

**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** : 13 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 reserves the right to not fill the position.

**OTHER POSTS**

- POST 26/334** : **DEPUTY DIRECTOR – DG SUPPORT REF NO: NWOoP/18/16/01**
- 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). 5 - 7 years appropriate experience of which 3 years should be at an Assistant Director Level. Language skills and the ability to communicate with people from different backgrounds. Good telephone etiquette, Computer literacy. Sound organisational, Interpersonal, High level of reliability ;Written communication, Ability to act with tact and discretion, Ability to do research and analyse document and situations, Good grooming and presentation, Self-management. Ability to work under pressure and independently with limited supervision, Willingness to work extended hours when required. Valid driver's license.
- DUTIES** : Provide administrative support to the Office of the DG. Assist in managing incoming and outgoing documents and correspondence. Manage the issue management list/Management action list. Provide secretarial support to DG's meetings (including writing of reports, minute taking, compilation of action lists). Liaise with programme managers within the office and other relevant stakeholders for information and consolidation of required reports. Liaise with all spheres of government on provincial issues. Draft memos and write reports. Supervise staff in the office of the Director-General. Compile monthly financial and non-financial reports of the DG's office.
- ENQUIRIES** : Mr. M.I. Tselangoe, Tel No: 018 388-3040.
- POST 26/335** : **ASSISTANT DIRECTOR – PHYSICAL SECURITY REF NO: NWOoP/18/16/02**
- SALARY** : R334 545 per annum (Level 09)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Bachelor's Degree/ National Diploma in Security & Risk Management/Security Management, Grade A certificate in Security, Registered with PSIRA. 3 – 5 years relevant working experience in Security Administration of which 2 years should be at a supervisory level. State Security Agency (SSA)/National

Intelligence Agency (NIA) Security Managers Course, Event Management and Computer literacy will be an added advantage. Skills: Coordination, Good communication (Verbally and in writing), investigation, Conflict management and Presentation. Knowledge of Minimum Physical Security Standards (MPSS) and other related security prescripts. Valid driver's license.

**DUTIES** : Co-ordination and monitoring the implementation of physical security measures in all provincial departments. Coordinate and conduct physical Security breaches investigations. Coordinate and conduct Safety and Security of the Provincial Events. Management of subordinates.

**ENQUIRIES** : Mr. N. Matshavhange, Tel No: 018 -3884694

**POST 26/336** : **ASSISTANT DIRECTOR – DISTRICT COORDINATOR REF NO: NWOoP/18/16/03**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Vryburg  
**REQUIREMENTS** : Bachelor's Degree/National Diploma in Public Administration and/ or equivalent (NQF level and Credits). 3-5 years relevant working experience in community development of which 2 year should be at a supervisory level. Code 8 valid driver's licence. Computer literacy. Willingness to travel. Good communication, writing and interpersonal relations skills.

**DUTIES** : Manage and consolidate the database on identified service delivery needs in the district. Updating the District Setsokotsane Operation Centre with identified service delivery needs (Inclusive of Assessments and escalation of referrals). Consolidate Frontline service delivery monitoring programme in the district. Consolidate public participation programme in the district. Perform other duties as delegated

**ENQUIRIES** : Mr. A Gaetsosiwe and Mr. O. Dithejane Tel No: 053 928 0351