

**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** : 18 May 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.

OTHER POSTS

- POST 17/71** : **ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: NWOoP/04/01**
- SALARY** : R334 545 per annum (Level 9)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A three year Bachelor's degree/ Commerce and /or equivalent qualification (NQF level and Credits). 2-3 years relevant work experience. Must have extensive knowledge of Public Service Prescripts, time management skills, ability and willingness to work under pressure, adhere to prescribed time frames, good interpersonal, communication and presentation skills, and be computer literate. Candidate must be assertive, disciplined and have integrity, be of sound judgement, able to use discretion in dealing with secret and confidential matters and will required to travel extensively. Have a valid driver's license.
- DUTIES** : Conducting investigations by collecting documentation from clients for analysis. Maintenance of Forensic cases database. Management of stakeholders and liaison with other law enforcement agencies. Prepare and present reports/ evidence on cases investigated to supervisor.
- ENQUIRIES** : Ms. S.M. Mphelo, Tel No: 018 388 4039
- POST 17/72** : **ASSISTANT DIRECTOR: ANTI-CORRUPTION & ETHICS REF NO: NWOoP/04/02**
- SALARY** : R334 545 per annum (Level 9)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A three year Bachelor's degree/ Commerce and /or equivalent qualification (NQF level and Credits). 2-3 years relevant work experience. Sound knowledge of Anti-Fraud/corruption legislation. A clear understanding of Project Management principles. Must have an extensive knowledge of Public Service prescripts. Knowledge of PFMA and Treasury Regulations and

National Anti-Corruption Strategy. Ability to conduct education, training and awareness programmes will be an added advantage. Proficiency in presentation and facilitation skills. Good communication skills.

DUTIES

: Provide secretariat services support to the Provincial Anti-corruption Forum and Provincial Anti-Corruption, Ethics Technical Committee. Ensure that the Directorate performs advocacy through training /education/information and awareness programmes on Anti-Corruption throughout the Province. Manage National Anti-Corruption hotline cases. Liaison with other law enforcement agencies. Facilitate fraud prevention and ethics assessment within the Province. Draft and manage annual fraud prevention plan. Regularly review and update the fraud prevention plan. Convene and co-ordinate the Provincial Anti-Corruption, Ethics Technical Committee. Coordination of Financial Disclosure for Provincial departments.

ENQUIRIES

: Ms. S.M. Mphehlo, Tel No: 018 388 4039