

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMY AND ENTERPRISE DEVELOPMENT**

The North West Department of Economy and Enterprise 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** : All applications should be forwarded to: The Director: Human Resources Management and Development, Department of Economy and Enterprise Development, Private Bag X15, Mmabatho 2735, or hand delivered to NWDC Building, Cnr University Drive and Provident Streets, Mmabatho, 2735. All applications should reach the Department by 16h30 on the closing date. Applications received after the closing date will not be accepted.
- FOR ATTENTION** : Mr Kealeboga Digoamaje
- CLOSING DATE** : 27 July 2018
- 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. If an applicant wishes to withdraw his or her application, it must be done in writing and addressed to the Head of Department. Under no circumstances will the Department accept required application documents through facsimile or e-mail. The successful candidates will be subjected to personnel suitability check. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointment of position(s). NB. For all re-advertised posts, those who had previously applied are advised to re-apply as there may be changes to the inherent post requirements.

OTHER POSTS

- POST 28/132** : **DEPUTY DIRECTOR – BAS SYSTEM CONTROLLER REF NO: 13/DEED/2018/NW**
- SALARY** : R697 011 – R821 052 per annum (Level 11)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Degree in Accounting or Management Accounting or Financial Information System. At least 3 years' experience at a junior management level (Assistant Director Level) in the financial system control environment. A valid driver's licence. Competencies: Extensive experience in BAS, in depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and Financial Statements reporting framework; in depth experience in the compilation of the Quarterly and Annual Financial Statements and knowledge in the BAS control functionalities. Good interpersonal and communication (written and verbal) skills, Advance computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines.
- DUTIES** : Ensure efficient, effective and transparent utilization of BAS in the department, Maintain system security and departmental Code Structure on BAS, Ensure collection or recovery of departmental debtors, Ensure and control month/year end closure processes. Clearing and reconciliation of suspense accounts, preparation of interim and Annual Financial Statements.
- ENQUIRIES** : Ms C. Molosiwa Tel No: 018-387 7850

POST 28/133 : **DEPUTY DIRECTOR – ECONOMIC POLICY, STRATEGY AND PLANNING REF NO: 14/DEED/2018/NW**

SALARY : R697 011 – R821 052 per annum (Level 11)
CENTRE : Mahikeng
REQUIREMENTS : Degree in Economics. A post-graduate/honours qualification in the related field will be an added advantage. Five (5) years' relevant experience in economic policy analysis or related field at junior management level, with 3 years at Assistant Director Level. A valid drivers' license. Competencies: Applied economic analysis, policy and strategy development techniques. Research and report writing skills. Presentation skills. Project management skills. The ability to interpret economic trends and assess policy implications. Creative thinking. The ability to take initiative and work very well in a team. The ability work and deliver outputs timely and under pressure.

DUTIES : To facilitate the formulation of Provincial economic growth and development strategies and plans. To facilitate the development of key economic sectors studies. Research of key economic sectors and industries to identify economic opportunities. Ensure dissemination of developed economic plans and sector studies. Engage various stakeholders on economic development issues across all three spheres of Government and in private sector. Project Management.

ENQUIRIES : Ms M. Tumane, Tel No: 018-387 7779

POST 28/134 : **DEPUTY DIRECTOR – INVESTIGATIONS AND ENFORCEMENT REF NO: 15/DEED/2018/NW**

SALARY : R697 011 – R821 052 per annum (Level 11)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor Laws (LLB Degree). Three years' managerial and leadership experience at Assistant Director Level. Experience in consumer protection will be an added advantage. A valid driver's licence. Competencies: Excellent track record in a consumer protection field. Sound knowledge and in-depth understanding of consumer protection legislation. Broad knowledge of PFMA and Treasury Rules and Regulations. Financial Management. Programme and project management. Client orientation and customer focus. Knowledge of regulatory environment. Excellent mediation, analytical and negotiation skills. A lateral thinker and ability to exercise credible and unquestionable judgement in decision making. Managerial and leadership skills. Ability to work under pressure and willingness to work long hours.

