ANNEXURE Z

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
06 December 2019

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.

MANAGEMENT ECHELON

POST 42/290
DIRECTOR-GENERAL: NORTH WEST OFFICE OF THE PREMIER REF NO: NWP/OOP/2019/01
(5 year fixed term Contract)

SALARY
R1 978 533 per annum (Level 16) (All inclusive)

CENTRE
Mmabatho

REQUIREMENTS
An undergraduate qualification at NQF level 7 and a post-graduate qualification at NQF level 8. 8-10 years of senior managerial experience of which five (5) years must be as a Senior Management Service member in the Public Service. Competencies: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication; Honesty and Integrity; Proven experience in the Implementation of senior management programmes within a Public Sector institution; Change management. Essential skills must include: Proven innovative and creative ability, a high level of liaison, negotiation and communication skills appropriate for this broad management role as well as Financial Management skills; Knowledge of Economic and social Development as well as relevant Governance issues; Integrated Government Regional Integration; Minimum Information Security Standards; Supply Chain Management; Networking skills; Diversity and Transformation; Proven experience in the implementation of service delivery and co-ordination programmes within the Public Service.

DUTIES
Provide high quality advice and technical support to the Premier and to the Executive Council in discharging its Provincial duties. Act as Secretary to the Executive Council. As Accounting Officer for the Office of the Premier be responsible for the Strategic Management of the Office and ensuring that Financial, Human and physical resources are managed efficiently, effectively and economically in accordance with government policies, Acts and prescripts. Responsibility for coordination of Provincial Administration at technical level for the implementation of Social and Economic Policies, Plans, projects and programmes. Monitor the implementation of transformation and programmes of the Public Service. Responsibility of Intergovernmental Relations (National, Provincial and Local Government Spheres).

ENQUIRIES
Mr. S. Mpanza Tel No: (018) 388 3040
POST 42/291: DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2019/02
Job Purpose: To manage and coordinate Financial Planning, Monitoring and reporting processes in the Office of the Premier

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package)
CENTRE: Mmabatho
REQUIREMENTS: A Bachelor’s degree in Financial Management /Auditing and/or equivalent qualification (NQF level and Credits). Extensive relevant experience of which five years five (5) years must be at middle management in the relevant field. Vast knowledge and experience in financial management, Public Finance Management Act and Treasury Regulations. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.
DUTIES: Development of financial management policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cashflow. Monitor and report on expenditure trends. Provision of revenue services.
ENQUIRIES: Ms. T.M. Mooketsi Tel No: (018) 388 4277

POST 42/292: DIRECTOR: ICT CUSTOMER RELATIONS REF NO: NWP/OOP/2019/03
Job Purpose: To Provide Customer Relations Services in the North West Provincial Government

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package)
CENTRE: Mmabatho
REQUIREMENTS: A Bachelor’s degree in Information Technology and/ or equivalent (NQF level and Credits). Extensive relevant experience of which five (5) years must be at middle management level. Sound knowledge and understanding of ICT related prescripts and legislation. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.
ENQUIRIES: Mr. C.C. Gabriel Tel No: (018) 388 4032

POST 42/293: DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: NWP/OOP/2019/04

SALARY: R733 257 per annum (Level 11) (all-inclusive package)
CENTRE: Mmabatho
REQUIREMENTS: A Bachelor’s degree in Management Advisory Services and/ or equivalent (NQF level and Credits). Certificates in Job Evaluation and Persal Staff Establishment training in the public service and Org plus training (must be attached to the application). 6-7 years’ experience in organizational development/ design environment of which three (3) years must be at in junior management (Assistant Director) level. Knowledge: Knowledge of Organizational Development, organizational design, job evaluation system, procedure and methods specifically in the public service. Skills: Problem Solving and Good communication skills, Writing and Analytical skills and Computer literacy. Facilitation and presentation skills and Project management skills.
management services and employee satisfaction survey. Management of staff and
development of policies. Coordinate and consolidate reports.

ENQUIRIES : Mr. M.M. Badimo Tel No: (018) 388 3085

POST 42/294 : DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO:
NWP/OOP/2019/05

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor’s degree in Human Resource Management and/or equivalent (NQF level and credits), 6-7 years’ experience in recruitment and selection and/or employment practices of which three (3) years must be at junior management level. Knowledge: Knowledge of human resource management legislation in the public service. Skills: Good communications and Problem solving skills; Computer literacy; Writing and Analytical skills; Planning and organizing skills; Facilitation and presentation skills; Coordination and Project management skills.

