

**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** : 06 July 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. 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

- POST 25/107** : **PRINCIPAL STATE LAW ADVISOR (SPECIALIST LITIGATION LP10) REF NO: NWOoP/18/12/02**
- SALARY** : R1 152 483 - R1 748 583 all inclusive package
- CENTRE** : Mahikeng
- REQUIREMENTS** : Bachelor of Laws and/or equivalent qualifications (NQF level and credits). 10 years appropriate legal, legislation and litigation experience post qualification. Admission as an Attorney or Advocate will be an advantage. Experience in understanding the constitutional imperatives within South African Judicial system. Knowledge of Public Service Prescripts and applicable legislation is vital. Experience in legal drafting, research 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 Departments. 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. Partake in other structures within Public Service.
- ENQUIRIES** : Adv. G.O.B. Ratshikana, Tel No: 018 388 3058

OTHER POST

- POST 25/108** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWOoP/18/06/01**
Job Purpose: To Manage and facilitate the implementation of Provincial Performance Monitoring and Reporting
- SALARY** : R657 558 per annum Level 11 (All Inclusive Package)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A bachelor's degree/National Diploma in Public Administration/Public Management and/ or equivalent (NQF level and Credits). Driver's license. 5 - 7

years' experience in Monitoring and Evaluation of which 3 years should be at supervisory Level. The ideal candidate will have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; change management and management of diversity in a dynamic transformation and reforming environment.

DUTIES

: Institutionalise performance monitoring in the Province. Review Provincial Performance Monitoring and reporting Framework. Develop reporting guidelines in line with Provincial priorities. Provide technical support to municipalities. Produce performance reports. Coordinate the implementation of Management Performance Assessment Tool (MPAT) self-assessment and improvement.

ENQUIRIES

: Ms. P.B. Kgoroba, Tel No: 018 - 388 5734