DUTIES : Manage Investigation and Enforcement and Unit. Oversee the investigation of consumer complaints lodged with the office. Organize business compliance inspections. Ensure implementation of Consumer Court Orders. Oversee the development of systems necessary for the smooth investigation of consumer complaints. Coordinate and harmonize functions performed by other Regulators, National and Provincial Governments. Give legal advice on consumer related issues and interpret contracts and other legal documents. Liaise with other stakeholders on consumer advocacy issues. Partake in inter-Provincial forums.

ENQUIRIES : Mr S. Letsogo, Tel No: 018-387 7872

POST 28/135 : **ASSISTANT DIRECTOR – INVESTIGATIONS REF NO: 16/DEED/2018/NW**

SALARY : R356 289 – R430 389 per annum (Level 09)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor of Law (BJuris Degree). Three years' experience in a regulatory environment. Experience in consumer protection will be an added advantage. A valid driver's licence. Competencies: Good track record in a consumer protection field. Sound knowledge and in-depth understanding of consumer protection legislation. Investigative skills.

Client orientation and customer focus. Knowledge of regulatory environment. Excellent mediation, analytical and negotiation skills. A lateral thinker and ability to exercise credible and unquestionable judgement in decisions making. Managerial and leadership skills. Ability to work under pressure and willingness to work long hours.

DUTIES

: Manage Investigation Unit. Oversee the investigation of consumer complaints lodged with the office. Organize business compliance inspections. Oversee the development of systems necessary for the smooth investigation of consumer complaints. Give legal advice on consumer related issues and interpret contracts and other legal documents. Liaise with other stakeholders on consumer advocacy issues. Partake in inter-Provincial forums.

ENQUIRIES

: Mr S. Letsogo, Tel No: 018-387 7872

POST 28/136

: **ASSISTANT DIRECTOR – DEMAND AND ACQUISITION REF NO: 17/DEED/2018/NW**
Re-Advertisement. Those who had previously applied are advised to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R356 289 – R430 389 per annum (Level 09)
: Mahikeng
: Degree or National Diploma in Accounting or Economics. 3 years' experience in the supply chain environment at a junior management level. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and experience of Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment (BBBEE). Knowledge of Walker and BAS, Proqoute and CSD (Centralised Supplier Database) will be an added advantage. A valid driver's licence. Competencies: Planning and organising skills. Communication (written and verbal) skills. Problem solving skills. Presentation skills, Customer care skills. Computer literacy. Analytical skills. Financial Management skills. Project management skills. People management skills. Client orientation and customer focus skills. Ability to work under pressure.

DUTIES

: To conduct needs analysis and industry analysis (benchmarking) for the Department to ensure value for money. Ensure that requirements are linked to the approved budget and the strategic objectives and included in the Demand Management Plan. To compile a Demand Management Plan and Annual Procurement Plan based on the strategic needs. Maintain the approved Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, with regard to demand requirements, Compile tender specifications, special conditions and or evaluation criteria with end-users. Provide adequate administration of acquisition management. Ensure the evaluation of bids in line with PPPFA. Provide monthly reports on procurement to Provincial and National Treasury.

ENQUIRIES

: Mr E. Tembo Tel No: 018-387 7804

POST 28/137

: **ASSISTANT DIRECTOR – LOCAL ECONOMIC DEVELOPMENT REF NO: 18/DEED/2018/NW**
Re-Advertisement. Those who had previously applied are advised to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R356 289 – R430 389 per annum (Level 09)
: Mahikeng
: Degree in Business Management. International obtained qualifications must have been verified by SAQA. Three (03) years of work experience in a planning and development field. Extensive knowledge on identification of regional and local economic development opportunities and implementation of strategies thereof. A valid driver's licence. Competencies: In-depth knowledge of Government legislations, policies and programme of actions. Knowledge of development planning at regional and local level. Project Management application and practice.

