFFICER (SL8)</u> Directorate: Human Resource Management Sub Directorate: Employee Health and Wellness
<u>SALARY</u>	:	R281 418 per annum (Salary Scale R281 418 – 331 497)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Applicants must have a B degree in Biokinetics or Sports Science. Four (4) years practical experience in presenting and facilitating physical training and assessments of a diverse client group. Computer literacy in MS Office packages and a valid driver's license required. Experience in an Integrated Employee Health & Wellness Programme / Corporate Wellness would be an added advantage. The incumbent must be willing to travel. Registration with a statutory professional body such as HPCSA will be an added advantage. Knowledge of an Integrated Employee Health and Wellness Programme as per the strategic framework for public service. Knowledge of Government legislation especially those pertaining to Employee Health & Wellness. Ability to demonstrate physical exercises, use various exercise equipment and think

		creatively and innovatively in terms of programme development and expansion. Use latest technology in exercise physiology. Applicants should have the ability to work independently in a team and also be a team player. Good interpersonal, communication, analytical ability, research, report writing, people, facilitation and presentation skills.
<u>DUTIES</u>	:	The person will be tasked with presenting and facilitating physical training and assessments of staff including special population groups. Develop departmental physical activities facilities. Coordinate teambuilding, sports and recreation activities and events. Facilitate learning to swim and usage and maintenance of physical activity equipments and training techniques. Policy development and promotion of healthy lifestyle and work wellness. Assist in developing and presenting workshops materials, questionnaire design and data collection, data capturing, data analysis and report writing. Coordinate events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed.
<u>ENQUIRIES</u>	:	Mr. Thabo Ntsheni Tel: 018 388 4024
<u>POST 11/105</u>	:	<u>SENIOR TRAINING OFFICER (BAS) (SL8)</u> Directorate: Financial Systems Sub-Directorate: Financial Systems Training
<u>SALARY</u>	:	R281 418 per annum (Salary Scale R281 418 – 331 497)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or an Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. Four (4) year's relevant experience in working with financial systems (BAS, PERSAL and WALKER) administration, data capturing and training. Knowledge of PFMA, SCoA and Treasury Regulations would be an added advantage. Valid Code 08 driver's license. Ability to work independently within a dynamic team and work well under pressure. Presentation and training skills. Research and analytical skills. Computer literacy, with sound knowledge of MS Word, Excel and PowerPoint. Ability to conduct Financial Systems training. Good written and verbal communication skills. Ability to facilitate workshops and conduct training. Ability to produce written material. Good interpersonal relations. Ability to work with dynamic groups of people. Knowledge of Inventory Management and Asset Management Systems. Knowledge of PERSAL, BAS and WALKER (e2) Financial Systems is crucial.
<u>DUTIES</u>	:	The successful candidate will report directly to the Assistant Director: Financial Management Training. Main purpose of the job is to conduct WALKER/BAS training and capacity building in the North West Provincial Departments and public entities. Manage the provision of BAS training and other training initiatives. Manage the provision of BAS training and other training initiatives to users in the North West Provincial Departments and Public entities. Maintain an effective BAS management system within provincial departments and public entities. Manage and coordinate process related to Financial BAS training and training centre's. Compile monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Mr TF May Tel No: 018 388 1164
<u>POST 11/106</u>	:	<u>ADMINISTRATION OFFICER: OD (SL7)</u> Directorate: Strategic Management Sub Directorate: Organisational Development
<u>SALARY</u>	:	R226 611 per annum. (Salary Scale R226,611 – 266,943)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a Grade 12 Certificate with four (4) years experience in an Organisational Development environment, or a National Diploma/ Advanced Certificate in Management Services/ Operations Management/ Production Management with at least two (2) years' experience in an Organisational Development environment. Knowledge of applicable Organisational Development Legislations and Government Transformation Imperatives. Knowledge of Public Service Act, 1994 as amended, Public Service Regulations, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act, Skills Development Act and Employment Equity Act. Analytical Thinking. Creative and Innovative. Ability to interpret and apply policies. Good communication and presentation skills.

