

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

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** : 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** : 30 April 2018
- 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 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.

OTHER POSTS

- POST 15/56** : **ASSISTANT DIRECTOR REF NO: NWOOP 03/18/02**
Re- Advertisement
- SALARY** : R334 545 per annum Level 09
- CENTRE** : Mahikeng
- REQUIREMENTS** : A Degree or National Diploma in Statistics / Social Sciences or Public Administration and/ or equivalent qualifications (NQF Level and Credits) 3 -5 years relevant work experience of which 3 years must on a supervisory level General managerial and administration experience (related to tasks of Monitoring and Evaluation) Knowledge: Good general knowledge and interest in current and government affairs Skills: Must be well versed in all aspects related to quantitative data analysis techniques and interpretation Proficiency in MS programmes and data analysis packages (i.e. SPSS) Ability to liaise with stakeholders Proficiency in both presentation and report writing Ability to work independently without direct supervision as well as in a team Must be able to work under pressure.
- DUTIES** : Coordinate Presidential Hotline and the NW Provincial Call Centre Collect and collate statistical data to inform management decisions. Analyse performance of the Provincial Call centre and Presidential Hotline Produce monthly and quarterly reports. Communicate findings to relevant stakeholders. Facilitate the updating of the service delivery needs database. Facilitate referral of identified service delivery needs to relevant Stakeholders. MS Excel programme for quantitative data analysis. Provide assistance in general managerial tasks to ensure optimal resource management in the Sub- Directorate.
- ENQUIRIES** : Mr Ike Monamodi, Tel No: 018 388 4562
- POST 15/57** : **COMMUNICATION OFFICER: MEDIA RELATIONS**
Job Purpose: The production of media related material and media liaison management support services.
- SALARY** : R281 418 per annum (Level 8)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Bachelor's degree in Communication/ Journalism and/ or equivalent qualification (NQF level and credits). 2 – 4 year 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** :
- 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 No: 018 - 388 3705