		Computer literacy, written and verbal communication skills. Ability to function independently and work as part of a team.
<u>DUTIES</u>	:	Provide support on implementation of local economic development projects at municipalities. Participate on stakeholder's engagement sessions to identify economic development opportunities. Facilitate capacity building interventions and information dissemination to municipalities. Support to VTSD Chamber of Commerce.
<u>ENQUIRIES</u>	:	Ms M. Tlhale, Tel No: 018-387 7922
<u>POST 28/138</u>	:	<u>TRADE ADVISOR – BUSINESS REGISTRATION REF NO: 19/DEED/2018/NW</u> Re-Advertisement. Those who had previously applied are advised to reapply.
<u>SALARY</u>	:	R242 475 – R285 630 (Level 07)
<u>CENTRE</u>	:	Rustenburg
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Public Management. International obtained qualifications must have been verified by SAQA. At least one (1) year of practical work experience in a business support environment. A valid driver's license is a requirement as the post requires extensive travelling. Competencies: Knowledge of SMMEs and cooperatives development and support legislation and policies. Computer literacy, good written and verbal communication skills. Interpersonal skills. Ability to function independently and work as part of a team.
<u>DUTIES</u>	:	Facilitate registration of SMMEs and cooperatives as legal entities. Facilitate filing/lodgement of annual returns for businesses. Facilitate amendment of business registration certificates. Assist businesses with compliance to relevant prescripts. Develop and maintain data base of registered businesses. Compile business registration reports.
<u>ENQUIRIES</u>	:	Mr Z. Dipudi, Tel No: 018-387 7793
<u>POST 28/139</u>	:	<u>PLANNER – MONITORING AND EVALUATION REF NO: 20/DEED/2018/NW</u>
<u>SALARY</u>	:	R242 475 – R 285 630 (Level 07)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Degree in Social Sciences or Information Management or Development Studies. Relevant Monitoring and Evaluation Experience will be an added advantage. A valid driver's license is also required coupled with a willingness to travel long distances. Competencies: Computer literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge of the Government planning and reporting processes as well as various Public Service Legal Prescripts. Strong communication (verbal and written) skills.
<u>DUTIES</u>	:	Consolidate quarterly performance reports for the Department. Verify the portfolio of evidence of quarterly performance reports from programme managers. Assist in analysing quarterly performance reports and prepare presentations thereof. Assist in the compilation of Departmental annual report. Provide secretarial support to the Department's performance review sessions.
<u>ENQUIRIES</u>	:	Mr Y. Asuamah, Tel No: 018-387 7782
<u>POST 28/140</u>	:	<u>REGISTRY CLERK REF NO: 21/DEED/2018/NW</u>
<u>SALARY</u>	:	R163 563 – R192 666 (Level 05)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Senior Certificate. A valid driver's licence. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing Records Management. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Ability to work independently and as part of a team.

DUTIES : Good planning and organisational skills. Good verbal and written communication skills. Good planning and organisational skills.
: Provide registry counter services. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal. Perform administrative duties within the Unit.

ENQUIRIES : Mr L. Boyce, Tel No: 018-387 7758

POST 28/141 : **CLEANER REF NO: 22/DEED/2018/NW (X2 POSTS)**

SALARY : R96 549 – R113 730 (Level 02)

CENTRE : Mahikeng

REQUIREMENTS : An ABET Level 4 or Grade 9 Certificate. Competencies: Ability to differentiate and use cleaning chemicals. Ability to operate and handle cleaning equipment. Ability to keep the office environment hygienic. Fair knowledge of Batho-Pele Principles. Flexibility.

DUTIES : Provision of cleaning services. Keep and maintain cleaning materials and equipment.

ENQUIRIES : Ms K. Moloto, Tel No: 018-387 7717

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 : 27 July 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 28/142 : **DEPUTY DIRECTOR: SOCIAL COHESION REF NO: NWOoP /19/18/01**
Purpose: To coordinate mobilization of communities and structures towards Reconciliation, Healing and Renewal

SALARY : R697 011 per annum all inclusive package (Level 11)

