ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

OTHER POST

APPLICATIONS: must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 14 February 2020

NOTE: The Office of the Premier 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. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed Z83, obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). 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 three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

OTHER POST

POST 04/300: DEPUTY DIRECTOR: OFFICE SUPPORT AND AUXILIARY SERVICES REF NO: NWP/OOP/2020/02

SALARY: R733 257 per annum (Level 11) (all-inclusive package)
CENTRE: Mmabatho
REQUIREMENTS: An appropriate tertiary qualification at NQF level 6. 6-7 years’ experience in Main Registry, auxiliary services and office accommodation environment, of which three (3) years must be at Assistant Director level. Competence Requirements: Communication, Interpersonal, conflict resolution and facilitation skills. Ability to apply Analytical and innovative thinking. Understanding and implementation of Management tools. Policy formulation and implementation. Ability to work under pressure. Knowledge, understanding and proficient usage of the full suite of Microsoft. Knowledge and application of Policies governing the environment including but not limited to the following: Protection of information act National archives and records service act Minimum information security standards; Promotion of administrative justice act; Promotion of access to information Act; Public service Act; PFMA; Electronic communication and transaction Act. Occupational Health and Safety Act.
ENQUIRIES: Ms A. D Michael Tel No: (018) 388 3731