PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT

The North West Department of Social Development 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: Forward your applications to: The Director: Human Capital Management, Department of Social Development, Private Bag x 6, Mmabatho, 2735 or hand delivered to Provident House Building, University Drive, Mmabatho.

FOR ATTENTION: Ms PP Setsiba

CLOSING DATE: 30 August 2019

NOTE: Applications must be on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, educational qualifications, skills, competencies and knowledge). All educational qualifications will be verified, and they must be certified copies of the original educational certificates. Certified copy of the Identity Document or National Identity Card must be attached as well. The date on certifying stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, it must be done in writing and addressed to the Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or e-mail. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interview. 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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment of position(s) Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification.

MANAGEMENT ECHELON

POST 29/251: DIRECTOR: HIV AND AIDS REF NO: K30903/1

Chief Directorate: specialist social services
Directorate: HIV and Aids prevention, care support services

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)

CENTRE: Provincial Head Office (Mahikeng)


DUTIES: Develop and ensure the implementation of policies and strategic plan, Norms and Standards for Community Based HIV and AIDS, Social Behaviour change in line with Departmental Strategic Plans and Provincial Programme Priorities. Manage and Monitor the implementation of Comprehensive HIV and AIDS Prevention, Care and Support Programmes and Home Based care Service and Community Care Centers Monitoring and Evaluation System. Facilitate the implementation of Orphans Vulnerable Children and Youth services. Provide and Monitor the effective and efficient capacity building programmes for internal and external stakeholders. Facilitate inter-sectoral collaboration of the HIV and AIDS care & Support Services

ENQUIRIES: Ms D.G Mokgoro-Ramosime Tel No: (018) 388 2981/2293
POST 29/252  :  DIRECTOR: RISK MANAGEMENT REF NO: K30903/2
Directorate: Risk Management

SALARY :  R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE :  Provincial Head Office (Mahikeng)
REQUIREMENTS :  Degree or National Diploma in Accounting or Financial Management. A minimum of Five (5) years' experience at middle management level within the relevant field. Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service e.g PFMA, Treasury Regulations, BAS, Promotion to Access to Information, Public Service Regulations, Labour Relations Act, etc. Computer literacy. A valid driver's license. Competencies: Negotiation skills, People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Strategic Planning, Policy analysis and development, Good Communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.

DUTIES :  Provide leadership and strategic direction and policy. Manage and oversee the development, review, implementation and maintenance of effective and efficient risk management policies, strategies, and systems. Manage services to uproot fraud and anti-corruption in the department. Manage and oversee the development, review, implementation and maintenance of effective and efficient ethics management policies, strategies, and systems. Manage and utilise resources in accordance with relevant directives and legislation (physical, human and financial).

ENQUIRIES :  Mr I Mogorosi Tel No: (018) 388 2043/2000

POST 29/253  :  DIRECTOR: STRATEGIC PLANNING, POLICY, MONITORING, EVALUATION AND RESEARCH REF NO: K30903/3
Directorate: Corporate Services

SALARY :  R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE :  Provincial Head Office (Mahikeng)

DUTIES :  Develop, implement and monitor implementation of policies, strategies, and procedures in relation to planning, policy, research, monitoring and evaluation. Coordinate integrated planning processes in line with planning framework and ensure alignment to departmental mandate, goals, objectives and resources. Provide management of monitoring and evaluation services and produce departmental reports base on verified and validated performance information in support of evidence based performance and reporting. Provide technical support to all programmes on research, policy, planning and monitoring and evaluation matters. Coordinate management Performance assessment tool (MPAT) implementation and reporting in line with the sets target. Coordinate all audits related to performance information. Stakeholder management. Management of resources of the Directorate in and efficient and effective manner.

ENQUIRIES :  Mr I Mogorosi Tel No: (018) 388 2043/2000
POST 29/254 : DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: K30903/4
Chief Directorate: Financial Management
Directorate: Supply Chain Management

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : A Bachelor’s Degree in Commerce/Finance or equivalent qualification in finance.
A minimum of 5 years of experience at middle management level within the relevant field. Extensive knowledge of public sector procurement process, rules and regulations. Sound understanding of PFMA, PPPFA. A valid driver’s license. Competencies: Knowledge of services policies, rules and regulations, including the public service act, public service regulations, public finance management act, treasury regulations and other related prescripts. A result driven, customer focused approach with excellent planning, communication and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Computer literacy (MS Word, Excel and PowerPoint) and accounting system (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills, Research and policy formulation.

DUTIES : Ensure sound and strategic supply chain management services and resources in the department. Manage financial logistics, demand and acquisition services for the department. Develop and implement effective systems aimed at improving turnaround time. Comprehensively manage the procurement system of the department (e-procurement/ bas) assist in ensuring compliancy with the policies and procures of the department. Ensuring and manage the development of the monitoring tools to conform to procurement standards and regulations, effectively coordinate year end closure and prepare working paper fill for audit purpose. Work closely with clients and service providers to ensure seamless service delivery, effectively manage monthly reports on accruals and commitment. Work and manage effectively and efficiencies SCM contractually obligations of the departments with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Advice Chief Financial Officers (CFO) on all supply chain management matters. Provide management information, statistics and reports to all relevant stakeholders.

ENQUIRIES : Ms E.R.M Moremi Tel No: (018) 388 2869/2198