CENTRE : Mahikeng

REQUIREMENTS : Bachelor's degree in Public Administration/Public Management and/ or equivalent (NQF level and Credits). 6 - 7 years appropriate experience of which 3 years should be at a supervisory level. Computer literacy. Sound organisational, interpersonal, high level of reliability, written communication, research, policy development, organisational

		development and analytical skills. Ability to work under pressure and independently with limited supervision, willingness to work extended hours. A valid driver's license.
<u>DUTIES</u>	:	Manage and coordinate the implementation of reconciliation healing and renewal programmes in the province. Monitoring, evaluation and intervention of the reconciliation healing and renewal strategy for the Province. Promotion of ethical consciousness and values in all sectors and cultures of society. Mobilisation of community structures towards moral, reconciliation, healing and renewal. Facilitate interventions to combat racism, xenophobia and related intolerances in the province.
<u>ENQUIRIES</u>	:	Mr.T. Ramashilabele, Tel No: (018) 388 3716
<u>POST 28/143</u>	:	<u>DEPUTY DIRECTOR- ORGANIZATIONAL DEVELOPMENT REF NO: NWOoP/19/18/04</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's degree in Management Services/Production/Operations Management and/ or equivalent (NQF level and Credits). 6-7 years experience (of which 3 should be at assistant director level) in organizational development with emphasis on job evaluation, organizational structures, human resource planning establishment administration and service delivery improvement plans. Knowledge and application of relevant prescripts and legislation in the public service. Good communication, interpersonal relations and presentation skills, ability to conduct research, analytical and report writing skills. Ability to work under pressure, function independently and work as part of the team.
<u>DUTIES</u>	:	Facilitate the development and the implementation of human resource plan. Management and maintenance of the establishment. Development and maintenance of delegations of authority. Facilitate the development and maintenance of organizational structure. Conduct work study investigations. Facilitate process management and improvement. Oversee and facilitate the development of job descriptions and ensure accurate database. Manage and conduct the job evaluation processes. Facilitate the development of service delivery improvement programmes and interventions. Facilitate and manage the employee satisfaction surveys. Facilitate and manage change management initiatives and Batho-Pele programmes. Management of employees within the Sub Directorate.
<u>ENQUIRIES</u>	:	Mr. M.M Badimo, Tel No: (018) 388 3085
<u>POST 28/144</u>	:	<u>ASSISTANT DIRECTOR: MEDIA MONITORING AND RAPID RESPONSE REF NO: NWOoP/19/18/02</u> Job Purpose: To provide media monitoring, evaluation and analysis services
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's degree in Communication/Journalism and/ or equivalent (NQF level and Credits). 3-5 years experience in the media monitoring environment of which 2 years should be at supervisory level. Knowledge and understanding of Government Communication policies, procedures and programmes. Excellent time management skills. Ability to conduct media research, analyze data and prepare statistical presentations.
<u>DUTIES</u>	:	Monitoring and assessment of daily media coverage on provincial news. Analyse issues in the national and local media regarding the province. Identify and facilitate measures to ensure the centrality of government's voice in media. Coordinate and compile provincial media statistical and evaluation reports. Coordinate the daily rapid response team activities. Manage and archive media analysis data for future reference.
<u>ENQUIRIES</u>	:	Ms B. Mohlakoana, Tel No: (018) 388 3705

POST 28/145 : **ASSISTANT DIRECTOR: STRATEGY AND PLANNING REF NO: NWOoP/19/18/03**
Job Purpose: To coordinate and monitor integrated planning in the province

SALARY : R356 289 per annum (Level 09)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor's degree in Public Administration/Public Management and/ or equivalent (NQF level and Credits). A qualification in strategic planning will be an added advantage. 3 -5 years appropriate experience of which 2 years should be at Senior Practitioner Level. The ideal candidate should have proven capability and presentation skills, good communication skills, demonstrates sound knowledge of all facets of work-related legislations, is a team member, demonstrates high level of commitment and technical competence, as well as, management of diversity in a dynamic transformation and reforming environment. A valid driver's license.

DUTIES : Provide support to departments in the development of Strategic and Annual Performance Plans. Provide support to departments on Management Performance Assessment Tool (MPAT) in the province. Provide support to municipalities in the planning related functions. Assess and evaluate strategic and annual Performance plans of provincial departments for alignment against Treasury Guidelines, National and Provincial Priorities. Provide support to municipalities on the implementation and alignment of the spatial development Frameworks to the Provincial Spatial Development Framework (PSDF).

ENQUIRIES : Mr. M.E. Magakwe, Tel No: (018) 388 2272