DUTIES : Monitoring the recruitment and selection processes in the North West Provincial Administration. Monitoring the appointment processes in the North West Provincial Administration. Evaluate the effectiveness of recruitment, selection and appointment processes in the North West Provincial Administration. Develop and oversee the implementation of standardized recruitment, selection and appointment processes/practices across the North West Provincial Administration. Monitoring the human resource personnel records system. Contribute towards the development of the directorate’s annual performance plan and ensure that assigned projects are completed within the timeframe. Coordinate and consolidate recruitment, selection and appointment reports. Analyze the recruitment, selection and appointment practices in the North West Provincial Administration and produce intervention measures. Advise Provincial Government Departments on recruitment, selection and appointment processes. Management of staff.

ENQUIRIES : Mr. S.M. Bahula Tel No: (018) 388 3087

POST 42/295 : DEPUTY DIRECTOR: ICT SECURITY REF NO: NWP/OOP/2019/06

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor’s degree in Information Technology and/or equivalent (NQF level and credits), 6-7 years’ experience in information technology security which of three (3) years must be at junior management level. Knowledge: ICT Security standards, Network security, CheckPoint Firewall, Resource Access Control Facility and end point security management. Network penetration testing and techniques. Skills: Expertise in anti-virus, intrusion detection, firewalls and content filtering tools. Vulnerability and risk assessments. Report writing skills, Problem solving skills and Interpersonal relationship skills. Advanced Computer literacy in Excel, Word, Power point.


ENQUIRIES : Mr. C.C. Gabriel Tel No: (018) 388 4032

POST 42/296 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS AND LABOUR
RELATIONS REF NO: NWP/OOP/2019/07

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor’s degree in Labour Relations or Employee Health and Wellness and/or equivalent (NQF level and credits), 6-7 years’ experience in Labour Relations or Employee Health and Wellness of which three (3) years must be at junior management (Assistant Director) level in the public service. Knowledge: Knowledge of Employee Health and Wellness Strategy for the Public Service and its related policies. Knowledge of Occupational Health and Safety Act and Labour Relations Act as well as policies and procedures in the public service. Skills: Good communications and Problem solving skills; Computer literacy; Writing and Analytical skills; Planning and organizing skills; Facilitation and presentation skills; Coordination and Project management skills.

DUTIES : Development and implementation of Employee Health and Wellness policies and procedures. Development and implementation of Occupational Health and Safety
policies and procedures. Development and implementation of Labour Relations policies and procedures. Manage the provision of Employee Health and Wellness, Occupational Health and Safety and Labour Relations services. Coordinate and consolidate reports. Management of staff.

ENQUIRIES : Mr. M.M. Badimo Tel No: (018) 388 3085

POST 42/297 : DEPUTY DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2019/08

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Appropriate Bachelor's degree and/ or equivalent (NQF level and credits). 6-7 years’ experience in investigation of which three (3) years must be at junior management level. Knowledge: Law of evidence, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act and Treasury Regulations. Skills: Writing and Analytical skills, Investigative Communication and Report Writing skills, Cross Examination and presentation skills.

DUTIES : Investigate acts of misconducts, fraud and corruption in the North West Provincial Administration. Produce well written investigation reports. Serve as the Employer Representative during the disciplinary proceedings. Provide advice to management on investigations. Coordinate and Consolidate reports. Management of staff. Facilitate advocacy sessions on fraud and corruption within the North West Provincial Administration.

ENQUIRIES : Ms. S. M. Mphehlo Tel No: (018) 388 4038

POST 42/298 : DEPUTY DIRECTOR: IT PLANNING AND ENTERPRISE ARCHITECTURE REF NO: NWP/OOP/2019/09

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years’ experience in information technology planning of which three (3) years must be at junior management level. Knowledge: Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5 and ICT International best practices. Skills: Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.

DUTIES : Development, coordinate implementation and monitoring of strategic and tactical IT plan in the North West Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the North West Provincial Administration. Coordinate and Consolidate reports. Management of staff.

ENQUIRIES : Mr. C.C. Gabriel Tel No: (018) 388 4032

POST 42/299 : ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2019/10
Recruitment and Selection

SALARY : R376 596 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : Bachelor's degree or National Diploma in Human Resources Management/ Public Administration and/ or equivalent qualifications (NQF Level and Credits). 3-5 years relevant work experience of which 3 years must be at Senior Personnel Practitioner level. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills and interpersonal relations. Knowledge of the Public Service Legislation including legislation that governs Human Resource Recruitment and selections practices. Computer literacy.

DUTIES : Co-ordinate and perform recruitment, selection and placement for the Department. Coordinate and render personnel suitability checks and facilitate Senior Management Service competency assessments. Render advice and support to line management and personnel on HR matters. Administer remuneration and employees’ benefits. Manage the implementation of HR policies, systems and procedures. Development of departmental HR Policies. Management of staff.

ENQUIRIES : Mr. P.K. Letebejana Tel No: (018) 388 3741