- Ability to conduct research. Computer skills. Ability to work under pressure. Report writing skills. Ability to function independently and work as part of the team. Good interpersonal relations.
- DUTIES** : Render support in the development and implementation of Human Resource Planning Process. Render support in the development of Organizational and Establishment Structure. Render Secretariat Services to Job Evaluation Panel. Assist in continuous Work Flow Improvement. Assist in the implementation of Change Management Programmes. Render administrative support in the unit. Keep records.
- ENQUIRIES** : Ms. S Moletsane Tel No: 018 388 2445
- POST 11/107** : **TRAINING OFFICER (BAS) (SL7)**
Directorate: Financial Systems
Sub-Directorate: Financial Systems Training
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Salary Scale of R226 611 – R266 943)
Mmabatho
- DUTIES** : As a minimum a National Diploma or an Advanced Certificate in Finance/Accounting or equivalent NQF 6 qualification. Two (2) year's relevant experience in working with financial systems (BAS, PERSAL and WALKER) administration, data capturing and training. Knowledge of PFMA, SCoA and Treasury Regulations would be an added advantage. Valid Code 08 driver's license. Ability to work independently within a dynamic team and work well under pressure. Presentation and training skills. Computer literacy, with sound knowledge of MS Word, Excel and PowerPoint. Ability to conduct Financial Systems training. Good written and verbal communication skills. Ability to facilitate workshops and conduct training. Ability to produce written material. Good interpersonal relations. Ability to work with dynamic groups of people. Knowledge of PERSAL, BAS and WALKER (e2) Financial Systems is crucial.
- DUTIES** : Provide training to all North West Provincial Government officials utilising BAS/WALKER (e2). Assess the financial training needs and development of skills training strategies. Establish and implement effective Financial Systems training within all the provincial departments. Liaise with BAS and WALKER Administrators, Systems Controllers and other stakeholders regarding all training offered. Assist in the preparation and development of training material. Provide user support to all BAS and WALKER (e2) users. Compile monthly and quarterly reports.
- ENQUIRIES** : Mr TF May Tel No: 018 388 1164

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** : 06 April 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. Communication will be limited to shortlisted candidates only, 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. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

MANAGEMENT ECHELON

<u>POST 11/108</u>	:	<u>DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION.</u> <u>REF NO: NWOOP/18/03/01</u> Job Purpose: To monitor and evaluate correct implementation of the Human Resource Administration legislative framework across the departments.
<u>SALARY</u>	:	R948 174 per .annum. (All Inclusive package Level 13)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	A three year tertiary degree/ national diploma in Human Resource Management or Public Administration and/or equivalent qualification (NQF level and Credits). Six to ten year relevant work experience of which five years must be in middle management level. A valid driver's licence, 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; Applicable Public Service legislative and Regulatory requirements, policies and standards; Project management functions; Policy Management functions; Co-ordination functions; Principles and processes for providing customer Services.
<u>DUTIES</u>	:	Monitor recruitment, selection and appointment processes in the province; 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. Revise and draft policies and guidelines through documented research findings and recommendations. Head the secretariat support annual performance assessments services to the Human Resource Practices and Administration Technical Support Forum. Develop the directorate's annual performance plan and ensure that assigned projects are completed within the deadline, costs and quality required. Determine the directorate's financial requirements and ensure that the budget allocated to the directorate is spent to meet directorate's service delivery objectives. Identify and manage (actual and potential) risk factors and indicators pertaining to the achievement of the directorate's goals and objectives. Manage the performance of assigned personnel to achieve Key Result Areas derived from the directorate's annual performance and project plans. Monitor implementation of the employee benefits; remuneration matters as well as compensation for injury on duty. Head the secretariat support services to the North West PILIR Steering Committee. Present analysis reports based on the PERSAL Management Information reports monthly and quarterly. Present all the PERSAL Exception reports based on the HR audits monthly and quarterly. Monitor, evaluate and report on the implementation of the PMDS policies for HoDs; other SMS members and Levels 1 – 12 employees. Provide Secretariat services to the HoDs Evaluation Panel and the Provincial PMDS Forum. Perform quality assurance work on the HoDs' performance Agreements, mid-term performance reviews and annual performance assessments.
<u>ENQUIRIES</u>	:	Ms. R.K. Moseki, Tel No: 018 -3883105